



# SHAPING OUR FUTURE



BOGOTÁ  
MEJOR  
PARA TODOS

# INTRODUCTION

***Dear student,***

Tick  the statements that are true for you:

- a. You are between 16 and 18 years old.
- b. You are just about finishing High School.
- c. You are thinking about your future pathways.
- d. You are sorting out your possibilities.
- e. You want to succeed in your future pathways.



If you ticked 3 of these 5 questions, “Shaping your Future” is for you.

In this booklet you will find:

- Important facts to sort out your possibilities!
- Meaningful ideas to give the best impression of your life on a sheet of paper!
- Useful tips to get a job.
- Interesting and easy steps to succeed in a job interview.
- Bright ideas to make a difference at your workplace or on an academic course.

***We hope you will enjoy this material and shape your future!***

# LESSON 1

## SORTING OUT MY POSSIBILITIES

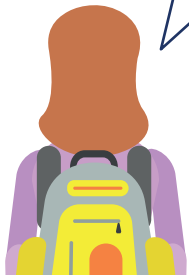





This useful vocabulary will help you understand important elements in this lesson. Do the matching activity to get familiarised with them. The first one has been provided as an example

1. pathways	3	To officially register on a course.
2. career		Money given to someone to help pay for their education.
3. enroll		The process in which someone or something grows or changes and becomes more advanced.
4. course of studies		An ability to do an activity or job well.
5. job		The job or series of jobs that you do during your working life.
6. field		Something that needs great mental or physical power and tests a person's ability.
7. development		A set of actions that take you to a goal or result.
8. challenge		An area of activity or interest.
9. skills		The higher education training you take when you finish high school.
10. scholarship		The regular work that a person does to earn money.

# IN CONTEXT

These are 11th graders. Read the speech bubbles with their concerns about the future.

<p>What am I going to do when I finish high school? Study or work?</p>  <p>Karen</p>	<p>Will I have the score needed to enroll on a course at a University?</p>  <p>Catalina</p>	<p>What am I going to study?</p>  <p>Johan</p>	<p>What am I going to do? My family can't support my studies.</p>  <p>José</p>
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You are not the only one who has a lot of questions and concerns about the future, so you are not alone. What do all these young people have in common? Tick ☒ the correct option:

1. They have not decided what they are going to study at university yet. ☐
2. They cannot pay for their studies after high school. ☐
3. They are all worried about their future once they finish high school. ☒

3  
Answer key

Do you feel the same? What are the options you share with Karen, Catalina, Johan, José? Tick the options to help you decide ☒

1. Start a professional course of studies at university ☐
2. Get a job ☐
3. Start a course of technical studies ☐
4. Join the army ☐
5. Study and work at the same time ☐

There are mainly two pathways to take once you get your high school diploma, so you can either choose one or go for both of them. Let's have a look!



### A. My path in the Academic World.

One of the options, and the ideal way to make your dreams and goals come true, is to start a course of studies in a college or university either face-to-face or online. Do you know the difference between them? Fill in the gaps with the appropriate word.

a. A \_\_\_\_\_ is a place where you can enrol to have specialized education after you finish high school. There, you can study or train to learn about an area of knowledge or skill. SENA and institutions that offer technical studies are examples of this option to continue your higher education.

b. A \_\_\_\_\_ is a place where people study to get an undergraduate (first) or postgraduate (higher level) degree.

Answer key  
a. college b. university

Other people decide to do a course in arts, learn a skill, or do other informal courses in vocational schools or institutes.

There are hundreds of courses of study you can choose from, and you might feel more willing to choose some over others. Have you thought of a technical school, college or university you would like to study at?

Yes ☐ No ☐

Write two courses of study you would like to start once you finish high school.

1.  2.

What are the requirements to enrol at the college or university you want to study at?

Pruebas Saber Score ☐ Application ☐ Entry Exam ☐

What have you done so far to meet the requirements to enrol at the college or university you mentioned before?

Get ready / present Pruebas Saber ☐ Research requirements ☐

If you are now an 11th grader and you imagine yourself in 5 years' time, what will the careers of the future be?. Given that experts are predicting the 'Fourth Industrial Revolution' (4IR) we need to be prepared to face the challenges of this changing world.

Read about the careers of the future and label them. The first one has been provided as an example

Management - Entrepreneurial leadership - ~~Big data management~~ - Environmental science  
Scientific research - Health care careers - Computer engineering - Psychotherapy - Finances

## Description

## Benefits

### 1. *Big data management.*

This is related to the efficient handling, organisation or use of large volumes of information.

It is very useful in all companies now, as development is based on decisions made when information is analysed.

### 2.

This field aims to help people change behaviour and overcome problems through personal interaction.

This career contributes to the development of a better society.

### 3.

This is the systematic investigation of scientific theories and hypotheses. It tries to answer the many questions we have about how the world works.

It helps people explain the world and how it constantly changes through rational and objective methods.

### 4.

This discipline integrates fields to develop computer hardware and software for personal computers, super computers and other operating systems.

You could contribute to the development of new technology.

### 5.

This interdisciplinary field studies the environment and seeks solutions for its problems, integrating physical, biological and information sciences.

This career is very useful as a tool to understand human behaviour and its impact on the environment.

### 6.

There are more than 350 roles in this area. You can develop different skills and learn about how to help others maintain their health

You could work with patients in hospitals or in the community, and help them improve their quality of life.

### 7.

This aims at setting the strategy of an organisation and coordinating the efforts of people in the company to reach its goals. This also focuses on the optimisation of financial, technological and human resources.

This career helps you develop your practical skills, and face the challenges in a company.

### 8.

This field is related to the study of how money is managed and used in banking, credit, investments and properties, and the risks that make up financial systems.

In this changing world, this career is very useful and needed in all aspects in life.

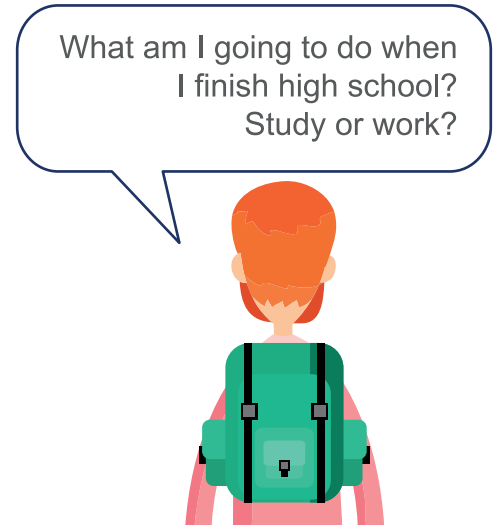
### 9.

This discipline aims at organizing a group of people to achieve a common goal using proactive behaviour, optimising risk, taking advantage of opportunities, being responsible and managing change dynamically.

Being an entrepreneurial leader you could develop the ability to self-generate, self-reflect and self-correct to improve the place you work at.

You have made a lot of progress sorting out your possibilities, thinking about what to study once you graduate from high school. Nevertheless, a common concern is what worries José, related to money. What could happen if your family cannot support your studies? What can you do to continue studying after high school?

Some universities offer scholarships for students with high scores in the Pruebas Saber, who are good at sports, or belong to vulnerable populations (Afro-Colombian, indigenous, people displaced due to war and conflict, etc.).



Do you think you could apply for a scholarship? **Yes** ☐ **No** ☐

Think of the place you want to study and find out what the requirements are to get a scholarship to study there. Make some notes here:

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Another option to pay for your studies is to get a student loan, borrowing money from a bank or a corporation such as ICETEX. Find out about the requirements for getting a student loan for the course of studies you want to start. Make some notes here:

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One more option you could choose from is to start working so you can earn money to pay for your studies. In this case, what could you do for a living? The next section will help you to sort out your possibilities in this area.

