



English for Communication

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8.1 Job Interview

Preparation Task

Direction: Match the abbreviations (1-4) with the definitions (a-d)

Abbreviations

_____ 1 B2B

_____ 2 B2C

_____ 3 L&D

_____ 4 HR

Definitions

a. Learning and development

b. Human Resources

c. Business to Business

d. Business to Customer

In the world of business, abbreviations are commonly used to streamline communication.

B2B stands for Business to Business, referring to transactions or interactions between companies.

B2C, or Business to Customer, denotes the relationships and sales directly to consumers.

L&D is the abbreviation for Learning and Development, highlighting the focus on employee training and growth.

HR stands for Human Resources, the department responsible for managing employee relations and organisational culture. Understanding these abbreviations is crucial for navigating and excelling in the corporate environment.

You will hear an audio track about Maria's interview in the class, discuss, and complete Exercise 1.

Exercise 1

personal	good fit	aligned
replicated	stability	measured

Direction: Fill in the Blanks

1. Maria feels her skills and experience are a _____ for the company.
2. Maria changed jobs because she was looking for more _____
3. She was _____ for learning and development.
4. She feels _____ with the company's brand and values.
5. She's used to taking a _____ approach to L&D.
6. Her ideas can be _____ on a larger scale.
7. She would _____ to the HR manager.
8. Performance will be _____ in different ways.

Reading Comprehension about Job Interview



Read the following passage and then complete both tasks below:

Two weeks ago, my best friend Anna saw a job advertisement online which she was interested in. She lost her previous job during lockdown and has been looking for a job ever since. Anna has always wanted to work as a secretary for a big company, which would be her chance to get the job she wanted. She filled out the application form online and attached her CV. She had over ten years of experience as a receptionist and felt confident she could do the job. A few days later, Anna received an email inviting her for an interview. She was so excited, but very nervous at the same time. She wanted to look smart for the interview, so she went out and bought a smart black suit, a white shirt, and a nice pair of black high-heeled shoes. She also wanted to make a good impression, so she made sure she was on time for the interview. On that day, they asked her lots of questions and asked her about her previous work experience and the skills that she got from that job. Anna had to fill out some forms with important information. She did her best and thought the interview went well.

Afterward, the interviewers shook her hand and said, "We will be in touch." She was looking forward to hearing from them!

Exercise 3

Direction: Answer the following in full sentences.

1. How did Anna find the job advertisement?

2. When did she lose her job?

3. What has Anna always wanted to do in her career?

4. How did she apply for the job?

5. What qualifications did she have for the job?

6. Why did she make sure to be on time for the interview?

Exercise 4

Direction: Circle True or False. And then correct all mistakes.

1. This is Anna's first interview.

True False

2. She lost her job before lockdown.

True False

3. They asked her lots of questions.

True False

4. She wore flat shoes to the interview.

True False

5. She didn't fill in any forms.

True False

8.2 Making a Resume

What is Resume?

A resume is a document that can be in both printed and digital forms. It summarizes your work experience, education background, skills, and other relevant qualifications. It is typically used to apply for jobs and to give potential employers a quick overview of your background and suitability for a position.

Let's explore the given resume. How is the resume organised?

Hannah Morales

MATH TEACHER



PROFESSIONAL BIO

I am a primary school teacher who specializes in math. I apply the multiple intelligences method in my classes, and I focus on making math fun.

SKILLS AND ABILITIES

- Classroom management
- Teaching mathematics
- Multiple intelligences learning model
- Creative lesson planning
- Student assessment
- Test proctoring

REFERENCES

Louie Zhou
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EMPLOYMENT HISTORY

Primary Math Teacher

Renington Academy | February 2016 - present

- Develops daily lesson plans and teaches students in Grades 1-3
- Revamped the Math Department learning methodology to be more interactive and engaging

Math Teacher and Tutor

Cirrus Reviews | October 2013 - January 2016

- Taught group review classes to primary school students
- Held one-on-one sessions for specific topics
- Contributed to the Cirrus Reviews' workbook content

ACADEMIC PROFILE

University of Reenham

Master of Arts | May 2013 - December 2015

Masters in Education

- Specialized in teaching at the primary school level
- Devised a one-year accelerated curriculum for advanced students

Corledge Institute

Bachelor of Science | January 2008 - March 2013

BS Applied Mathematics

- Finance Intern at Statika Associates (2013)
- Taught weekly math classes to high school students at SparkSky Tutorials (2012 - 2013)

Exercise 4

Direction: After exploring the given resume, answer the following in full sentences.

