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.
UNIT 1
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Researching yourself
Highlighting your skills and experience
Researching the market
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Page 47
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4.2 Interviews: openings
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4.5 Interviews: improved responses
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4.7 Interviews: poor responses
4.8 Talking about yourself
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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
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## UNIT 5
### Handling competency-based questions
- Demonstrating your skills
- Talking about your weaknesses
- Asking questions of your own
- Dealing with telephone interviews

### Listening
- 5.1 & 5.2 Interviews: anecdotes
- 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
- Negotiating terms and conditions

### 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

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### Skills
- Handling competency-based questions
- Demonstrating your skills
- Talking about your weaknesses
- Asking questions of your own
- Dealing with telephone interviews

### Language
- Phrasal verbs
- Competencies
- Structuring a response using the STAR model
- Introducing surprising information
- Softening negatives
- Emphasising positives
- Polite questions
- Asking for clarification

### Texts
- **Listening**
  - 5.1 & 5.2 Interviews: anecdotes
  - 5.3 Dealing with competency-based questions
  - 5.4 & 5.5 Interviews: talking about your education (good and bad models)
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  - 5.12 Interviews: rearranging a telephone interview
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- **Reading**
  - Article: Questions to ask in an interview
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