UNIT 8 THE WORLD OF WORK

Listening

1. Mr Le, an invited speaker, is talking to grade 12 students about how to write a good CV. Listen to his talk answer the questions below.

1. What is a CV?

2. How important is your CV in applying for a job?

3. What makes a successful CV?

2. Listen again and complete each of the sentences with no more than 3 words

1. Your CV is one of the most important requirements for getting…….. .

2.If your CV looks …….. and confusing, the personnel manager is going to think that you will be a cluttered and confused employee.

3. Many companies nowadays use …….. to scan CVs for important key words.

4. Every job you apply for is going to have a unique…….. .

5.You should have a different and unique CV for …….. you apply for.

LIVEWORKSHEETS