

Avoiding common CV mistakes

- 2 a In pairs, think of five mistakes that people commonly make when writing a CV.
- b ▶ 22 A German student, Alex Mencken, has recently decided to apply for two administrative assistant jobs at London theatres. He is in the process of writing his CV. Listen to Alex discussing common mistakes people make with CVs with his friend Ella, an HR officer, and answer the following questions.
- How many of your ideas in Exercise 2a does Ella mention?
 - Does Ella talk about anything that you hadn't thought of?
- c ▶ 22 Listen again and answer the following questions.
- According to Ella, what words are commonly misspelt in CVs?
 - Why does she believe short, concise CVs are preferable?
 - Why shouldn't you lie in a CV?
 - According to Ella, should you use the same CV for all your applications?
- d Ella mentions the importance of correct spelling. Look at the following extracts from CVs. Identify and correct the spelling mistakes (the number of mistakes is given in brackets). Use a dictionary to help you.
- In my previous job I was responsible for dealling with my bosses' correspondance, passing on their telephone massages, and arrangeing apointments with visitors. (7)
 - Apart form the academic benefitts, the experiance off studing abraod enabled me to practice my foreign language skills and develope my strenghts in non-academic areas. (10)
 - During my time as an assistent in the personal department, my main acheivement was when I lead a project witch focused on improveing startegic buisness planing. (9)
- e Which of these mistakes do you regularly make? Are there any other words that you often spell incorrectly?

practice

practice noun (C) 1) the act of practising sth, practising sth
practise verb (C) 2) to do sth regularly in order to improve your skill or knowledge of sth
 1) The teacher asked the students to practise their spelling.
 2) She practised the piano every day.
 3) He practised his English in the classroom.
 4) The company practised its new strategy.
 5) She practised her French in the classroom.
 6) The teacher practised the students to do their homework.
 7) The teacher practised the students to do their homework.
 8) The teacher practised the students to do their homework.
 9) The teacher practised the students to do their homework.
 10) The teacher practised the students to do their homework.