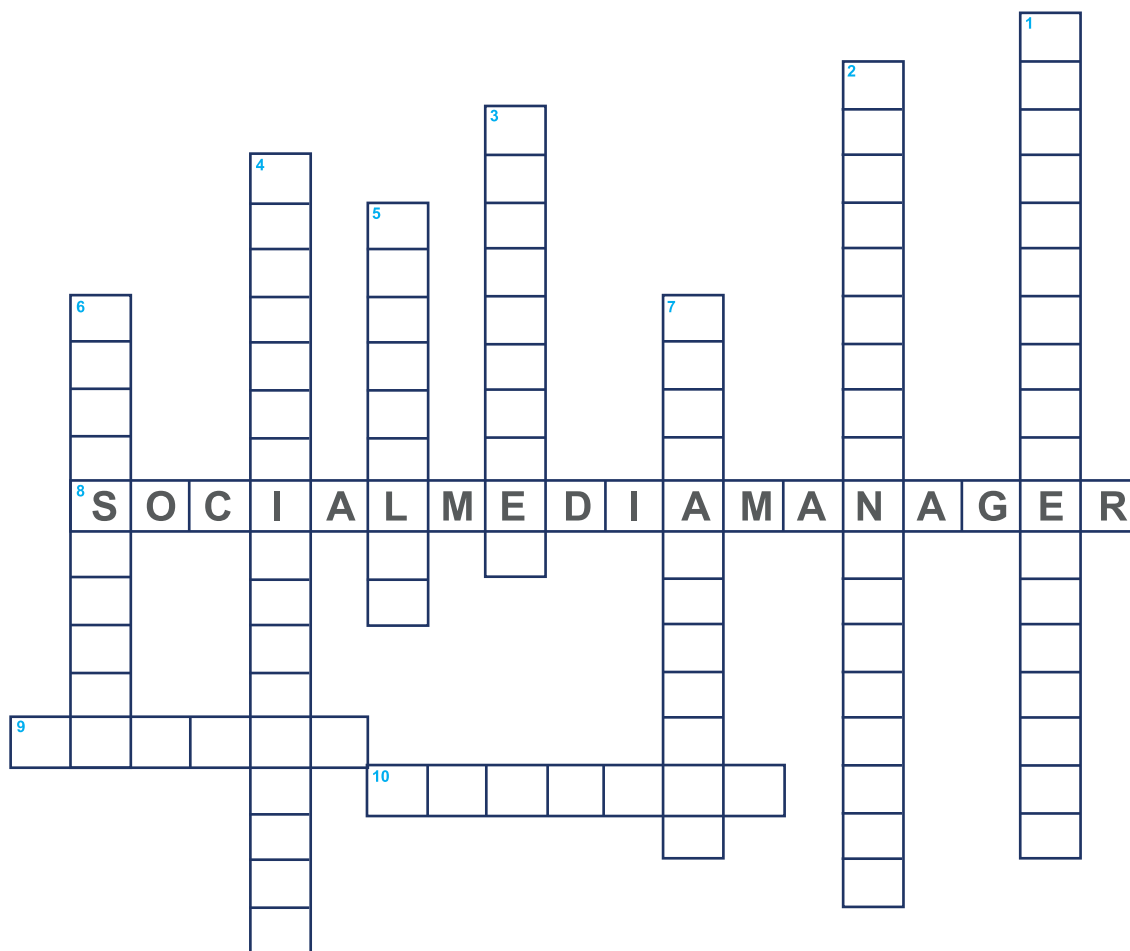
### *B. Earning something for a living*

There are a lot of jobs you can do even if you do not have any special training. You could get a part-time job and study at the same time. What jobs do you think you could do once you finish your high school studies? Write your options here:

1.
2.
3.

Here are some jobs you could choose from. Complete the crossword puzzle with the jobs from the box according to the descriptions. The first one has been provided as an example

Postal Worker - Installer - Builder - Food Service Manager - Gas Station Operator  
Babysitter - Pet-sitter - ~~Social Media Manager~~ - Home delivery person - Driver



### Across →

8. This person creates and implements social media branding.  
9. A person who drives a vehicle.  
10. A person who makes houses and buildings.

### Down ↓

1. This person plans and coordinates food and activities for events.  
2. This person works at a station selling fuel and other services.  
3. Someone who takes care of your baby or child while you are out.  
4. Someone who brings the products you ordered to your house  
5. Someone who fits furniture or equipment to make it ready to use.  
6. It's the person who takes care of pets.  
7. Person who delivers and collects letters and parcels sent by mail.

**Answer key**

1. Food Service Manager	4. Home delivery person	7. Postal Worker	10. Builder
2. Gas Station Operator	5. Installer	8. Social Media Manager	
3. Babysitter	6. Pet-sitter	9. Driver	



***Growing academically and professionally.***

So, you have discovered some different pathways to follow when you finish high school. You can either start a technical / professional / vocational course of studies or begin work. Doing both of them is also an option if you cannot get the support to continue your higher studies. For instance, José has decided to study and work, but he needs to choose the best options for him.

You need to think about your likes, but you also need to discover what you are good at. Have you ever thought of that? Write down your ideas.

**Likes**

1.
2.
3.

**Things I am good at**

1.
2.
3.

There are some tests that you can take which will help you discover what skills you have and guide you through the best pathway to both study and work. Check out the links here and take one of the tests, then write your results for the test.

<https://www.123test.com/career-test/>

<https://www.hawaiipublicschools.org/DOE%20Forms/CTE/RIASEC.pdf>

[http://www.ucango2.org/publications/student/Career\\_Interest\\_Survey.pdf](http://www.ucango2.org/publications/student/Career_Interest_Survey.pdf)

My test results: \_\_\_\_\_

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Now that you have discovered the skills you have, we are going to work on something really important: your SWOT.

Do you know what SWOT is?

SWOT is a strategic technique that helps you identify your strengths, weaknesses, opportunities, and threats in order to make plans.

It's time to work on this!

Look at the chart here and complete it with your own information. Be honest when doing it!

	<b>HELPFUL</b>	<b>HARMFUL</b>
<b>INTERNAL</b>	<b>Strengths</b> I'm a helpful person	<b>Weaknesses</b> I'm a bit disorganised
<b>EXTERNAL</b>	<b>Opportunities</b> I like working with numbers	<b>Threats</b> I have problems managing time

## TIME TO PRACTICE

### Creating my life plan

You have already identified your SWOT, so you are more aware of your situation now, which will help you make plans for the future. Look at the following diagram and make notes about your plans:

#### Going to college / university



Think about what you want to study.

Check the programs offered by different universities / colleges.

Find out how much it will cost, and look for funding options (if necessary).

Fill out the university college application.

What plans do I have after graduating?



What can I do to achieve this?

#### Finding a job



Think about the job you want, and the skills you have.

Look for job opportunities that match your expectations and skills.

Prepare your CV and apply for the job vacancies

Get ready to do your best at the job interview.

These are some useful websites that can help you during your exploration:

### *Choosing a professional course of studies in a university*

Source	My options
<a href="https://www.universia.net.co/universidades">https://www.universia.net.co/universidades</a>	
<a href="https://www.altillo.com/universidades/universidades_colombia.asp">https://www.altillo.com/universidades/universidades_colombia.asp</a>	

### *Choosing a course of studies in a college / vocational school*

Source	My options
<a href="http://oferta.senasofiaplus.edu.co/sofia-oferta/">http://oferta.senasofiaplus.edu.co/sofia-oferta/</a>	

### *Choosing a job*

Source	My options
<a href="http://serviciodeempleo.gov.co/">http://serviciodeempleo.gov.co/</a>	

Using all the guides in this lesson, José is now better prepared to plan his future pathways. What about you? What's your academic pathway? Tick the options that best apply to you:

I would like to do a professional ☐ technical ☐ vocational ☐ course of studies



## **AN INTERCULTURAL VIEW**

I want to study \_\_\_\_\_

Look at the diagram to visualise possibilities students around the world have. If you could have the chance to go and study abroad:

Where would you like to study? Why? \_\_\_\_\_

What would you study? \_\_\_\_\_

Country	Vocational education “Educación informal”	Technical education “Educación para el Trabajo”	Professional education “Educación Superior”	Military Career “Carrera Militar”
<b>The United Kingdom</b> 	<b>Time:</b> 2 years  <b>Place:</b> Technical schools  <b>Title obtained:</b> Certificate in...  <b>Opportunities to study:</b> Pay fees Scholarship Student loan	<b>Time:</b> 3 years  <b>Place:</b> Liberal arts colleges / colleges  <b>Title obtained:</b> Technician in...  <b>Opportunities to study:</b> Pay fees Scholarship Student loan	<b>Time:</b> 3 years  <b>Place:</b> University  <b>Title obtained:</b> Bachelor degree in...  <b>Opportunities to study:</b> Pay fees Scholarship Student loan	<b>Time:</b> 4 years  <b>Place:</b> Military academy  <b>Title obtained:</b> Professional in...  <b>Opportunities to study:</b> Pay fees Scholarship Student loan
<b>Colombia</b> 	<b>Time:</b> 2 years  <b>Place:</b> Vocational school  <b>Title obtained:</b> Educación para el Trabajo y el desarrollo humano  <b>Opportunities to study:</b> Pay fees Scholarship Student loan	<b>Time:</b> 3 years  <b>Place:</b> Technical school / college  <b>Title obtained:</b> Technician in...  <b>Opportunities to study:</b> Pay fees Scholarship Student loan	<b>Time:</b> 5/6 years  <b>Place:</b> University  <b>Title obtained:</b> Professional at...  <b>Opportunities to study:</b> Pay fees Scholarship Student loan	<b>Time:</b> 4 years  <b>Place:</b> Military school  <b>Title obtained:</b> Professional in... Military rank.  <b>Opportunities to study:</b> Pay fees Scholarship Student loan
<b>The USA</b> 	<b>Time:</b> 4 years  <b>Place:</b> Technical schools  <b>Title obtained:</b> Certificate in...  <b>Opportunities to study:</b> Pay fees Scholarship Student loan	<b>Time:</b> 4 years  <b>Place:</b> Liberal arts colleges / colleges  <b>Title obtained:</b> Technician in...  <b>Opportunities to study:</b> Pay fees Scholarship Student loan	<b>Time:</b> 4 years  <b>Place:</b> University  <b>Title obtained:</b> Bachelor degree in...  <b>Opportunities to study:</b> Pay fees Scholarship Student loan	<b>Time:</b> 4 years  <b>Place:</b> Military academy  <b>Title obtained:</b> Professional in...  <b>Opportunities to study:</b> Pay fees Scholarship Student loan

Use this survey to find out your partners' preferences for their future pathways.

<i>Criteria</i>	<i>José</i>	<i>Me</i>	<i>St 1</i>	<i>St 2</i>	<i>St 3</i>	<i>St 4</i>
I want to join a university programme						
I want to enrol in a college course	✓					
I am interested in becoming a technician.	✓					
I'd like to study something related to Science						
My favourite course of studies is connected to Engineering						
I want to become a teacher						
I need to find a job to support my studies						
I would like to get a student loan to continue studying after high school.						

Compare your findings with the information about students in your class. Are they similar or different? Why? Are your optional pathways for the future similar to your partner's?



*Mark what you learnt in this lesson*

- I identified my SWOT.
- I discovered the course of studies I want to do once I finish high school.
- I explored possibilities to support my studies.  
(Get a job, scholarship, student loan, etc.).





