

Cambridge English for Job-hunting

Colm Downes

Series Editor: Jeremy Day



Cambridge University Press
978-0-521-72215-5 - Cambridge English for Job-hunting
Colm Downes
Frontmatter
[More information](#)

CAMBRIDGE UNIVERSITY PRESS

Cambridge, New York, Melbourne, Madrid, Cape Town, Singapore, São Paulo, Delhi

Cambridge University Press
The Edinburgh Building, Cambridge CB2 8RU, UK

www.cambridge.org
Information on this title: www.cambridge.org/9780521722155

© Cambridge University Press 2008

This publication is in copyright. Subject to statutory exception and to the provisions of relevant collective licensing agreements, no reproduction of any part may take place without the written permission of Cambridge University Press.

First published 2008

Printed in Italy by L.E.G.O. S.p.A.

A catalogue record for this publication is available from the British Library

ISBN 978-0-521-72215-5 Student's Book with Audio CD

Cambridge University Press has no responsibility for the persistence or accuracy of URLs for external or third-party Internet websites referred to in this publication, and does not guarantee that any content on such websites is, or will remain, accurate or appropriate. Information regarding prices, travel timetables and other factual information given in this work are correct at the time of first printing but Cambridge University Press does not guarantee the accuracy of such information thereafter.

Introduction

The aim of *Cambridge English for Job-hunting* is to develop the English language and communication skills you need to get the job you want. Specifically designed for both working professionals and those new to the world of work, the book comprises six stand-alone units which cover all of the following areas and more:

- Researching the market
- Preparing a CV
- Writing a cover letter
- Answering interview questions
- Answering competency based interview questions
- Turning negatives into positives
- Telephone interviews
- Negotiating terms and conditions of service

In the book we have used authentic materials such as genuine CVs and cover letters, which you can use as useful models when writing your own CV and cover letter. On the audio you will hear a lot of interview extracts, from both strong candidates giving model responses to interview questions, as well as weaker candidates making common mistakes. The book will guide you through these examples and highlight successful techniques for dealing with difficult questions, as well as providing you with lots of opportunities to practise.

In the classroom *Cambridge English for Job-hunting* provides between 40 and 60 hours of study. This can be extended using the teachers' notes and extension activities online.

How to use *Cambridge English for Job-hunting* for self-study

If you are working on your own, you can do the units in any order you like. Choose the unit that matches the stage you're at in the job application process and work through the exercises, checking your answers in the answer key. Note down any mistakes you make, then go back and listen or read again to see what the problem was. It's a good idea to listen to the audio more than once and to read the audioscript afterwards to check that you've understood.

For the speaking activities, think about what you would say in the situation. You could also try talking about the discussion points with your friends and colleagues, as almost everyone has experience in job-hunting and stories to share.

Audioscripts and a comprehensive answer key (including suggested answers for discussion tasks) are at the back of the book. In addition, you can find extra material online at www.cambridge.org/elt/englishforjobhunting.

I very much hope you enjoy using the course and wish you every success in your own job hunt. If you have any comments on *Cambridge English for Job-hunting*, I'd love to hear from you. You can email me at englishforjobhunting@cambridge.org.



Colm Downes is a freelance English language teacher/trainer and ESP consultant. He began teaching English as a volunteer in Sri Lanka in 1998 and has since worked in a number of countries around the world, including Spain, Egypt and Poland, and spent two years helping the British Council establish a teaching centre in Brussels. Whilst in Belgium Colm wrote and piloted a number of successful ESP courses, including courses for The European Commission, The European Patent Office and Job Applications Skills. He completed an MA in ELT and Applied Linguistics at King's College London, developing his interest in World Englishes and the use of English as a Lingua Franca.

