

Unit 5

WORK LIFE



In this unit you will

- ▶ learn about job applications and interviews
- ▶ learn and practice new words for job applications
- ▶ practice writing your CV



Part 1: Finding a job

1a Class Discussion

There are different ways of finding a job. What are they?



1b Match

While reading the following 2 texts complete the glossary on the next page by choosing the right Turkish words.

Selin finished high school in June 2013. After a short summer holiday, she started **looking for a job**. She bought the newspaper everyday to check the **job advertisements**. At the same time she started to **attend a course** to improve her computer skills.

One day she saw a **vacancy** for an office assistant. The advertisement said that interested **candidates** should send in their **CV** with an **application letter**. They also asked for **recommendations**. Didem had very good recommendations from her teachers. She applied for the job, and she was **called in for an interview** the next week. She was dressed professionally and answered all the questions with **self-confidence**. Two days later, they called her and **offered her the job**.



Firat **made many job applications** but he could not find a job for one year. Then he decided to **set up his own business**. He did not have any money so his father **gave him a small loan** to set up his **home office**. He bought a computer, a printer/scanner, and some other bits and pieces. He visited small **enterprises** and left his business card. He also advertised his business in the free **classified ad section** of a newspaper.

He is now working from home, designing websites for clients. He also designs logos and other corporate identity materials. He works with a good printing house to get the prints for his clients. With **recommendations** from satisfied clients, his small business is expanding (getting bigger).

1c Discuss and decide

Discuss the following questions with your partner.

1. Why do you think Didem got the job?
2. Why do you think Firat is successful?
3. List 5 positive things that Didem and Firat did.

1d Class discussion

- ▶ Why is it important to get good recommendations?
- ▶ How can you get good recommendations for yourself?

Glossary

vacancy:

apply for a job / make a job application:

classified ad:

start your own business:

enterprise:

candidate:

job advertisement:

look for a job:

fill in an application form:

application letter:

self-confidence:

home office:

CV (curriculum vitae):

offer a job:

attend a course:

call in for an interview:

münhal pozisyon, başvuru mektubu, iş başvurusu yapmak, özgeçmiş, aday, evde küçük ofis seri ilan, bir kursa katılmak, mülakata çağırılmak, iş ilanı, kendi işini kurmak, iş aramak işletme, başvuru formu doldurmak, özgüven, iş teklif etmek

1e Class discussion

What hints would you give someone who will go to an interview?

Now read the following tips and find what is wrong with the interview to the right.



JOB INTERVIEW TIPS:

- ▶ Always dress professionally
- ▶ Arrive on time for your job interview (try to arrive 15 minutes early)
- ▶ Always greet the interviewer formally
- ▶ Have a good firm handshake
- ▶ Look alert and interested and keep regular eye contact
- ▶ Do not answer the interview questions with a simple "yes" or "no". But do not talk too much either
- ▶ Answer the question asked and do not change the subject
- ▶ Do not say anything negative about a previous job or employer

QUESTIONS TO ASK DURING AN INTERVIEW:

At the end of an interview, some employers say "Do you have any questions for us?" Try to prepare some questions before the interview. If you do not ask any questions, the employer might think that you are not interested. Examples of questions you can ask:

- ▶ Can you tell me more about your Company?
- ▶ What kind of software do you use?
- ▶ Do you offer training?

Jamal Tan's Interview

Jamal's interview is at 11:00 and it is 10:56. Jamal runs to the building. He is wearing jeans, a sweater, a scarf, and a cap. They call him into the interview room. He walks in, says "Hi" and sits down.

- Good morning Mr. Tan.
- Good morning.
- Would you like something to drink?
- Coffee please.
- We looked at your CV and we would like to ask you some questions.
- OK.
- Did you work as part of a team before?
- Yes.
- Can you tell us about your experience?
- Uhm, it was not a good experience. The team was very bad, we couldn't work together.
- Oh, why is that?
-
- Well, that's it, thank you Mr. Jamal. Do you have any questions for us?
- No.
- Thank you for coming and we'll let you know about the result.
- Thank you.