If you need to learn more about A, you can talk to people close to you, your relatives, friends and school teachers and ask them for some ideas about your SWOT.



If you need to learn more about B, you can go to University fairs near your school to learn about the programmes offered in your city.



If you need to learn more about C, you can talk to your parents and agree on the possibilities that best suit your family.

***You can feel proud of yourself as you are now better able to shape your future by sorting out your possibilities!***



# MY LIFE ON A SHEET OF PAPER



Do you remember Jose's future pathways?

- a. He could get a student loan.
- b. He could apply for a part time job.
- c. He could take online courses.
- d. He could get a scholarship.

One of the possible options to get something for a living is to get a part time job. Look at the ads and answer the questions.



If you had to earn a living, what job would you like? Why?  
What are the requirements to apply for the job you like?

- a. Skills: \_\_\_\_\_
- b. Experience: \_\_\_\_\_
- c. Qualifications: \_\_\_\_\_
- d. Other: \_\_\_\_\_

When reading the ads to apply for the right position, you have to think of some steps.  
Select the correct choices:

## 1. Find out how to apply for the job

- a. Decide what kind of job you want
- b. Ask people about the position.
- c. Take online courses.
- d. Write and send your biography.
- e. Do research about the job.



## 2. What document do you need to write and send when you apply for a job?

- a. A cover letter
- b. A Curriculum Vitae
- c. A biography

Answer key  
1. a, b, e are possible answers  
2. a and b.



### ADDITIONAL TIP

It is very common to send a cover letter with a CV. The employer may or may not request one. You can use it to:

- Introduce and sell yourself to the hiring manager
- Explain why you are an ideal candidate



## IN CONTEXT

### *Proud of myself!*

José feels proud of himself. He has taken the test and has found out his strengths.



After taking the test, I am aware of my strengths. That makes me really happy and proud of myself! I am ready to look for a job and pay for my studies.

José

To find a job, he thinks of several options. But, first, he must put his life on a sheet of paper: The Curriculum Vitae. Let's have a look!

### *My Life on a Sheet of Paper.*

1. What do you know about a Curriculum Vitae? Which statements are true? Tick ✓ them.

- a. A CV is a document with information about you.
- b. You use a CV to get a job.
- c. You should put your photo on your CV.
- d. Your CV should be 8 or 10 pages long.
- e. It's OK to have mistakes (spelling, grammar...) on your CV.
- f. All information on your CV must be in full sentences.
- g. Employers usually look at a CV for about 2 minutes.



#### **CROSS – CULTURAL TIP**

People use CVs almost exclusively in Europe, the Middle East, Africa, or Asia. Within the United States, people tend to use resumes rather than CVs. A resume is a brief summary of your skills and experience over one or two pages, a CV is more detailed. The standard length of a CV in the UK and USA is one/two pages. In Colombia, this standard length is two/three pages.

2. What is the purpose of a CV? Select the correct choice.

- a. To tell the story of your life, in order to persuade recruiters to interview you.
- b. To give specific information about your professional and academic profile, in order to persuade recruiters to interview you.
- c. To give details about your likes, dislikes and personality, in order to become friends with your future employer.



#### **REMEMBER...**

A CV is a 1 or 2 page document with information about you. It mainly lists your experience and qualifications to persuade employers to interview you in order to hire you for the position

#### **Answer key**

##### **Exercise 1:**

- a. true
- b. true
- c. false – because of equal opportunities

- d. false – 1 to 2 pages is enough; 3 to 4 is too long
- e. false
- f. false
- g. false – only 30 seconds on average.

##### **Exercise 2:**

- a. false
- b. false
- c. false
- d. false
- e. false
- f. false
- g. false
- h. false
- i. false
- j. false
- k. false
- l. false
- m. false
- n. false
- o. false
- p. false
- q. false
- r. false
- s. false
- t. false
- u. false
- v. false
- w. false
- x. false
- y. false
- z. false

3. What parts does a CV have?

When you want to apply for a job, your potential employer will look for a document that proves why you are the best and most suitable candidate to offer the position. That is why you should make the best possible impression!

There is not a unique universal format, but your CV should cover some essential elements. Let's have a look at those elements. Which are essential? Which are optional? Which are not necessary? Put the information in the correct column. The first one has been provided as an example.

- a. ~~Work experience.~~

b. Religious beliefs.

c. Achievements.

d. Marital status.

e. Personal Presentation

f. Skills that are relevant to the job (E.g. languages you speak).

g. A description of yourself.
- h. Contact information.

i. Educational background.

j. A description of your appearance.

k. References of people who can recommend you for the job.

l. Age.

m. Nationality.

Components of the CV		
Essential	Optional	Not necessary
Work Experience		

**Essential:**

- Contact information - Include your name, address, phone numbers and email address. That will be essential if employers want to contact you.
- Work Experience is necessary because your employer will be interested in your qualifications for the position and can quickly match up your experience with their job description.
- Educational Background is essential because the employer might look at the academic qualifications that make you eligible for the position.
- References are also essential because the employer could have more details about you and would like to contact people who know you. You must include references you're confident will give positive comments about you.
- Skills that are relevant for the job must be included because your employer would like to know the abilities you have, which can be useful to do the job.

**Optional:**

Information such as nationality, age and status are optional because employers are more interested in academic and work experience. Achievements can be included if they are connected to the job you are applying for.

**Not necessary**

Information such as description of yourself, personal presentation, and religious beliefs are not necessary because this information does not show your qualifications for the job.

## *How do we put our life (experience, qualifications, skills, preferences, references) on a sheet of paper?*

As you previously read, there is not a unique universal format, but your CV should cover some essential elements that have an order.  
Let's take a look at José's CV and select the correct choices to answer the questions.

*Calle 26 # 12-22. Bogotá, Colombia.  
josericob@gmail.com  
0573106835269*

### **José Rico Buitrago.**

Dedicated high school graduate with social and working skills who is looking for a job opportunity.

#### ***Skills:***

- *Languages:* Spanish (fluent); English (elementary)
- *Computers:* Microsoft Office (Word, Excel and PowerPoint)
- Communication Skills

#### ***Experience:***

February 2017 – September 2017

High school Librarian Assistant: Colegio Distrital de Bogotá, Bogotá, Colombia.

- Administering the book loan system at school.
- Organising bookshelves.

#### ***Education***

- High School Bachelor. December 2017. Colegio Distrital Nuevo Reino de Bogotá. Bogotá, Colombia.
- Microsoft Office: Excel 2010. March 2017. SENA. Bogotá, Colombia.
- Leadership. July 2017. SENA. Bogotá, Colombia.

#### ***Interests***

I am interested in technology and office work. I enjoy football and I played for the men's team at school.

#### ***References***

Paola Urueña / Principal of Colegio Distrital de Bogotá.  
Bogotá, Colombia.  
3123891200  
paolauruena@coldis.edu.co

Luis Molina. / Librarian of Colegio Distrital de Bogotá.  
Bogotá, Colombia.  
3212138008  
moliferc@gmail.com



1. What words are in bold on José's CV?

- ☐ a. Headings                      ☐ b. Specific information

2. Where did José include "things he is good at" such as language or computer talents?

- ☐ a. References                      ☐ b. Skills

3. What information did José put in brackets (like this)?

- ☐ a. Description                      ☐ b. Contact information

4. What information does "References" include?

- ☐ a. brief details of your academic and professional qualifications  
☐ b. Names of people who know him (e.g. your teacher or your boss), and who can say that he is good for the job.

5. How many full sentences (with a subject, verb and a full stop) are there in José's CV?

- ☐ a. Two                                  ☐ b. Ten

6. Where do you include "jobs José has done"?

- ☐ a. Experience                      ☐ b. Contact Information

7. Which expressions did José use to describe his interests?

- ☐ a. I am interested in... / I enjoy...  
☐ b. I am good at... / I love...

8. Where did José write the name of the school or colleges where he studied?

- ☐ a. Experience                      ☐ b. Education

9. Where did José include address, e-mail address and phone number?

- ☐ a. On the top-right                      ☐ b. Interests

7. What is the purpose of the Personal Statement (e.g.: "Dedicated high school bachelor with social and working skills who is looking for a job opportunity"?)

- ☐ a. To include people who know you.  
☐ b. To catch the attention of your potential employer and encourage them find out more about you.

## Expressions commonly used in a CV.

As you previously read, your CV mainly aims at getting you an interview. So, you need to make the best impression quickly and sell yourself on a sheet of paper that your potential employer will glance at for 20 or 30 seconds.

Your personal statement is your first opportunity to catch the potential employer's attention. It is a very important part of your CV because it invites people to interview you. Let's take a look at what José writes: "Dedicated high school bachelor with social and working skills who is looking for a job opportunity".

What does the personal statement aim at? Tick the correct choice 

- ☐ a. Highlighting professional attributes, the most important skills and goals.
- ☐ b. Showing your work experience.

Answer key  
a

Look at this chart which will help you think of possible aspects to include in your personal statement:

<i>This is me...</i>	<i>I am a... / I have... (skills)</i>	<i>Me...</i>
<b>High school graduate</b>	Innovative	
	Teamwork skills	
	Good communicator and confident	
	Excellent / Good IT skills	
	Able to meet deadlines.	
<b>Committed secondary graduate</b>	Excellent planning skills	
	Artistic and creative	
	Flexible in my working hours	
	Eager to learn new skills	
	Honest and Trustworthy	

Additionally, interests or preferences are also important because you give the potential employer a more rounded picture and, possibly, something more personal to discuss at the interview.

