

## 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****Advanced  
interview  
techniques  
page 59**

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

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

**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****Follow up  
page 72**

Keeping in touch  
 Handling rejection  
 Dealing with job offers  
 Negotiating terms and conditions

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

**Audioscript**

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**Answer key**

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**Appendix 1: Useful language**

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**Appendix 2: Common interview questions**

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**Appendix 3: Model cover letter**

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**Acknowledgments**

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