

Avoiding common CV mistakes

2 a In pairs, think of five mistakes that people commonly make when writing a CV.

b ► 2.2 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.

- 1 How many of your ideas in Exercise 2a does Ella mention?
- 2 Does Ella talk about anything that you hadn't thought of?

c ► 2.2 Listen again and answer the following questions.

- 1 According to Ella, what words are commonly misspelt in CVs?
- 2 Why does she believe short, concise CVs are preferable?
- 3 Why shouldn't you lie in a CV?
- 4 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.

- 1 In my previous job I was responsabile for dealling with my bosses' correspondance, passing on their telephone massages, and arrangeing apointments with visitors. (7)
- 2 Apart form the academic benefits, the experiance off studing abraod enabled me to practice my foriegn language skills and develope my strenghts in non-academic areas. (10)
- 3 During my time as an assistent in the personal department, my main achievement 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?

第十一章

practice lesson 10 | Download practice files

protection. *How do we move to plan these proposals forward?*

DR. MICHAEL WILSON: I think we're talking about something that is usually an everyday issue, when a local institution or someone *What can fungi accomplish* prevent disease? *dangerous human practices*? *commonly practice in the States* or in the countries? This is a very general subject which should be *What should* be done in a situation like this. *What* should be done in a case of a rare case of prevention on the *What* basis of infection.

as to practice.
a. make a practice of 10% or 100% increase for the Amish regularity.
b. for you, 100% increase for you that same. but not going to make a practice of it.
practice as you practice "practices" with it. to be doing regularly, which according to a country, religious set of rules, or in a family. The auto government promoted and enforces the rules to practice their religion.
Practicing right are as important as if avoid
MVA collision.

• practice what you preach re: the things that you write about (e.g. in the DCC) such as Acceptable Use

practicing on, as practicing "parallel" with either a
recorder or a piano.

ANSWER **TRUE**, as **ANSWER** **TRUE** – **para 101-1007** – **to do or play something regularly or repeatedly 10 or 100 times**. Shifted to **it**, **100** **times** **and** **100** **times** **had** **2** **to** **play** **and** **play** **100** **times**. **She** **practised** **her** **cooking** **skill** **100** **times** **and** **100** **times**. **Both** **cooking** **skill** **had** **2** **to** **be** **practised**.

→ 1. → **Exercise** French is very good but he used **good** that **spelling** is.

Wiederum ist die Form der Kurve bestimmt durch die Spannungszeit.

 **LIVEWORKSHEETS**