What do you include in the 'Interests' heading? Tick the correct choice ☒

- ☐ a. Things you love or like doing.
- ☐ b. Things you are good at.

Answer key

**Unscramble the following expressions that are commonly used in a CV. The first one has been provided as an example.**

Scramble statements	Unscramble statements
1. I'm technology office and interested in work	1. I'm interested in technology and office work.
2. who high school looking bachelor with social opportunity dedicated	
3. great secondary work graduate with communication Committed skills and the looking ability to in a team for position a full time.	
4. love and activities camping I outdoor, I am activist an animal rights.	

Answer key

1. I'm interested in technology and office work.
2. Dedicated high school bachelor with social skills who is looking for a job opportunity.
3. Committed secondary graduate with great
4. I love outdoor activities and camping.
- I am an animal rights activist.

Write your personal statement.

<i>This is me...</i>	<i>I am... I have... (skills)</i>

### What are good characteristics of a CV?

Remember that a good CV is the document that gets you an interview for a job. That's why you need to make an effort and give the best impression on a sheet of paper. So, your CV must be perfect!

**Complete the words with the correct vowels. The first one has been provided as an example.**

- |                                    |                  |
|------------------------------------|------------------|
| 1. P <u>o</u> or sp <u>e</u> lling | 7. T__g_n_r_l    |
| 2. _nf_rm_t_v_                     | 8. C_nf_s_ng     |
| 3. F_k__nf_rm_t__n                 | 9. M_ss_y        |
| 4. _rg_n_s_d                       | 10. P__r gr_mm_r |
| 5. T__l_ng                         | 11. Sp_c_f_c     |
| 6. __sy t_r__d                     | 12. Cl__r        |

**Answer key**

1. Poor Spelling	4. Organised	6. Easy to read	9. Messy	12. Clear
2. Informative	5. Too long	8. Confusing	7. Too general	11. Specific
3. Fake information				

**Only some previous words are good characteristics of a CV.** Which are *those good characteristics* of a CV? Write them.

---



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## HANDS ON!



Karen

Karen is looking for a job in a Call Centre. Which statements can she use on her CV? Put these in the correct part of the CV. ~~Cross out the others.~~ The first one has been provided as an example.

- ~~a. I have two brothers and one sister. I am the oldest in my family.~~
- b. 2015-2016 English assistant. Colegio Distrital de Bogotá. Bogotá, Colombia.
- c. I enjoy football and played for the women's team at school.
- d. Languages: Spanish (fluent); English (elementary). Problem-Solving skills.
- e. I am tall and good looking. My hair is straight and long. My eyes are brown.
- f. Fabio Jiménez. Owner of "La Casa Bogotana" Restaurant. Bogotá, Colombia. fabiojimenezs@gmail.com 3110386754.
- g. I am intelligent, responsible, honest, punctual. I am very good at solving problems.
- h. High School Bachelor. December 2017. Colegio Distrital de Bogotá. Bogotá, Colombia.

	_____
	_____
	_____
Skills	
Experience	
Education	
Interests	
References	

- Answer key**
- ~~a. I have two brothers and one sister. I am the oldest in my family.~~
  - b. Experience: 2015-2016 English assistant. Colegio Distrital de Bogotá. Bogotá, Colombia.
  - c. Interests: I enjoy football and played for the women's team at school.
  - d. Skills: Languages: Spanish (fluent); English (elementary). Problem-Solving skills.
  - e. ~~I am tall and good looking. My hair is straight and long. My eyes are brown.~~
  - f. References: Fabio Jiménez. Owner of "La Casa Bogotana" Restaurant. Bogotá, Colombia. fabiojimenezs@gmail.com 3110386754.
  - g. ~~I am intelligent, responsible, honest, punctual. I am very good at solving problems.~~
  - h. Education: High School Bachelor. December 2017. Colegio Distrital de Bogotá. Bogotá, Colombia.





## TIME TO PRACTICE

It's your turn! Create your CV.

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

I \_\_\_\_\_ am \_\_\_\_\_ a...

I am looking for \_\_\_\_\_

### ***Skills***

### ***Experience***

### ***Education***


### ***Interests***









I am interested in...

I love...

I like...

### ***References***

Let's check if your CV has the complete information. Tick  if you included the information or improve your CV if you forgot it:

1. It has the contact information on top (address, e-mail address, and phone number). 
2. It has your full name. 
3. It has an attracting personal statement (This is me... I am...). 
4. It has a short description of your skills: language, IT, transferable skills. 
5. It describes your academic background: What did you study? Where? 
6. It includes your work experience. Have you had a part time job while studying? That must be included. 
7. It has hobbies and preferences. What are your interests? List at least two. 
8. It has at least three references. Who knows you? Who can say that you are eligible for that job? Mention at least three people. 

Now, check that your CV is:

1. **Grammatically correct.** It is very important to check and double-check your spelling and grammar to give the best impression.
2. **Informative.** Include factual and real information about you.
3. **Clear and organised.** Remember that you are giving the best impression
4. **Easy to read.** Remember that your potential employer glances at your CV for 20 or 30 seconds, approximately.
5. **Complete.** Include all the information needed so that your potential employer can have a complete picture of you.



## AN INTERCULTURAL VIEW

There are different CV formats around the world. Now, you are going to explore some CV samples. Explore and tick the components those samples have. The first one has been provided as an example. These are some useful websites that can help you.



## Europass Curriculum vitae

### Personal information

First name(s) / Surname(s) **Betty HOBKINS**  
Address(es) 32 Reading rd, Birmingham, B26 3QJ, United Kingdom  
Telephone(s) Personal: (44-1189) 12 34 56 Mobile: (44-6987) 65 43 21  
Fax(es) (44-1189) 12 34 56  
E-mail(s) hobbies@kotmail.com  
Nationality(-ies) British  
Date of birth 07.10.1974  
Gender Female

### Desired employment / Occupational field

**EUROPEAN PROJECT MANAGER**

### Work experience

Dates	August 2002 onwards
Occupation or position held	Independent consultant
Main activities and responsibilities	Evaluation of European Commission youth training support measures for youth national agencies and young people.
Name and address of employer	British Council, 123, Bd Ney, F-75023 Paris
Type of business or sector	Independent worker
Dates	March – July 2002
Occupation or position held	Internship
Main activities and responsibilities	<ul style="list-style-type: none"> <li>- Evaluating youth training programmes for SALTO UK and the Partnership between the Council of Europe and European Commission</li> <li>- Organizing and running a 2 day workshop on non-formal education for Action 5 large scale projects focusing on quality, assessment and recognition</li> <li>- Contributing to the Steering Group on training and developing action plans on training for the next 3 years. Working on the Users Guide for training and the Support Measures</li> </ul>
Name and address of employer	European Commission, Youth Unit, DG Education and Culture, 200, Rue de la Loi, B-1049 Brussels
Type of business or sector	European institution
Dates	October 2001 - February 2002
Occupation or position held	Researcher / Independent Consultant
Main activities and responsibilities	Working in a research team carrying out in-depth qualitative evaluation of the 2 year Advanced Training of Trainers in Europe using participant observations, in-depth interviews and focus groups. Work carried out in training courses in Strasbourg, Slovenia and Budapest.
Name and address of employer	Council of Europe, Budapest
Type of business or sector	European institutions



### UK CV Sample:

[http://www.joinusee.eu/DOCROOT/Example\\_of\\_Europass\\_CV\(1\).PDF](http://www.joinusee.eu/DOCROOT/Example_of_Europass_CV(1).PDF)  
Pat: <https://www.studentjob.co.uk/application-tips/cv-example>

## CURRICULUM VITAE

JAIR N. OJEDA-JOYA

Carrera 7 # 14-78

11<sup>th</sup> Floor

Bogota D.C., Colombia, South America

Office: (571) 343 1111

Email1: [jojedajo@banrep.gov.co](mailto:jojedajo@banrep.gov.co) Email2: [inojeda2010@gmail.com](mailto:inojeda2010@gmail.com),

Personal webpage: <https://sites.google.com/site/inoj2010/>

Ideas-Repec webpage: <http://ideas.repec.org/e/poj5.html>

## EDUCATION

Ph.D. Economics, Boston University, Boston MA, May 2010

Dissertation Title: **Essays on Exchange Rate Economics**

Main Advisor: Marianne Baxter

M.A., Economics, Universidad Nacional de Colombia, (Colombia's National University),  
Bogota, Colombia, 2003

B.A., Economics, Universidad Nacional de Colombia, (Colombia's National University),  
Bogota, Colombia, 2000

## FIELDS OF INTEREST

Primary: International Finance

Secondary: Open-Economy Macroeconomics, Financial Stability.

## PROFESSIONAL EXPERIENCE

Senior Research Economist, Research Unit, Banco de la Republica (Central Bank of  
Colombia), since May 2015.



## Colombia CV Samples:

[http://www.banrep.gov.co/economia/dsbb/joj\\_cv.pdf](http://www.banrep.gov.co/economia/dsbb/joj_cv.pdf)

[https://www.mineducacion.gov.co/1621/articles-296037\\_blanca\\_correa.pdf](https://www.mineducacion.gov.co/1621/articles-296037_blanca_correa.pdf)

# Curriculum Vitae

## Tips and Samples

### THE BASICS

The curriculum vitae, also known as a CV or vita, is a comprehensive statement of your educational background, teaching, and research experience. It is the standard representation of credentials within academia.

