

Work Experience

- 1 Think of someone you like working with. Say why you like working with him/her.

calm hard-working friendly funny intelligent organised polite reliable

I like working with my manager. She's organised and helpful.

Skills and personal qualities

- 2 Read the blog post from a job website and answer the questions.

- 1 Who did the blog writer interview? Why?
- 2 What two things are good to talk about at a job interview?
- 3 What can people with no work experience do at an interview?

What employers want

We interviewed 100 employers about the skills and qualities they want when recruiting employees. Here are the top eight:

1	good communication skills	5	IT skills
2	organised	6	motivated
3	team worker	7	hard-working
4	analytical	8	language skills

They also say it's important that employees are reliable, know about the company's products and have a friendly personality.

Top Tip!

Next time you have a job interview, prepare to talk about real-life examples of the skills and personal qualities that are important for the job. For example, 'I'm very analytical. I've analysed sales data and written sales reports.' Or 'I'm a team worker. I've worked in international teams to solve problems on projects.' Or 'I'm very organised. I've never missed an important deadline.'

If you haven't had any work experience, give other examples from your life, interests and studies. For example, 'I have excellent communication skills. I've written blogs for a website.' Or 'I'm a good communicator and team worker. I've given many team presentations in my university classes.'

- 3 Complete the table with the skills/qualities (1-8) in the blog post.

What employers want	Examples
1 _____	complete tasks on time, meet deadlines
2 _____	express ideas well when speaking and writing, listen to others
3 _____	work with other people on projects
4 _____	assess information, analyse data, solve problems
5 _____	speak German, English and Spanish
6 _____	use Microsoft Word and Excel
7 _____	have a positive 'can-do' attitude to work
8 _____	make a lot of effort to do a good job

4 Match the correct skill/quality (1-8) in the blog post with the sentences (a-h).

- a I do a lot of work when I'm at the office.
- b I can work with many different software programs.
- c I try to solve problems in a logical way.
- d I know how to give a clear presentation and explain my ideas.
- e I'm good at planning things.
- f I can read emails in Portuguese.
- g I really want to achieve success in my work.
- h I work well with colleagues in my department.

What employers want	Tick (✓) your rating		Your examples
	I'm good at this.	I need to work on this.	
analytical			
communication skills			
hard-working			
IT skills			
language skills			
motivated			
organised	✓		<i>On Monday morning I always make a plan for the week.</i>
team worker			

1 Complete the sentences.

- Vince's **l**_____ **s**_____ aren't very good. He can't use Excel or make a PowerPoint presentation.
- Sylvia completes all her tasks on time and has never missed a deadline. She is very **o**_____.
- Pablo needs **a**_____ skills to assess information, analyse data and solve problems.
- Good managers need to express ideas well and listen to others. They need good **c**_____ skills.
- You need to work well with other people in this job. Being a good **t**_____ **w**_____ is very important.
- Alice can speak Arabic, German and Italian. Her **l**_____ skills are very good.
- I know Belinda is **h**_____ **-w**_____ because she makes a lot of effort to do a good job.
- Oscar doesn't enjoy his job and doesn't have a 'can-do' attitude. He isn't very **m**_____.

2 Match the questions (1–8) with the answers (a–h).

- | | |
|--|---|
| 1 Are you hard-working? | a Quite good. I can use Microsoft Word and Excel. |
| 2 Do you have good communication skills? | b Not very. I've sometimes missed deadlines. |
| 3 Are your language skills good? | c Yes, I'm good at analysing data and solving problems. |
| 4 What are your IT skills like? | d Yes, I can express my ideas well and I'm good at listening to others. |
| 5 Are you motivated? | e Yes, I work well with other people. |
| 6 Are your analytical skills good? | f No, they're not. I can't speak any other languages. |
| 7 Are you a good team worker? | g Yes, I am. I always make a lot of effort to do a good job. |
| 8 Are you organised? | h Yes. I have a positive, 'can-do' attitude to work. |

TALKING ABOUT EXPERIENCES

→ Grammar reference: page 111

+ I've **written** sales reports.

You've **worked** in international teams.

She's **given** many presentations.

- I've **never missed** an important deadline.

You **haven't had** any work experience.

He **hasn't had** much experience in sales.

? **Have you ever written** blogs? Yes, I **have**. / No, I **haven't**.

Has she worked on international projects? Yes, she **has**. / No, she **hasn't**.

6 Complete the sentences with the correct form of the verbs in brackets.

They ¹ _____ (work) in over ten countries. He ² _____ (not have) much experience in the UK, and she ³ _____ (not write) any reports in English.

I ⁴ _____ (give) lots of sales presentations with this software, and you have ⁵ _____ (use) a similar program. However, I ⁶ _____ (never present) in a large organisation.

