CURRICULUM VITAE. JOB INTERVIEW.

I. Evocation.

1. What do you know about a CV? Pair work.

Task: Speak with a neighbor. Are these sentences true or false?

1. A CV is a document with information about you.
2. You use a CV to get a job.
3. You should put your photo on your CV.
4. Your CV should be 3 or 4 pages long.
5. It's OK to have mistakes (spelling, grammar…) on your CV.
6. All information on your CV must be in full sentences.
7. Employers usually look at a CV for about 2 minutes.

2. What parts does a CV have?

Task: match the parts 1–6 with their meanings A–F.

1. Personal details	**A.** jobs you did before
2. Education and qualifications	**B.** things you enjoy (e.g. playing a sport)
3. Work experience	**C.** your name, address, date of birth, email, phone number
4. Skills	**D.** the name of your school / college; exams you passed
5. Interests	**E.** things you can do (e.g. speak a language; drive a car; use a computer)
6. References	**F.** names of people who know you (e.g. your teacher or your boss), and who can say that you're good for a job

II. Realization.

Curriculum Vitae (resume, in American English) - comes from Latin and literally means "the course of one's life." Your CV is a biographical summary of your life and is usually written to describe details of education and achievements in chronological order.

3. Your CV/resume is the first step to getting the job you want, so it's worth putting a bit of effort into making it as impressive as possible. Here is a list of tips to ensure your CV/resume gets you seen.

Task: fill in the gaps with the words from the box.

Lie underline achievements full double-check brackets importance pages excluded ink

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- List information in descending order of 1) _____.
- Write about your 2) _____. Don't write about things you are not so good at.
- Do not 3) _____, **bold** or *italicize* text.
- Do not use lines, columns, 4) _____.
- The standard length of a CV/resume is two 5) _____.
- Generally, the following information should be 6) _____: age, ethnic identity, political affiliation, religious preference, marital status, health.
- Always check and 7) _____ your CV/resume form for spelling errors and punctuation.
- "Sign" with your 8) _____ name.
- Your CV/resume is meant to sell you to the employer, so be as positive as possible, but never 9) _____.
- Use A4 white paper (printed on one side only) and black 10) _____, as it's easiest to read and photocopy.

4. Task: complete your personal Curriculum Vitae and share with the class.

_____ (your name) CURRICULUM VITAE

I am a(n) _____with(out) qualifications and experience.

I am looking for a job of _____ in _____

Address *(house number, street, town, zip code)*: _____

Email: _____

Phone: _____

Date of birth *(day, month (in letters), year)*: _____

Nationality: _____

Marital status *(underline)*: married, _____ children; bachelor, no children.

Education:_____

_____

_____

_____

_____

Work experience - *list your most recent experience first. Give the name of your employer, job title, and very important, what you actually did and achieved in that job. Part-time work should be included.*_____

_____

_____

_____

Languages: _____conversational, _____intermediate, _____advanced, _____ fluent.

Computer skills: _____

Driving license *(if you have)*: _____

Interests and activities:_____

_____

_____

_____

_____

Referees *(name, title, phone number and email address):*_____

_____

_____

_____

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5. **You have found the advertisement with the suitable vacancy, have sent the Letter of Application and your personal CV to potential employer and have been selected for a job interview. Do you know how to prepare for this procedure?**

Task: read a list of recommendations should be kept in mind before going to the interview and discuss with your partner whether they are useful to be taken into consideration.

Step one. Log on to the official site of the company and find out the information on its profile, products, partners etc.

Step two. Choose the proper clothes.

Step three. Deny light make-up, piercing, and bright jewelry.

6. **There are a number of good interview questions that are asked on a regular basis at the interview. As an applicant, you must be prepared for the most commonly of them.**

Task: unscramble the questions; take them into account for your future interviews.