	Skills	Language	Texts
UNIT 1 Research and preparation page 6	Identifying the stages in the job application process Researching yourself Highlighting your skills and experience Researching the market	Strengths and weaknesses Personal characteristics Qualifications Transferable skills Professional behaviour Demonstrating skills Job advertisement jargon Describing knowledge and experience	Listening 1.1 Getting started 1.2 Identifying strengths and weaknesses 1.3 Identifying transferable skills 1.4 Different job-hunting methods 1.5 Cold calling: two examples Reading Stages in the job application process Job advertisements
UNIT 2 Writing an impressive CV page 19	Structuring your CV Avoiding common CV mistakes Creating a strong first impression Identifying your key skills Highlighting your work experience Detailing your education and qualifications Demonstrating your interests Providing references	Sections of a CV Common CV verbs Section headings Spelling Personal statements Skills-based headings Transferable skills Action verbs International qualifications Noun phrases	Listening 2.1 Structuring a CV 2.2 Common CV mistakes 2.3 Selling yourself effectively 2.4 The interests section of your CV 2.5 Selecting referees Reading Model CVs: chronological and skills-based Job advertisement Article: The education section of your CV
UNIT 3 Effective cover letters page 34	Identifying features of cover letters Beginning a cover letter Writing the main body of the letter Writing an effective final paragraph Using appropriate language Writing a cover letter	Phrases for opening a cover letter Talking about the job you're applying for Demonstrating skills and experience Matching skills and experience to the job Closing expressions Formal expressions	Listening 3.1 & 3.2 The dos and don'ts of cover letters 3.3 How to begin a cover letter 3.4 Ending a cover letter Reading Model cover letter 1 & 2 Job advertisement Bad cover letter
UNIT 4 Successful interviews page 47	Preparing for the interview Making a positive first impression Dealing effectively with interview questions Talking about yourself Avoiding common mistakes Proving you've done your research Demonstrating you've got what it takes	Small talk Common interview questions Demonstrating interest and motivation Interview answer templates Positive adjectives Giving details of your skills and experience Structuring your responses	Listening 4.1 Before you arrive 4.2 Interviews: openings 4.3 Body language 4.4 Interviews: poor responses 4.5 Interviews: improved responses 4.6 Interviews: an effective answer 4.7 Interviews: poor responses 4.8 Talking about yourself 4.9 Interviews: improved responses 4.10 Making the most of common questions 4.11 Interviews: good and bad models 4.12 Interviews: saying why you want to work for a company 4.13 Interviewers discussing candidate's performance 4.14 Interviews: talking about relevant skills and experience 4.15 Interviews: matching your skills and experience to the position

	Skills	Language	Texts
UNIT 5	Handling competency-based questions	Phrasal verbs Competencies	Listening 5.1 & 5.2 Interviews: anecdotes
Advanced interview techniques page 59	Demonstrating your skills Talking about your weaknesses Asking questions of your own Dealing with telephone interviews	Structuring a response using the STAR model Introducing surprising information Softening negatives Emphasising positives Positive expressions Polite questions Asking for clarification	5.3 Dealing with competency-based questions 5.4 & 5.5 Interviews: talking about your education (good and bad models) 5.6 & 5.7 Interviews: using the STAR model 5.8 Turning negatives into positives 5.9 Interviews: talking about your weaknesses 5.10 Interviews: emphasising positive information 5.11 Interviews: an impressive positive response 5.12 Interviews: rearranging a telephone interview 5.13 & 5.14 Interviews: clarifying information Reading Article: Questions to ask in an interview Article: Tackling telephone interviews
UNIT 6	Keeping in touch Handling rejection	Phrases for follow-up letters: • Requesting feedback • Accepting the job • Withdrawing from consideration • Declining an offer Formal language	Listening 6.1 & 6.2 What to do after the interview 6.3 Learning from failure 6.4 A job offer 6.5 Handling a job offer 6.6 Writing an acceptance letter 6.7 Withdrawing from consideration 6.8 Declining a job offer 6.9 Pay negotiation extracts 6.10 Successful and unsuccessful salary negotiations Reading Feedback letter
Follow up page 72	Dealing with job offers Negotiating terms and conditions		
Audioscript		page 84	
Answer key		page 96	
Appendix 1: Useful language		page 105	
Appendix 2: Common interview questions		page 110	
Appendix 3: Model cover letter		page 111	
Acknowledgments		page 112	