1. What is the title of the resume?

2. What is the main purpose of the resume?

3. How many topics or sections appear in the resume and what are they?

As you can see, the content provided in the resume is divided into different topics or sections. Main sections of a good resume often include:

2. The objective or summary section contains a brief statement outlining career goals or summarizing your professional background.

CAREER OBJECTIVE

A highly skilled and motivated website developer with more than 10 years of experience in designing, and maintaining responsive websites. Proficient in HTML, CSS, JavaScript, and various web development frameworks. Seeking to leverage my technical expertise and creative skills to contribute effectively to a dynamic team as a website developer.

PERSONAL PROFILE

A committed high school teacher who is passionate about delivering lessons to high school students. Focused and driven to promote student improvement through continuous academic progress monitoring. Dedicated to developing an effective high school chemistry curriculum that focuses on achieving realistic objectives.

About me

I am an innovative and skillful high school teacher who has been working in this field for more than 7 years. I teach English and am also capable in some branches of language skills like literature and linguistics. High school is not my first workplace. Previously, I taught in a language course and privately in my students' houses.

Let's practice: Study from the given examples and try to write your objective for a resume.

3. Work Experience lists previous jobs, including job titles, company names, locations, and dates or years of employment. It also includes descriptions of responsibilities and achievements, typically written in phrases starting with gerunds (verbs ending in -ing) or past tense verbs.

For example:

- *Assisting* in formulating research questions and hypotheses (*gerund*)

- *Managed* the day-to-day operations of the English department (*past tense verbs*)

Moreover, it is important that you list your work experiences starting with the most recent or current position and working backward.

Let's practice: Study from the given examples and try to write your work experiences.

4. Education Background includes degrees obtained, institutions attended, and graduation dates or years. In this section, if you have more than one degree, you should list them in reverse chronological order, starting with the highest degree. For instance, you should list your master's degree before your bachelor's degree. Many new graduates often ask, 'Should I include my high school in my resume?' The answer is that you should omit information about high school if you have completed a college or university degree. However, you can include your high school education if you have not completed college or university.

Let's practice: Explore the examples and try to write your section of education background

ACADEMIC PROFILE

University of Reenham

Master of Arts | May 2013 - December 2015

Masters in Education

- Specialized in teaching at the primary school level
- Devised a one-year accelerated curriculum for advanced students

Corledge Institute

Bachelor of Science | January 2008 - March 2013

BS Applied Mathematics

- Finance Intern at Statika Associates (2013)
- Taught weekly math classes to high school students at SparkSky Tutorials (2012 - 2013)

ACADEMIC BACKGROUND

University of Meintar

MASTER'S DEGREE IN SOCIAL WORK

MAY 2007

- *Graduated with a GPA of 3.72*
- *Winner, Best Thesis: Grassroots Psychology for Sustainable Change*
- *Member, Society for Social Workers and Entrepreneurs*

Beechtown State College

BACHELOR OF ARTS IN PSYCHOLOGY

MAY 2001

- *Graduated with distinction*
- *Published a research article on "Developing students' speaking skills through role play activities"*

Important!

The description of your should start with **action verbs**. Using action verbs to describe responsibilities in the work experience section of a resume makes your statements more powerful. Here are some commonly used action verbs along for teaching profession with simple explanations:

- **Developed** *engaging lesson plans to simplify complex mathematical concepts for diverse student populations.*
- **Implemented** *innovative teaching strategies that improved student understanding and retention of algebra and geometry.*
- **Assessed** *student progress through regular quizzes, tests, and assignments, providing constructive feedback to foster improvement.*
- **Led** *after-school tutoring sessions to assist students needing extra help with mathematical problems and homework.*
- **Designed** and **executed** *hands-on activities and real-world problem-solving exercises to make learning math more interactive and relatable.*

- ***Collaborated** with other faculty members to align the math curriculum with state standards and interdisciplinary projects.*
- ***Monitored** and **evaluated** classroom performance to identify areas of improvement and develop targeted instructional plans.*
- ***Adapted** teaching methods to accommodate students with different learning styles and abilities.*
- ***Organised** math competitions and extracurricular activities to promote a love for mathematics beyond the classroom.*

Exercise 5

Direction: Replace Normal Verbs with Action Verbs

Step 1: Identify Normal Verbs

Read each sentence and identify the normal verb.

1. Taught algebra and geometry to high school students.
2. Wrote lesson plans to cover the curriculum.
3. Helped students understand complex concepts.
4. Checked students' homework and assignments.
5. Talked with parents about their children's progress.
6. Started extracurricular math activities.
7. Watched students during exams to prevent cheating.
8. Fixed lesson plans based on student feedback.
9. Worked with other teachers to plan school events.
10. Made math club meetings and activities.