- The full CV is only used when applying for academic positions in four-year institutions.
- Do not use a CV when applying to community colleges—use a teacher-focused résumé instead.
- Tailor your CV to the specific positions to which you are applying and place more relevant sections earlier in the document.
  - For a position at a teaching-focused liberal arts college, the CV will strongly emphasize teaching.
  - For a position at a research-intensive university, the CV will accentuate research.
- Format can vary by field, so also seek disciplinary-specific advice from advisers, professors, and others within your field.
- There are no length restrictions for CVs.

### FORMATTING

- Your CV must be well organized and easy to read.
- Choose an effective format and be consistent.
- Use bolds, italics, underlines, and capitalization to draw attention.
- List all relevant items in reverse chronological order in each section.
- Strategically place the most important information near the top and/or left side of the page.
  - In general, place the name of the position, title, award, or institution on the left side of the page and associated dates on the right.
- Use a footer with page numbers and your last name, in case pages get separated.

### DESCRIBE YOUR EXPERIENCES

- Articulate what you have done and take advantage of the opportunity to describe your research and teaching experiences—do more than simply list them.
- Avoid the bland phrase “responsibilities included.” This can sound like a dull job description. Instead, use bullets to describe your activities, accomplishments, and successes.

CAREER  
DEVELOPMENT

Rev 06/2014

THE GRADUATE COLLEGE  
217-333-4610 | GradCareers@illinois.edu | grad.illinois.edu/CareerDevelopment



### USA CV sample:

<https://grad.illinois.edu/sites/default/files/PDFs/CVsamples.pdf>

<https://writing.colostate.edu/guides/page.cfm?pageid=1330&guideid=62>

<i>Component</i>	<i>UK</i>	<i>Colombia</i>	<i>USA</i>
Personal Information	✓	✓	✓
Photo			
Personal Statement			
Skills			
Education			
Experience			
Achievements			
Interests			
Publications			
References			
Physical Description			



### *Mark what you learnt in this lesson*

- a.** I am aware of the importance of a CV.
- b.** I identified the components of a CV.
- c.** I created my CV effectively and correctly.
- d.** I am familiar with different CV formats worldwide.





If you need to learn more about A, you can talk to people close to you: your relatives, friends and school teachers, and ask them to give you some ideas about how CVs are important for getting a job.



If you need to learn more about B, and D you can search on the internet and find some models.



If you need to learn more about C, you can talk to your parents and ask for help.

***You can feel proud of yourself as you are now better able to give the best impression of your life on a sheet of paper!***



## LESSON 3

## THIS IS ME



Read the sentences and complete them using the words in the box. Check the words in a dictionary if necessary. This is key vocabulary that will guide you through this lesson. The first one has been provided as an example.

interview - skills - apply - behaviour - appearance - interviewer - applicant - CV

When you want to (1) apply for a job, the first thing you need to prepare is your (2) \_\_\_\_\_. This has to include a description of your (3) \_\_\_\_\_ and other relevant information about you. If you are chosen for an (4) \_\_\_\_\_, you need to pay attention to your (5) \_\_\_\_\_ which is related to the way you look. It is also important to think about your (6) \_\_\_\_\_ which is the way you conduct yourself and your manners. During the interview, the person who asks the questions is the (7) \_\_\_\_\_ and the person who wants to get the job is the (8) \_\_\_\_\_.

In this lesson, you will familiarise yourself with all the aspects you need to create the best impression and be the best option for a new workplace position.

**Answer key**  
 1. apply  
 2. CV  
 3. skills  
 4. Interview  
 5. appearance  
 6. behaviour  
 7. interviewer  
 8. applicant.



Karen applied for a job as a Call Centre assistant. She just got a call telling her she has been chosen to attend an interview next week, so she needs to get ready.

If you are also interested in getting a job to support your studies, you need to prepare yourself for an interview too. In order to start your preparation, you need to follow some steps.



I need to get ready for the interview. I'm so nervous! What can I do?

Karen

## 1. Research

We need to start thinking about three important things: the role, yourself and the interview format. In the left column, label each category according to the features in the middle column. Do not work on the column "My own notes" yet.

	Features	My own notes
a. _____	<ul style="list-style-type: none"> <li>• Motivation.</li> <li>• Strengths and competences you have.</li> <li>• Relevant experience/knowledge &amp; transferable skills*.</li> <li>• What your unique selling point is.</li> <li>• How you match what is required for the role.</li> </ul>	
b. _____	<ul style="list-style-type: none"> <li>• The job profile and why you are interested in this particular role.</li> <li>• What you can bring to the role e.g. experience, skills, expertise.</li> <li>• How you would add value to the job.</li> <li>• How the job fits with your wider career plan.</li> </ul>	
c. _____	<ul style="list-style-type: none"> <li>• The procedure: time, format (phone, face-to-face or online).</li> <li>• Get familiar with the application / programme in case the interview is online.</li> <li>• Prepare your questions, if you have any.</li> </ul>	

\* Transferable skills are those skills which can be used and applied in a variety of different working contexts and environments

## 2. Prepare

You have already identified the areas you need to research, so it is time to think about yourself and the job you want to get. Read the tips here to guide you through the preparation stage:



### Yourself:

- Have a look at your SWOT in lesson 1
- Revise your CV in lesson 2 and have a look at your skills and experience. Then, match them to what the role requires from you.
- If you do not have every element of the experience required, think of a good reason to go for a role – to expand your experience, to learn new things, etc.



### The role:

- Read the terms of reference or job requirements and decide if you really meet the requirements.
- Inform yourself about the cultural and business context, key responsibilities and participants in the company you want to work for.
- Find out the company's mission, vision, values and history. You can check the "About us" on the company's webpage.
- Speak to a current post holder or someone who understands the role requirements.



### The interview format

- Make sure you know how the interview will be held: phone, online or face-to face.
- Verify the company address and confirm you know how to get there.
- Talk to a person who has already attended some job interviews before and ask him/her the kind of questions he/she had to answer.

After you have considered these tips, go back to the table in section **"1. Research"**. Think about a job you want to apply for and make notes about yourself in each category (***My own notes***).

### 3. Get ready for the Interview.

Read the following statements and label them as Do's - ✓ (positive actions) or Don'ts- ✗ (negative actions) for a job interview.

- a. Wear informal/ casual clothing.
- b. Use opinion statements. E.g.: "I think..."
- c. Refer to previous jobs to show the experience you have.
- d. Look neat and professional.
- e. Use vague statements. E.g.: "I always communicate clearly".
- f. Bring essential documents (A copy of your CV, support documents).
- g. Be on time.

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Answer key  
Do's : ✓ c - d - b - f - g  
Don'ts ✗ : a - b - e

According to the statements above, when getting ready for the interview you also need to consider:

- a. Your appearance.
- b. The way you communicate.
- c. Your behaviour.

Next section will give you some tips to succeed in these three areas.



***You never get a second chance to make a first impression***

From this popular saying, we can conclude there are three essential aspects to bear in mind when preparing for your interview.

1. Read them and highlight the ones that you consider you need to work on.



#### Appearance :

- Conventional business clothing, such as a neutral-coloured suit and professional shoes.
- Iron your clothes.

- Dress to impress according to the job you want to get.
- Have a neat hairstyle / makeup.



### **Behaviour- Interview Etiquette**

- Project confidence.
- Have good posture while standing and sitting.
- Greet while shaking hands, making eye contact and smiling.
- Avoid crossing your arms and legs.
- Make eye contact as you listen and respond to questions, but do not stare.
- Do not use your mobile phone while you are in the interview.



### **Communication**

- Smile!.
- Use the name of the interviewers where possible.
- Listen to the interviewer, pay attention, and take time to give an appropriate answer.
- Give specific answers.
- Do not use vague statements.
- Do not make negative comments about your previous job / employer.
- Summarise and check understanding.
- Ask for clarification and ask if you have doubts.
- Find out common job interview questions and possible answers.

## 2. Read the conversations below and label them **INAPPROPRIATE SITUATION / APPROPRIATE SITUATION**

a.

John Martínez gets ready for the interview. He is wearing formal clothes and his hairstyle is neat. He brings a folder with all his documents and gets to the office 15 minutes in advance.

**Interviewer (I):** Welcome to Accedo! My name is Carlos Moreno, I am the Human Resources Manager.

**Applicant (A):** Good afternoon, I am John Martínez. Nice to meet you.

**I:** Nice to meet you too. Please, take a seat.

**A:** Thank you! (Sitting up straight)

I am applying for the postal worker position.

**I:** Did you bring a copy of your CV?

**A:** Yes, here it is!

**I:** Do you have any experience in mail and delivery services?

**A:** No, but I want to learn. I am a very active person and I can learn fast. (keeping eye contact while answering the question)

**I:** Ok, Tell me about yourself.

**A:** I am a very responsible and organised person

**I:** What are your job skills?

**A:** (Listening carefully and takes some time to answer).

I can work cooperatively with other people.

**I:** Good! What is your past job experience?

**A:** I recently graduated from high school but I worked in the school library as the librarian assistant.

**I:** I see...What type of work schedule are you looking for? Part-time or Full time? Mornings or Nights?

b.

Francisco Ramirez gets ready for the interview. He is wearing jeans, a ragged T-shirt and sports shoes. His hair is dirty and it looks messy. He carries his school bag pack with his documents. He gets to the office 5 minutes late.

**Interviewer (I):** Good morning! Welcome to WME Colombia! My name is Mario Castro, I am the Personnel Supervisor.

**Applicant (A):** What's up dude? I am Francisco Ramirez but you can call me Pachito.

**I:** It's a pleasure to meet you too. Please, take a seat.

**A:** Thank you! (Sitting cross-legged in a relaxed way)

I am applying for the postal worker position.

**I:** Did you bring a copy of your CV?

**A:** Well, I think I have it here... (Looks for his CV desperately in his bag, takes out a lot of stuff)

I'm sorry...I left it at home but I'll send you a copy to your email.

