Careers advice

Lead-in



1 **Work in pairs or small groups. Discuss the questions.**

1 Can you name three or four different social media platforms?
2 What role does social media play in finding a new job?
3 What information does an online profile on a professional networking site usually have?
4 Is there anything you should avoid putting in an online profile? What? Why?

2 **Have you ever received any advice about your career? Talk about:**

- who gave it to you.
- what he/she said.
- if the advice was useful in any way.

3 **Work in pairs or small groups. Read the situation and answer the questions.**

> A recent graduate has phoned a careers advice programme to ask how he can make his online profile more noticeable to employers.

1 What advice do you think he gets? 2 What advice would you give?

4 1.01 **Listen to the programme. Were any of your ideas from Exercise 3 mentioned? What advice did the host give?**

5 **Listen to the programme again. Decide if these sentences are *true* (T) or *false***

1 The caller has recently had a job interview.
2 He doesn't know how to make contacts in his industry.
3 The host doesn't recommend using professional networking sites.
4 The caller wants advice about how to improve his online profile.
5 The host asks the caller for specific examples that show his qualities.
6 The caller has experience in web design.
7 He has experience as an outdoor skills instructor.
8 He liked the host's advice.

6 **How could you follow the host's advice? What activities do you do that show transferable skills?**

I enjoy repairing my car. That show's that I'm good with my hands.

LIVEWORKSHEETS

Advice and suggestions

7A **Complete the sentences from the programme using the words and phrases in the box.**

could	How	ought	should	Why don't you	Why not try

1 _____ deleting everything you've written about yourself?
2 _____ take your description of yourself ... and for each word, think of an example from your own experience that *shows* who you are?
3 _____ about telling me about something creative that you've done?
4 You really _____ put that on your social media profile – you designed and built a website.
5 You _____ consider putting something about that on your profile.
6 You _____ to think outside the box.

B **What three different verb forms are used after the expressions of advice or suggestion?**

C **Choose the correct option in italics to complete the sentences.**

1 Why don't you *send / to send* an email to some companies?
2 How about *to set up / setting up* your own website?
3 You should *to research / research* the companies you're interested in.
4 Why not try *make / making* a video for YouTube?
5 You ought *to spend / spending* some time improving your online profile.
6 You could *think / to think* about meeting some people who work in the industry.
7 What about *asking / to ask* your teacher for some help?

8 **Correct the errors in these sentences.**

1 You shouldn't to use words that explain the obvious – like *hard-working*.
2 Why don't you trying giving more details about your IT skills?
3 Should you show your transferable skills rather than explaining them.
4 What about join some online groups to make more contacts?
5 Why not to try writing a blog about your experience?
6 You could doing some volunteer work, then add it to your profile.
7 How about to include more information about your hobbies?
8 You ought give some information about the languages you speak.

LIVEWORKSHEETS

9 1.02 **Listen to the second programme. Answer the questions.**

1 Was the expert's advice in the first programme useful or not? How do we know?
2 What problem does the caller have now?

10A **Match the halves of the host's questions. Then listen again and check.**

1	What can I	**a**	what was your problem?
2	Can you remind me –	**b**	right?
3	Why don't you tell me	**c**	help you with today?
4	You're a recent graduate,	**d**	no kids?
5	And you're single –	**e**	which is more important: money or excitement?
6	Why not try asking yourself	**f**	about the two jobs?

B **Match the answers with questions 1–6 in Exercise 10A. Listen again and check.**

a One looks very interesting, but not very well paid. The other is probably a bit boring, but the money is good.
b We spoke a few weeks ago ... and I still have a problem.
c That's the problem, Jenny – I really can't decide!
d My professional networking profile – it wasn't working.
e Yep, that's me.
f Yes, that's right.

11A **At the end of the recording, Jenny says *Let me ask you a few more questions.* Work in pairs and think of 3–5 more questions that Jenny might ask the caller.**

B **Work in pairs. Act out a continuation of the dialogue. Then present your dialogue to another group and compare ideas.**

Using a wide voice range will help you to sound interested and enthusiastic.

1 P1.02 **Listen to two versions of these questions. Which version sounds more interested and enthusiastic, the first or the second? Tick (✓) a or b.**

1 Why don't you send an email to some companies? **a** ☐ **b** ☐
2 How about setting up your own website? **a** ☐ **b** ☐
3 Why not try making a video for YouTube? **a** ☐ **b** ☐

LIVEWORKSHEETS

3 **Work in pairs. Take turns to ask one of the questions, sounding either interested and enthusiastic or not, and to give one of these answers in the same style.**

1 That's a good idea.

2 Yes, I think I'll do that.

3 Thanks for the suggestion.

1 P1.03 **Listen to the sentences and tick (✓) the ones with a wide voice range.**

1 I'm a recent graduate – I have a good degree. ☐

2 I can't even get an interview. ☐

3 I don't think there's anything on my profile that's special. ☐

4 How can I make myself stand out from the crowd? ☐

5 I created a website for one of my projects. ☐

6 That's really helpful. Thank you so much. ☐

7 It was useful ... maybe a bit too useful. ☐

8 When I applied for six jobs, I got four interviews. ☐

9 And after four interviews, I got two job offers. ☐

10 That's the problem – I really can't decide. ☐

I'm a recent graduate. I'm hard-working, creative and good with numbers. I'm looking for any job that uses my skills.

The person who wrote the above profile:

- has a degree in mathematics.
- graduated with honours.
- had a part-time job during their university studies, working as a cleaner.
- wrote stories that were published in a university magazine.
- played for a city league football team in secondary school.
- hopes to find a job in the financial services industry.
- would consider working in other industries if a job looks interesting.

LIVEWORKSHEETS

Student A

1 **Give your partner advice about how to improve an online profile. Give advice about how to *show* skills online. Use the language from the Grammar section where possible.**

Begin: *How would you describe yourself? What qualities do you want your profile to include?*

Other useful expressions:

You should consider putting that in your online profile.

You also said you're good with numbers. Could you give me an example of that?

You say you're a good leader. How about telling me something that shows it?

2 **Make up at least one specific example from your life for each of the skills below. Then answer Student B's questions.**

You are:

- hard-working.
- a good communicator.
- creative.

Student B

1 **Make up at least one specific example from your life for each of the skills below. Then answer Student A's questions.**

You are:

- good at problem solving.
- good with numbers.
- a good leader.

2 **Give your partner advice about how to improve an online profile. Give advice about how to show skills online. Use the language from the Grammar section where possible.**

Begin: *How would you describe yourself? What qualities do you want your profile to include?*

Other useful expressions:

You say you're hard-working. How about telling me something that shows that you're hard-working?

You should consider putting that in your online profile.

You also said you're creative. Could you give me an example of that?

LIVEWORKSHEETS