1. TELL ABOUT ME CAN YOU YOURSELF ?

2. IS FIELD WHAT YOUR THE EXPERIENCE IN ?

3. LEAVING WAS REASON FOR THE JOB YOUR PREVIOUS WHAT ?

4. ARE YOU BELIEVE SUCCESSFUL DO YOU ?

5. CO-WORKERS SAY WHAT ABOUT WOULD YOUR YOU ?

6. YOU ME ABOUT WHAT CAN COMPANY TELL OUR ?

7. YOU OTHER POSITIONS FOR APPLYING ARE COMPANIES WITH ?

8. LOOKING SALARY WHAT IN ARE YOU FOR ?

9. TEAM YOU YOURSELF DO CONSIDER A PLAYER ?

10. SHOULD POSITION WE YOU WHY CHOOSE FOR THE ?

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7. Task: watch a training film, as a job applicant create the best interview strategy and define what you should and what you shouldn' t do or say being interviewed.

- **keep the eye contact with the Hiring Manager** SHOULD SHOULDN'T
- **keep smiling at the interview** SHOULD SHOULDN'T
- **make a bone crashing handshake** SHOULD SHOULDN'T
- **give only relevant information about yourself, not tell the Manager your biography** SHOULD SHOULDN'T
- **turn off your cell phone; if you forget to do it and your phone is ringing, apologize and turn it off without checking up who is calling** SHOULD SHOULDN'T
- **wear too much perfume** SHOULD SHOULDN'T
- **set a stress on your weak points; concentrate on the points which can be improved** SHOULD SHOULDN'T
- **have a copy of your CV/resume** SHOULD SHOULDN'T
- **ask for a Manager's business card** SHOULD SHOULDN'T

ask right questions and answer the Manager's questions right SHOULD SHOULDN'T

8. **As an applicant you are also expected to ask some questions. As the interview comes to a close, one of the final questions you may be asked is "What can I answer for you?" Remember, that a question asked during an interview that was poorly thought out can eliminate your chance of getting hired. When you ask the wrong questions you'll be finished before you even have a chance.**

Task: have a look at the list of questions the applicants sometimes ask during the interview and decide which of them are **RIGHT** and which of them are **WRONG.**

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1. **Can you tell me about the company?** RIGHT WRONG
2. **Will I be required to work overtime?** RIGHT WRONG
3. **What kind of people seem to succeed in the company?** RIGHT WRONG
4. **What is the company's policy on promotion?** RIGHT WRONG
5. **How long is the interview? I have someplace I need to be after.** RIGHT WRONG
6. **What are the unique talents of the current employees?** RIGHT WRONG
7. **What do you see are the key goals for the company during the next year?** RIGHT WRONG
8. **Do you offer free parking?** RIGHT WRONG
9. **How long is my lunch break?** RIGHT WRONG
10. **What current challenges are associated with my position?** RIGHT WRONG
11. **Who will be part of my team?** RIGHT WRONG
12. **What type of health insurance do you offer?** RIGHT WRONG

III. Reflection

9. Task: work in pairs; guess the missing words and phrases; fill in the gaps and act out the dialogue.

Hiring Manager: Please have a seat, Mr. _____.
Applicant: _____.
HM: What is your age, Mr. _____?
A: I'm _____.
HM: And what position _____?
A: I'm applying for a _____.
HM: Tell about_____.
A: I'm in my final year at the_____. And I have ___ years' experience working with _____. I have a _____ letter from _____.
HM: Well done. And why do you want to work _____?
A: I'm _____ with your company reputation in the field. And I believe it is the _____ place where my skills can _____.
HM: What personal _____ do you have that would be useful in this job?
A: My colleagues say that I'm _____.
HM: Great! Are there any _____ you would like me to answer?
A: I'd like to know who will be part of my team.
HM: There are _____ working for our company. All of them are experienced and talented. They will be helpful.
A: Great! When can I_____?
HM: We'll let you know in a _____. Thank you for coming.
A: _____.



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IV. Extension.

10. Task: **Well done! Now it's time to relax.** Let us watch a humorous video about the origin of a job interview. Note, that the characters of this film have rather strange pronunciation, so it' s advisable to follow the titles. Try to detect if the job interview presented in this video follows the common rules of this procedure.

Do you enjoy this video? Answer the questions, please.

- Does the job interview presented in the video follow the common rules?
- Are the clothes of the applicants appropriate for this procedure?
- Which of these two applicants has a chance to get a position in the tribe? Why?

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