**I:** Do you have any experience in mail and delivery services?

**A:** Sorry? (looking everywhere, he seems to be confused)

Experience? No... but it is not important. I think this job is easy.

**I:** Ok. Tell me about yourself.

**A:** I like watching movies, playing video games and chatting to my friends. (Talking while crossing arms)

**I:** What are your job skills?

**A:** I can do any task if another person helps me complete it.

**I:** Ok. What is your past work experience?

3. Read the conversations again and fill in the chart with ideas that correspond to each column.

	Appropriate – Do’s	Inappropriate – Don’ts
Appearance	Formal clothes	Jeans, a ragged T-shirt and sport shoes.
Behaviour- Interview Etiquette		
Communication		

Answer key

DO'S

Appearance: Formal clothes and neat hairstyle  
Behaviour- Interview Etiquette: Sitting up straight, a folder with all the documents, get to the office 15 minutes in advance.  
Communication: keep eye contact while answering the questions, listen carefully and take some time to answer

DON'TS

Appearance: Jeans, a ragged T-shirt and sport shoes, dirty and messy hair and school bag pack  
Behaviour- Interview Etiquette: Get to the office late, sit cross-legged in a relaxed way, talk while crossing arms, high five hand to hand.  
Communication: look everywhere, seem to be confused, informal language (What's up dude?, see you later, alligator!

At this point, it seems you and Karen have already identified the steps to get ready for a job interview. You are also aware of the essential things you need to think about yourself when attending an interview.

Now, imagine yourself at a job interview... What will it be like?



## TIME TO PRACTICE

### A job interview

1. What can you and Karen expect to happen during the interview? Look at the parts of a job interview and match them with the corresponding text.

#### Interview Open

**Michael:** Do you have any experience in Sales or Technical Support?

**Jessica:** No, but I want to learn. I have great communication skills.

**Michael:** Ok Jessica, Tell me about yourself.

**Jessica:** I am responsible, punctual, friendly and organised.

**Michael:** What are your job skills?

**Jessica:** I can use a computer effectively, I am a fast typer and I speak Spanish and English.

**Michael:** Good! What is your past job experience?

#### Questions by the interviewer

**Jessica:** Yes, I have two questions: First, Will I get the necessary training for the job? And... What is the pay?

**Michael:** I'd be happy to answer those questions. The company will provide training in the first week and your initial salary will be 1' 000.000 pesos.

**Jessica:** I've heard great things about your company and I would like to work here.

#### Questions by the applicant

**Michael:** I have other interviews today. I will call you tomorrow if you get the job.

**Jessica:** Thank you very much for your time, Mr. Sanders.

**Michael:** Thank you for coming Ms. López.



## Interview closing

**Michael:** Jessica López, please, come in!!!  
Welcome, My name is Michael Sanders. I am the Human Resources Manager.

**Jessica:** Hello, I am Jessica López

Answer key  
Interview opening - 4  
Questions by the interviewer 1  
Interview closing - 3  
Questions by the applicant - 2

2. These are some common questions that take place in a job interview. Who asks them? Label them: Interviewer (I) or Applicant (A)

- a. What is your past job experience? \_\_\_\_\_
- b. Do you have any experience in sales or technical support? \_\_\_\_\_
- c. Do you think I could have the chance to study and work at the same time? \_\_\_\_\_
- d. When can you start working? \_\_\_\_\_
- e. What is the pay? \_\_\_\_\_
- f. Did you bring a copy of your CV? \_\_\_\_\_
- g. What are your job skills? \_\_\_\_\_
- h. Do you have any questions for me? \_\_\_\_\_
- i. What type of work schedule are you looking for? \_\_\_\_\_
- j. Will I get the necessary training for the job? \_\_\_\_\_

Answer key  
Interviewer (I): a - b - d - f - g - h - i  
Applicant (A): c - e - j

3. Read the Interviewer questions again and think about the possible answers you would give for them. Make some notes on your notebook.

4. Which other questions could you ask as an Applicant? Write them down in your notebook.

5. Work with a partner and create your own interview. Use the expressions in the appropriate conversation in the “Hands on” section and the model and questions in this section. Then act it out with a partner.



## AN INTERCULTURAL VIEW

### *When in Rome, do as the Romans do*

Getting a job is imperative for everyone all around the world. However, as the proverb says, customs are different according to where you are.

Read the tips for attending an interview and label them with the country you consider they correspond to: The UK or The USA.

a. _____	b. _____
<ul style="list-style-type: none"> <li>✓ Employers are not only interested in the skills you have for the job but also in your character.</li> <li>✓ They will probably ask some questions focused mainly related to your behaviour rather than your skills.</li> <li>✓ It is important for them to know if you are a team player, if you are a potential leader and how you will grow in your job.</li> <li>✓ They might feel more comfortable with people who can meet their cultural expectations.</li> </ul>	<ul style="list-style-type: none"> <li>✓ They are recognised for their delicate sense of humour and gestures, which are not always easy to interpret as a foreigner.</li> <li>✓ Regarding body language, less is definitely more.</li> <li>✓ They do not speak loudly or out of turn.</li> <li>✓ For them, the most common form of greeting is a handshake, no matter if the interview is informal or not.</li> <li>✓ These people are quite aware of personal space limits. When you meet a person for the first time, do not stand too close to them or make prolonged eye contact.</li> <li>✓ It is customary to send a quick thank you note or email when you get home, to reiterate your appreciation.</li> </ul>

What's the case in Colombia? Read these tips and tick ✓ the ones you consider are necessary to follow when attending a job interview in our country.

- a. Be ready to talk about your free time activities.
- b. Be completely serious. Do not smile as this may seem impolite.
- c. Attend the interview with a close relative. It will give you more confidence
- d. Include some recommendation letters from previous employers or from a person who knows you well.
- e. Make sure you get to know the salary the company will pay for the job.

Answer key  
Necessary Tips:  
a - d



## LET'S CHECK

*Mark what you learnt in this lesson*

- a. I familiarised myself with the steps to prepare myself for an interview.
- b. I identified Do's and Don'ts when attending an interview.
- c. I recognised tips to attend an interview in my country and other countries.



If you need to learn more about A, you can talk to people around you who know you well and who can help you identify your strengths and areas to work on regarding your appearance, behaviour and communication skills.



If you need to learn more about B, you can have a word with people in your family who have already attended job interviews to learn about their positive and negative experiences.



If you need to learn more about C, you can talk to a person who has already attended some job interviews about his/her experience. If the interview is for a job abroad, you should talk to a foreigner from the country you are planning to work in.

***You can feel proud of yourself, as you are now better able to get ready to attend a job interview.***

## LESSON 4

### I CAN DO IT!



*Where to look, what to look at and what to do.*

You have already learnt about possible future pathways, created your CV and had a job interview trial. Now, it is time to explore ways of finding a job. What do people usually do to find a job? Talk to an adult and tick the steps he or she follows:

1. Look for 'help wanted' signs if you're near businesses.
2. Use a job search website.
3. Review when and where you can work.
4. Call friends, teachers or relatives for suggestions.
5. Practice for an interview.
6. Write a job plan.
7. Send cover letters to several companies.
8. Analyse qualifications for the job type.
9. Conduct a little research to help you determine the best type of jobs for you.
10. Make a list of potential companies you would like to work for.



Answer key  
1 - 4, 6, 8 - 10

*Adults might have told you that all the previous steps are useful when finding a job. It is true because all these steps will lead you to find the job that suits your interests, needs and capacities. But, what type of job would you like to find? Match the two columns.*

Type of job	Definitions
1. Full time ( <i>d</i> )	a. If you want to get this type of job, you should know that these workers <b>do not get regular work hours and are not guaranteed regular work</b> . They are paid for the hours they work only.

2. Part time ( )	b. If you work in this way, you are generally considered <b>self-employed</b> . You can manage your schedule and your own terms.
3. Fixed term ( )	c. Be careful! If you want to get this job, you should be aware that the <b>contract can be finished at any time</b> .
4. Temporary Work ( )	d. If you want to get this type of job, you should be available to work <b>full working days or hours</b> and should receive the total salary and allowances allocated to the position.
5. Casual work ( )	e. If you want to get this type of job, you should know that the contract states <b>start and end dates of the employment period</b> . Unless the contract is renewed, it is automatically cancelled when it expires.
6. Freelance and consultancy work ( )	f. You usually look for this type of job because you have other responsibilities and you want to work <b>only part of the full working day</b> and receives salary in proportion to the number of days or hours worked.

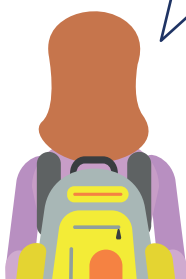
Answer key  
1 - d, 2 - f, 3 - e, 4 - c, 5 - a, 6 - b



### *I can do it!*

Karen, Catalina, Johan and José have already made some decisions about their future pathways. Have a look at them.

I would like to study a BA in Modern Languages in the evenings because I need to get a part time job at a school. I love teaching others and I get along well with people.



Karen

I am very excited because I got a scholarship! I am going to study Environmental Science at one of the best universities in London... Now I am studying English to succeed there!



Catalina

I need money to study! So, I think I will get a full time job for a year to save money. Then, I can study Computer Engineering. I love numbers and conducting scientific experiments.



Johan

I have to study and work part time. So, I decided to study online. I would like to study Finance. I am organised and methodical. I am good at persuading people to achieve a win-win outcome.



José

Match the columns according to their decisions.

