

7D | The recruitment agency

CURRICULUM VITAE

1 Match the phrases in **bold** to the definitions 1–6.

Lying and Applying

A new survey shows that many British workers have lied on their CVs:

- 47% have lied about **personal interests**: photography, opera and paragliding are incredibly popular!
- 19% have lied about **skills**: languages and qualities (eg 'honesty') they did not have.
- The most common lies were about **professional experience**: responsibilities, titles, dates and unemployment.
- The most dangerous lies were about **education and qualifications** because these are easy to check.
- 'The only thing I believe when I get a CV,' says one employer, 'are **personal details**.'
- 'The worst liar I've ever interviewed,' says one manager, 'wrote the **referee's** details on his CV. But guess who answered when I called!'

- 1 previous jobs _____
- 2 abilities _____
- 3 free time activities _____
- 4 schooling and exam results _____
- 5 someone who gives information about an applicant's abilities and work experience _____
- 6 name, address, email, telephone number _____

ADVICE

2 Make requests for advice beginning with the words given.

- 1 You're not sure if you should apply for this job. Should *I apply for this job?*
- 2 You're not sure if you should have a haircut. Should _____?
- 3 You don't know which suit to wear. Which _____?
- 4 You don't know what to say about your skills. What _____?
- 5 You don't know who to include as a referee. Who _____?

3 Complete the sentences 1–6 with the phrases a–f.

A

- 1 If I were you,
- 2 I don't think you
- 3 What about
- 4 You should
- 5 You shouldn't
- 6 Why don't

B

- a you take a course in Spanish?
- b giving them a call?
- c make the letter too long.
- d should wear those shoes.
- e I'd take a day off.
- f smile when you say 'hello'.

4 Give your friend some advice using the words in brackets.



- 1 Your friend wants to wear jeans for the job interview. (*wear a suit*)
You *should wear a suit* to the job interview.
- 2 Your sister's unemployed. You see a good job ad. Why _____ this job? (*apply for*)
I don't think you _____ green. (*wear*)
- 3 You don't think your brother looks good in green.
I don't think you _____ green. (*wear*)
- 4 You think your friend should see a careers advisor. What _____ a careers advisor? (*see*)
- 5 You don't think the job your friend wants to apply for is good.
If I _____ that job. (*not / apply for*)