

3 New job

Start here 1 Have you ever written a CV? What information goes into it?

Reading 2 Read this section of a CV and answer the questions below.

CURRICULUM VITAE	
PERSONAL INFORMATION	
Surname(s) / First name(s)	PETERSONS Anna
DESIRED EMPLOYMENT	Senior Audio Maintenance Technician
WORK EXPERIENCE	
Dates	September 2006 – present day
Occupation or position held	Audio maintenance technician
Main activities and responsibilities	Maintain digital audio equipment, make recordings, do troubleshooting and repairs, buy new equipment
Name and address of employer	Omega Studios, Riga, Latvia
Type of business or sector	Electronics, entertainment, media
WORK EXPERIENCE	
Dates	2003 – 2005
Occupation or position held	Technician
Main activities and responsibilities	Repair video and DVD equipment
Name and address of employer	Comet Electronics, Riga, Latvia
Type of business or sector	Electronics
EDUCATION AND TRAINING	
Dates	2005 – 2006
Title of qualification awarded	Diploma in Audio Technology
Principal subjects/occupational skills covered	Audio electronics, studio equipment, digital audio technology, editing, acoustics
Name and type of organisation providing education and training	Thames Valley University, London, UK



CV = Curriculum Vitae

- | | |
|-----------------------------------|--|
| 1 What is Anna's surname? | 5 Where did she work in 2004? |
| 2 What job does she want to have? | 6 What were her responsibilities then? |
| 3 Where does Anna work now? | 7 What qualification does Anna have? |
| 4 What is her job description? | 8 Where did she study? |

Scanning 3 Practise your speed reading. Look for the information you need on the SPEED SEARCH pages (118–119). Try to be the first to complete the task.

Task: Find an advert for a job relevant to Anna's career plans, qualifications and work experience.

Listening 4 Anna is talking about her CV. Fill in the gaps.

From 2003 until 2005, I (1) _____ at Comet Electronics as a technician. I (2) _____ Comet in 2005 and (3) _____ a full-time student at Thames Valley University in September 2005. From 2005 to 2006, I (4) _____ audio electronics at Thames Valley. In 2006, I (5) _____ my Diploma in Audio Technology. Then in September 2006, I (6) _____ work as an audio maintenance technician at Omega Studios.


5 07 Listen to Anna, and check your answers.

Vocabulary 6 Put these headings in the coloured boxes.

adjective college subject equipment person scientific concept

		noun			
1	en gin <u>eer</u>	<u>en</u> gine	en gin <u>eer</u> ing		
2	el ec tri cian			el ec tri ci ty	el ec tric al
3			el ec tron ics	el ec tron	el ec tron ic
4	mech an ic	mech an is m	mech an ics		mech an ic al
5	tech ni cian				tech ni cal
6	tech no lo gist		tech no lo gy		

7 Underline the stressed syllables in the words in the white boxes.

8  Listen and check your answers to 7.

9 Fill in the gaps.

- 1 The _____ is responsible for every _____ in the factory.
(engineering/engineer/engine)
- 2 I'm a _____, but I want to become a _____ engineer.
(mechanical/mechanic/mechanics)
- 3 The lab _____ maintains all the _____ equipment.
(technician/technical/technology)
- 4 The _____ repairs all the _____ equipment on the rig.
(electrical/electrician/electricity)

Reading 10 Write the numbers from the CV next to the questions to Anna.

- a) What type of business do you work in? _____
- b) Where are you working at the moment? _____
- c) What's your job title? _____
- d) When did you join Omega Studios? _____
- e) What qualifications do you have in audio technology? _____
- f) Where did you study for your diploma? _____
- g) Where did you work before Omega Studios? _____

Speaking 11 Work in pairs, A and B. Take turns to interview each other.

Student A. You are Anna. Answer questions about your CV.

Student B. You are the interviewer. Ask Anna questions about her CV.

Task 12 Write a short version of your CV.

13 Prepare for a job interview. Write notes in answer to these questions about a job you would like to apply for.

- Why do you want this job?
- What skills will you bring to this job?
- Why do you want to leave your present job?
- What questions would you like to ask the interviewers?

14 Work in small groups. Pass your CV around your group. Roleplay a job interview. Take turns to be interviewed by the rest of the group.