<i>Students</i>	<i>Decisions</i>
<ol style="list-style-type: none"> <li>Karen and José... (   )</li> <li>Catalina... (   )</li> <li>Karen, Catalina, José and Johan... (   )</li> <li>José.... (   )</li> <li>Karen and José have....(   )</li> </ol>	<ol style="list-style-type: none"> <li>would like to study.</li> <li>is going to study online.</li> <li>communication and interpersonal skills</li> <li>is studying English.</li> <li>would like to study but have to work part time.</li> </ol>

5. c. communication and interpersonal skills.  
4. b. is going to study online.

3. a. would like to study.  
2. d. is studying English.

1. e. would like to study but have to work part time.

**Answer key**

Karen, Catalina, Johan and José have taken an attitude test and completed their SWOT (Lesson 1). Karen and José decided to work part time. They have already applied for a job and had an interview. Now, both of them are expecting to be hired.

What do you think Karen and José need to succeed in their Jobs? Tick ☒ the correct choices.

- a. Dress according to the job they got.
- b. Be punctual.
- c. Connect and communicate with co-workers.
- d. Keep mobile phone on silent and out of sight.
- e. Comply with duties and take initiatives.
- f. Develop positive working relationships.
- g. Keep on studying a foreign language.
- h. Behave as if they are still being interviewed.
- i. Be lazy and unpunctual.
- j. Behave with professionalism.



Answer key  
a – h, j.

What do you think Catalina and Johan need to succeed in their academic life? Tick ☒ the correct choices.

- a. Get a planner, organise it and use it.
- b. Go to parties every day.
- c. Stay healthy.
- d. Comply with assignments and deadlines.
- e. Inform themselves about the lesson topics.
- f. Skip classes.
- g. Study for exams.
- h. Join a study group.
- i. Procrastinate.
- j. Develop some study skills such as note taking.



Answer key  
a, c – e, g, h, j.

### What would you like to do?

*Working with people means having positive behaviour. This demonstrates the type of people we are. How would we feel at a workplace where people treat us in a polite way? How do we respond to warm greetings in our job? Complete the chart by writing people general responses to the behaviours in the list. The first one has been provided as a suggested answer.*

<i>Behaviour</i>	<i>How do people usually respond? Why?</i>	<i>Me</i>
1. ...smiles and is generally happy.	<i>They smile too. Happy people are lovely!</i>	
2. ...greet people in a warm way.		
3....helps and guides others in need.		
4....actively listens to others without judging.		
5....takes responsibility for learning.		
6....solves problems creatively and easily.		
7....organises time to fulfil tasks.		
8. ...suggests innovative and creative ideas for success.		
9....uses IT effectively.		
10....gets along well with others, sharing the workload with colleagues to complete a goal.		

**Answer key**

2. They greet in a warm way, too. Warm greetings are polite and respectful!
3. They express gratitude. When people help, they are useful and make a difference!
4. They easily trust that type of person and share experiences. Listening without judging is the key to communication!
5. People empower others to do the same because taking responsibility for our own learning prepares us for the unexpected, and for our future.
6. People appreciate being helped in trouble. It's better to provide solutions instead of looking at the problem.
7. People acknowledge and recognise commitment in tasks. Having 'To Do' Lists is amazing and helps people get organised. That is the type of co-worker people like!
8. People involve them in projects that require new ideas. Creative people inspire others!
9. People want to connect them in social networks and learn from them. People with technology skills are better problem solvers!
10. People admire and respect them. People are warm and friendly, too.



**What about you? Tick the behaviours you usually have in the column “Me” in the previous chart.**

The previous behaviours, skills and traits are essential to succeed when we take a job or go to college. In addition to academic knowledge and vocational skills, you also need those skills and behaviours. This word search will help you familiarise yourself with some vocabulary related to behaviours, skills and character traits needed to succeed in a job. Find the words in the word search. Descriptions are given as clues. The first one has been provided as an example.

E X Z D F G N V Z Z Q U D G S Q U N Z W Y C W B C  
 R G G U F E V I T A I T I N I S S G B B C Z I O U  
 E F O R E I G N L A N G U A G E S K I L L S G O X  
 S W O S V G S R S B N R I L Z U L T M Y G I C K K  
 E G N I V L O S M E L B O R P E F B A X Z O T K E  
 A F L L A U Y I N H F D X X F Q Q F E K M E V E A  
 R C U K X K R U C G O N E K C W N A H M A M Z E Z  
 C K M C L T E A M W O R K P P Z W R U C R I C P G  
 H O A C Y O S L L I K S Y G O L O N H C E T H I R  
 F F R P F H P J U L K N O N W T I I V N P Y T N B  
 L G K G F N O V O Y E I E O W C N X F O K T K G H  
 E O E Y A V N Z F X J G I X A G A S F J O S I S V  
 X X T M G N S F D B C T T T M G A W A R G E E B B  
 I N I U K K I X Y S R M I E U V V T O O O N J R P  
 B L N B D Q B S W J Q O T M F Y R K V Z Y O O U P  
 I Y G Z K P I Z A X N H Q Q M P O E S Q Y H Z T R  
 L W Y U X W L K H T O T S O K V I Z M N Z M A H B  
 I S Q C N B I F K D I A C Q C C Z O C Q O H A M A  
 T R S D B N T D S L I O E L E A D E R S H I P U K  
 Y V O I I H Y F W M O U N F D O E R S Z O V W B V

Foreign Language Skills

~~Team Work~~

Communication

Teaching Methods

Initiative

Bookkeeping

Organisation

Responsibility

Flexibility

Research

Honesty

Leadership

Problem Solving

Technology Skills

Marketing

## CLUES:

1. Karen works and gets along well with others, sharing workloads with friends to complete a goal. ~~Team work~~ skills.
2. Catalina organises and develops a study timetable and sticks to it in order to fulfil tasks. She has learned \_\_\_\_\_ skills.
3. José is able to convey information clearly to others. He is good at writing and speaking with others. His \_\_\_\_\_ skills are effective.
4. Johan loves to investigate about different issues, apply instruments and show results. He loves doing \_\_\_\_\_ about science.
5. Karen has high English and French levels of proficiency. She can speak and write English very well. Her \_\_\_\_\_ can be very useful to get a scholarship.

6. Catalina loves keeping records of the financial affairs of her parents' small business. She has learned \_\_\_\_\_ skills.
7. José has the ability to think creatively and to make improvements to the way things are. His \_\_\_\_\_ skills allow him to be a leader.
8. Johan usually suggests promotional strategies to sell services and objects to other people. When he studied, he got training in \_\_\_\_\_.
9. Karen always fulfils all her duties efficiently and effectively. She has the highest levels of \_\_\_\_\_.
10. Catalina is able to change or be changed easily according to the situation. She is admired for her \_\_\_\_\_ skills
11. Karen, Catalina, José and Johan are truthful or able to be trusted. They have never stolen, cheated, or lied to others. They are known for showing \_\_\_\_\_ in every task.
12. Karen has some knowledge on teaching English to kids by using games and interactive activities. Knowledge about \_\_\_\_\_ will help her to be the best teacher.
13. José has the ability to motivate his friends to act towards achieving a common goal. He is known for his great \_\_\_\_\_
14. Catalina and Karen are able to find solutions to difficulties or setbacks. They are really good at \_\_\_\_\_.
15. Johan is able to use a computer for word processing and sending email. He also knows how to use a photocopier and how to create videos. His \_\_\_\_\_ make him a better problem solver.

Answer key  
Exercise 1:  
1. Team work  
4. Research  
7. Initiative  
10. Flexibility  
13. Leadership

2. Time management  
5. Foreign Language Skills  
8. Marketing  
11. Honesty  
14. Problem solving

3. Communication  
6. Bookkeeping  
9. Responsibility  
12. Teaching methods  
15. Technology skills

## Skills and Behaviours

Organisations hire candidates with high **personal** or **soft skills** and qualities necessary to **successfully interact with others** in the workplace, **complete assignments well and on time, be analytical, hardworking and committed, make decisions**, and **solve problems creatively**. These skills are self-developed attributes and are not specific to a particular job. You usually pick them up through life and work experiences. Basically, your “**personal skills**”, also called “**soft skills**”, shape not only how you work, but also how you manage your daily life. Some examples are teamwork skills, time management, taking initiative, etc.

What personal skills do you consider you have that might be valuable in your workplace? (Put numbers from 1 to 10, being 10 the most valuable skill)

a. Teamwork skills

b. Time management

c. Communication skills

d. Being punctual

e. Taking initiative

f. Taking responsibility

g. Being flexible

h. Being honest

i. Having leadership skills

j. Problem-solving skills

Go back to the word search activity. Which are personal Skills? Which are technical or specific abilities?

Personal Skills	Professional Skills

Answer key

Exercise 1:

Personal Skills:

Team work, Time Management, Communication, Initiative, Responsibility,

Professional Skills:

Flexibility, Honesty, Leadership, Problem Solving, Technology skills, Foreign Language Skills, Bookkeeping, Marketing, Research, Teaching Methods.

### Personal skills vs Professional skills.

Complete with the correct choice.

Based on this chart, we can say that a. \_\_\_\_\_ are self-developed attributes that are not only specific to a particular job but also shape your daily life.

On the other hand, there are some specific and technical abilities which you can develop through dedicated training and which help you carry out different jobs. These are called b. \_\_\_\_\_. For some careers, certain professional or hard skills will be considered prerequisites. Hard skills include conducting research on the Internet, using a specific computer application or operating a specific piece of machinery or equipment. These skills help you stay in a job and work your way to the top.

