

2 APPLYING FOR A JOB OR COURSE

a Complete the gaps with a noun from the list.

CV /sɪv/ experience /ɪk'spiəriəns/ intern /ɪn'tɜ:n/
interview /ɪntəvju:/ job offer /dʒɒb 'ɔ:f/
permit /pɜ:mɪt/ qualifications /kwɒlɪfɪ'keɪʃnz/
reference /rɪfərəns/ skills /skilz/ vacancy /'veɪkənsi/

What you may need to have

- 1 qualifications (e.g. a degree, a diploma)
- 2 _____ (having done some work before)
- 3 _____ (e.g. languages, IT)
- a 4 _____ (a letter from a person who would be prepared to recommend you)

What you may need to do

- look for a 5 **job** _____ or course
- apply for a 6 **work** _____, a place on a course, a **grant** / **scholarship**
- write a 7 _____ and a **covering letter**
- **attend** an 8 _____
- get a 9 _____ or an offer for a place on a course
- work as an 10 _____

1. What would you never introduce into your CV?
2. Do you think it's worth applying for the same job for several times if you were rejected the first time?
3. What do you think of a covering letter? Can it help you to get the desired job?

Read the following statements. Agree or disagree using the phrases below

I completely agree/disagree

I think that's true because

I'd say that

- You should choose a university subject you enjoy, not one which you think may get you a good job.
- People shouldn't have to pay to go to university.
- You will have a better experience if you don't go to university in your home town.
- It's not very useful to study for an arts degree because you will never get a well-paid job.
- Students shouldn't get part-time jobs while they are at university.
- For most young people, an apprenticeship is a better option than going to university.

If we...you the job, when _____ you _____ to start...

If we...you the job, you _____ a lot of training.

Imagine you are in the following situations. Say what you would do using Second Conditional

- 1 You are offered a great job abroad.
- 2 Your partner is offered a job abroad, but you don't want to move.
- 3 You have to choose between a well-paid but boring job and a very interesting but badly-paid job.
- 4 You are offered a good job while you are still studying.
- 5 You have to choose between working at night or at weekends.

If I was offered a great job abroad, I'd probably take it because I'd have the opportunity to learn about a new culture.

