

12.4 Speaking and writing

Writing a curriculum vitae (CV)

- 1 Match headings 1-8 to information a-h.
- | | |
|--------------------------------|---|
| 1 Nationality | a Drama and Yoga |
| 2 Date of birth | b Bachelor of Science in Computer Science |
| 3 Email address | c Business intelligence. Fluent in English and Spanish. |
| 4 Education and qualifications | d 11 May 1987 |
| 5 Work experience | e Portuguese |
| 6 Skills | f Josie@pmail.pt |
| 7 Interests | g Paola da Santos, Compufield Lisbon |
| 8 Referee | h 2008-present: Software developer, Compufield Lisbon. |
- 2 Complete the extract from a CV.

Work experience

Technical Director, MH Communications

- ¹ *managed* a team of eight employees
- gave ² *tr* _____ in programming to new staff
- ³ *dev* _____ a customer service plan
- ⁴ *att* _____ courses about new models regularly
- prepared schedules and ⁵ *pr* _____ weekly reports
- ⁶ *ass* _____ the management in visiting clients

Skills

- ⁷ *fl* _____ in English, ⁸ *b* _____ French,
- good ⁹ *kn* _____ of most recent equipment

Referees

- on ¹⁰ *re* _____

Speaking answering questions in a job interview

- 3a Complete the interview with the phrases in the box.

I can I'd really like to get into I find it hard to
 I'm currently working for I'm good at
 I've got a university degree in I've worked as a



- A Robert, what qualifications have you got for this job?
 B Well, ¹ *I've got a university degree* in Sports Management.
 A Oh good, and how much experience have you got?
 B ² _____ sports centre manager for three years and ³ _____ Pinto Sports near Madrid.
 A Right. So why do you want to work for this company?
 B I'm enjoying my job right now, but ⁴ _____ community sports.
 A Sure. And what are your strengths and weaknesses?
 B Strengths? Well, ⁵ _____ dealing with the public, and ⁶ _____ work well in a team. As for weaknesses, ⁷ _____ switch off at the end of the day. But I'm working on that.

- b 12.3))) Listen and check.

I can ...

	Very well	Quite well	More practice
understand and use phrases with <i>in</i> .	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
write a CV.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
take part in a job interview.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>