Part 2: Writing a CV

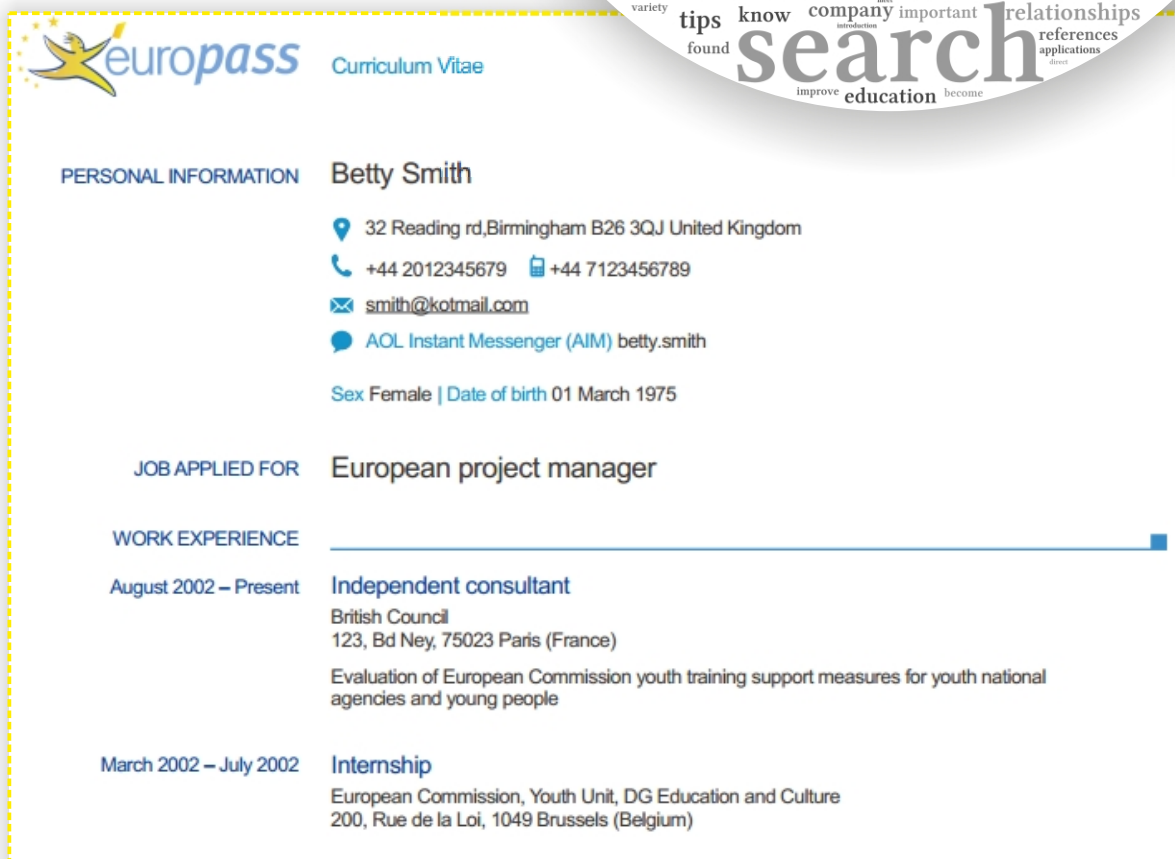
2a Class discussion

- ▶ Who has written a CV before?
- ▶ Why do you write a CV?
- ▶ What goes into your CV?



When you apply for a job you should send your CV (Curriculum Vitae). There are different CV templates available on the Internet. The difference is usually the look. The content of a CV is standard. Below you can see part of a sample Europass CV. This is a standard template used in Europe. You can create your own Europass CV using the template on the next page or online at <https://europass.cedefop.europa.eu/editors/en/cv/compose>

You can find the Turkish guidelines for filling in the Europass CV at the end of your book.



2b Discuss and decide

Work with your partner and answer the following questions.

1. Which section do you put your contact details (iletişim bilgileri)?
2. If you don't have any work experience what can you include in this section?
3. If you have two different work experiences at different times, which one do you put first?
4. If you are applying for the position of an 'assistant graphic designer', where do you put this information?
5. What does August 2013 - present in the work experience section mean?
6. Which section do you put the name of the school you graduated from?
7. If you use software such as Photoshop and Draw where do you put this information?
8. Where do you put your English level?
9. If you are attaching any documents (such as your diploma) to your CV, where do you list these documents?



Curriculum Vitae

PERSONAL INFORMATION



Sex | Date of birth | Nationality

JOB APPLIED FOR

WORK EXPERIENCE

EDUCATION AND TRAINING

PERSONAL SKILLS

Mother tongue(s)

Other language(s)

UNDERSTANDING		SPEAKING		WRITING
Listening	Reading	Spoken interaction	Spoken production	

Levels: A1/2: Basic user - B1/2: Independent user - C1/2 Proficient user
Common European Framework of Reference for Languages

Communication skills

Computer skills

Other skills

Driving licence

ANNEXES