The Present Perfect

We use the Present Perfect Simple to talk about experiences in our lives. We do not say when they happened.

I've worked for a bank.

I've been to Paris.

We often use **ever** in questions with the Present Perfect Simple. It means 'at any time in your life'.

Have you ever worked in this industry?

We often use **never** with the Present Perfect Simple. It means 'at no time in my life'.

I've never worked abroad.

Positive

Subject	have/has	past participle	
I/You/We/They	have 've	worked	on international projects.
He/She/It	has 's		in this industry.

Negative

Subject	have/has not	past participle	
I/You/We/They	have not / haven't	worked	on international projects.
He/She/It	has not / hasn't		in this industry.

Yes/No questions

Have	Subject	past participle	
Have	I/You/We/They	worked	on international projects?
Has	He/She/It		in this industry?

Short answers

Yes, I/you/we/they have .	Yes, he/she/it has .
No, I/you/we/they haven't .	No, he/she/it hasn't .

Wh- questions

Question word(s)	have	subject	past participle
Where	have	I/you/we/they	worked?
	has	he/she/it	

Past participles

- To form past participles of most regular verbs, add **-d** or **-ed**.
delivered, exported, helped, lived, started, worked
- When a regular verb ends in **-y**, form past participles in two ways.
 - When a verb ends in a vowel and **-y**, add **-ed**:
employ - employed, play - played, stay - stayed
 - Change **-y** to **-i** and add **-ed** when the verb ends in a consonant and **-y**:
carry - carried, copy - copied, study - studied, try - tried
- One group of irregular past participles are the same as the irregular past simple forms.
bought, had, made, put, sent, sold
- Another group of irregular past participles is different from the irregular Past Simple forms. For irregular past forms, see p.114.

Common irregular verbs

Infinitive	Past Simple	Past Participle
be	was/were	been
give	gave	given
go	went	gone*
grow	grew	grown
speak	spoke	spoken
take	took	taken
write	wrote	written

Contractions

've = have haven't = have not

's = has hasn't = has not

We often use contractions in spoken English and informal writing. The full forms (**have/has/have not/has not**) should be used in formal writing.

*been or gone?

The past participle of *go* is *gone*. *Gone* means the trip is not completed. However, to say the trip was completed, we use *been*.

A: *Where's the manager this week?*

B: *She's gone to Paris for work.*

(She is in Paris now.)

A: *Has she ever travelled for business?*

B: *Yes, She's been to Paris for work.*

(She was there at some time in the past, but is not there now.)

1 Complete the sentences and questions using the Present Perfect. Use contractions where possible.

- 1 I _____ (have) several jobs in sales.
- 2 He _____ (change) companies three times in his life.
- 3 I _____ (never/go) to China on business.
- 4 He isn't in the office today. He _____ (go) to visit some clients.
- 5 We _____ (not study) at university.
- 6 They _____ (not write) many blogs in English.
- 7 She _____ (not design) lots of websites.

- 8 I _____ (not have) much experience managing staff.
- 9 _____ she _____ (give) presentations at conferences?
- 10 _____ he _____ (buy) products from this supplier in the past?
- 11 _____ they (ever/deliver) _____ the orders on time?
- 12 _____ we _____ (sell) materials to these markets before?

7A Put the words in the correct order to make questions.

- 1 ever / a team / managed / you / Have / ? _____
- 2 for / many / have / companies / you / How / worked / ? _____
- 3 or region / you / Have / lived in / another country / ever / ? _____
- 4 you / in an international / Have / team before / worked / ? _____
- 5 Have / in English / ever / written emails / you / ? _____
- 6 for / Where / travelled / have / work / you / ? _____

B Match the answers (a-f) with the questions (1-6) in Exercise 7A.

- | | |
|---|---|
| a No, I haven't. I've only lived in this country. | d Yes, I have. I manage a team in my current job. |
| b I've worked for three different companies since university. | e Yes, I have. Our company has lots of European and Japanese employees. |
| c I've travelled a lot around Germany and visited our Paris office. | f Yes, I have. I write them for our UK sales team. |

1 Write questions and short answers. Use the correct verb form for talking about experiences.

1 you / ever / write a report? (✓)

Have you ever written a report?

Yes, I have.

2 Lisa / work / in the Berlin branch? (x)

3 Paul and Denis / give / sales presentations? (x)

4 you / solve / many problems in your job? (✓)

2 Complete the sentences with the correct verb form for talking about experiences.

1 Fumiko has never used (never use) this software program.

2 Nadia and Kim _____ (not work) together before.

3 Will _____ (study) in the USA.

4 Ulla _____ (write) three reports this month.

5 I _____ (manage) my own company for many years.

6 Marcos _____ (not travel) for work this year.