

Worksheet 1 - English for HR (Business English)

Before watching ...

Match the definitions (a - e) with the vocabulary (1 - 5). Choose the correct option (a - e)

1. Applicant ____
 2. CV ____
 3. Humblebrag ____
 4. Recruiter ____
 5. Résumé / 'rezju:meɪ/ ____
-
- a. A statement or comment in which you tell people very proudly about something you own or something you have done, while at the same time pretending to be modest
 - b. A person whose job is to find new people to join a company, an organization, etc.
 - c. The abbreviation for 'curriculum vitae': a written record of your education and the jobs you have done, that you send when you are applying for a job
 - d. A written record of your education and the jobs you have done, that you send when you are applying for a job
 - e. A person who formally requests something, especially a job.

While watching ...

Put the tips in the order they are mentioned. Match the tips (1 - 5) with the numbers (a - b).

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|-------------------------|------------|
| 1. Examples and Results | a. Tip # 1 |
| 2. Proofreading | b. Tip # 2 |
| 3. Résumé Layout | c. Tip # 3 |
| 4. Résumé Length | d. Tip # 4 |
| 5. Self-Marketing | e. Tip # 5 |

After watching ...

Choose Yes (Y) or No (N)

1. Applicants should keep their résumé short and simple. **Y / N**
2. It is a great idea to include photos on your résumé . **Y / N**
3. Applicants should use a 12 or 14 point font. **Y / N**
4. Times New Roman and Papyrus are the most suitable fonts because they are easy to read. **Y / N**
5. Applicants should spell-check their résumé before sending or printing it. **Y / N**