#### Food for thought!

***“When companies are assessing job candidates, they’re looking for the best of both worlds: someone who is not only proficient in a particular function, but also has the right personality.” Rosemary Haefner, Vice President of Human Resources at CareerBuilder.***

**Answer key**  
a. Personal Skills    b. Professional Skills

Now, you know the difference between personal or soft skills and professional or hard skills.

Look at what Karen, Catalina, Johan and José want to do. Read the statements and label the skills they need in order to succeed (Hard Skills - HS / Soft Skills - SS).

**1.** As Johan would like to study Computer Engineering, he needs some skills such as:

- a.** Working in a team \_\_\_\_\_
- b.** Knowledge and use of several types of software development languages such as Java, C++, Smalltalk, PHP, .NET, and etc. \_\_\_\_\_
- c.** Communication skills. \_\_\_\_\_
- d.** Understanding algorithms and data structures \_\_\_\_\_

2. If José wants to study Finance, he has to develop some skills such as:

- a. Communication skills \_\_\_\_\_
- b. Expert knowledge of project management methodologies \_\_\_\_\_
- c. Leadership skills \_\_\_\_\_
- d. Business analysis knowledge \_\_\_\_\_
- e. Certifications as PMP, PRINCE, etc. \_\_\_\_\_
- f. Problem-solving abilities \_\_\_\_\_
- g. Decision-making. \_\_\_\_\_

3. As Karen wants to get a part time job as a teacher, she has to develop skills such as:

- a. Flexibility \_\_\_\_\_
- b. Knowledge of classroom management and discipline \_\_\_\_\_
- c. Patience \_\_\_\_\_
- d. Specific knowledge of different teaching methods \_\_\_\_\_
- e. Attention to detail \_\_\_\_\_
- f. willingness to learn \_\_\_\_\_

Answer key:  
Exercise 1:  
1. Personal Skills: a, c.  
Professional Skills: b, d  
2. Personal Skills: a, c, f, g.  
Professional Skills: b, d, e.  
3. Personal Skills: a, c, e, f.  
Professional Skills: b, d

Understanding your soft and hard skills are important aspects in order to find and keep employment. Once you can identify what your skills are, you can understand what skills you need to improve.



Look at what José, Karen, Catalina and Johan do outside class. They describe some of the soft skills\* which are part of their lives. Match the skills they can develop by doing the activities they talk about.

\*If you want, you can check what these skills mean in the “Word Search” activity in section “In Context”

### Soft Skills

1. Communication and interpersonal skills
2. Problem-Solving
3. Initiative
4. Organisation
5. Time Management
6. Flexibility
7. Negotiation skills

I am part of a debating club that meets every week. We are flexible about schedules because we all have things to do. We often do activities as a team and we enjoy them.

For our Entrepreneurship Fair, we had to design a proposal to solve one problem in our school. I conducted surveys, observed our context and found out what we needed: more traditional games to promote good relationships.

For our course on electrical circuits I was the only one in class who chose to research how they are used in companies to get a real-life perspective

I had to present a new invention to 3 Shark Tanks, and negotiate how much of their company would benefit from this invention.



Karen



Catalina



Johan



José

**Answer key**  
 Karen: Communication and interpersonal skills, flexibility, time management.  
 Catalina: Initiative, Problem solving.  
 Johan: Initiative.  
 José: Negotiation skills, Problem solving, Initiative

Let us remember the choices Karen and her friends made about their future pathways. Complete the chart below with possible “hard skills” they need to develop in order to succeed. Select those skills from the list.

Name	Choices	Hard Skills
Karen	She will study BA in Modern Languages and work part time	<b>Foreign Language Skills</b>
Catalina	She got a scholarship and is going to study Environmental Engineering.	
Johan	He is going to study computer Engineering	
José	He is going to study finance online and work part time	
Me		

**Hard Skills**

An academic qualification  
Coding ability  
Foreign language skills  
Typing speed  
SEO marketing  
Bookkeeping

Computer skills  
Proofreading  
Machine operation  
Reporting  
Computer programming  
Marketing  
Microsoft Office

Web design  
Classroom Management  
Science  
Healthcare  
Project Management  
Research  
Teaching Methods

**Answer key**  
Karen: Foreign Language Skills, Teaching Methods, Classroom Management  
Catalina: Science, Research, Foreign Language skills,  
Johan: Computer skills, Computer Programming, Web design, Foreign Language Skills, Coding Ability  
José: Bookkeeping, SEO Marketing, Project Management, Foreign Language Skills

Complete the chart with your own information in the row “Me”.

Do you think that foreign language skills is a hard skill that all these students need to develop in their choices? Yes ☐ No ☐

Foreign Language Skills are ‘more vital than ever’ everywhere. As our world becomes more and more connected through technological advances, learning another language has become an essential requirement to get and a keep a job in a more globalised and interdependent world. While you can advance in the current business and social environment speaking just one language, people that have foreign language skills definitely have more advantages.

Do you have foreign language skills? Yes ☐ No ☐

What can you do in order to improve your Foreign Language Skills? Tick ☒ those activities you would like to do to improve those skills:

- a. Study courses at a well known place. ☐
- b. Study online. ☐
- c. Get to meet people from English speaking countries and talk to them. ☐





## TIME TO PRACTICE

### Showing the best of you!

Karen, Catalina, Johan and José are very happy because they now know what their future pathways are.

If they got this job, which skills would they need to give their best? Classify them in Soft/Personal and Hard/Professional Skills. A suggested answer is given.



Karen



Catalina



Johan



José

## Teacher

The **British Council** is looking for dynamic and dedicated teachers and/or fluent English language speakers to commence a teacher training and mentoring programme in order to work as a teacher at our new Teaching Centre.

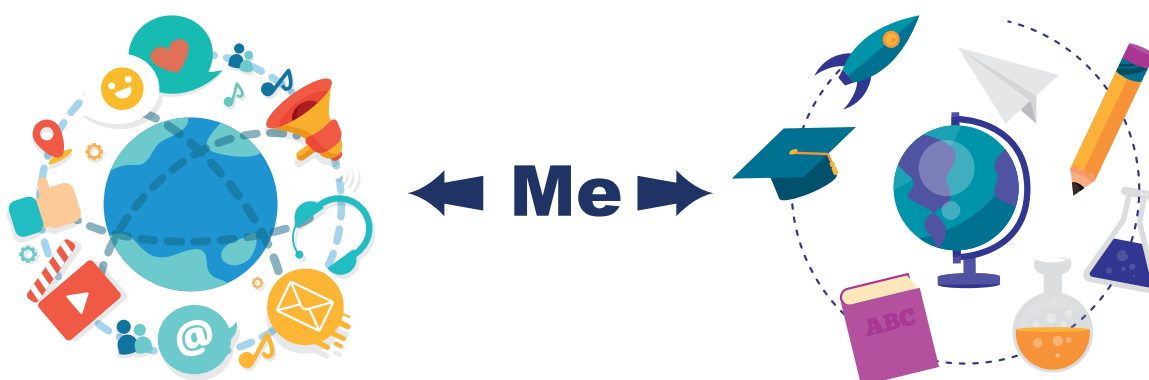
Following the recent opening of the new Teaching Centre in Algiers the British Council has begun teaching operations with over 1000 students and continues to receive many enquiries and a strong interest from a wide range of students and organizations in the state, public, and private sectors.

Soft Skills	Hard Skills
	<b>Knowledge about Teaching Methods</b>



## Looking at yourself in the Mirror!

When you look at yourself in the mirror, you actually see who you really are! Imagine that you got hired for the job you had applied for. Complete the mind map with personal skills on the left and professional skills on the right that will help you succeed in that job.



*If you need more ideas about skills, answer these questions about yourself. Try to be very honest and provide a very accurate and effective mind-map of skills.*

Type of Skills	Questions	Yes	No
<b>Communication skills</b>	1. Do I create clear, focused messages?		
	2. Do I ensure others know what to do and how they can contribute?		
	3. Do I act creatively to inspire others to ensure they focus their efforts appropriately?		
<b>Team Work</b>	4. Do I make myself approachable to others?		
	5. Am I honest with others in order to build greater understanding and empathy?		
	6. Do I listen to others' points of view without judging?		
	7. Do I establish effective ways of working together?		
	8. Do I help others to work together more effectively?		
	9. Do I actively seek out others' ideas?		

<b>Responsibility</b>	10. Do I always meet my commitments and take personal responsibility for the results?		
<b>Optimism</b>	11. Do I remain positive even when I face significant difficulties or challenges?		
<b>Being Accountable</b>	12. Do I know my own strengths and weaknesses?		
<b>Making it happen</b>	13. Do I develop my own knowledge, expertise and learning?		
<b>Time Management</b>	14. Do I accomplish my tasks on time and effectively?		
<b>Initiative / Problem Solving</b>	15. Do I use my knowledge, skills and experience to create better ways of doing things?		



## AN INTERCULTURAL VIEW

How do you imagine workplaces around the world? What do employers worldwide expect from you as a worker?

They expect you to have the best traits and skills. Working in multicultural contexts and teams are excellent opportunities for development. Exposure to diverse people of different backgrounds, races and nationalities can be a rewarding and fulfilling professional experience. You can expand your horizons by learning different hard skills such as improved foreign language skills, researching or reporting. However, working in a multicultural workplace requires positive traits and behaviours.

If you want to get and keep a job, you should behave correctly in a multicultural context.

Read this poster that has do's and don'ts of a great employee.



Classify the previous traits and behaviours in Do's and Don'ts.

Do's at work.	Don'ts at work

Answer key  
Do's: 1 – 7, 9, 11 – 13, 15, 19, 20.  
Don'ts: 8, 10, 14, 16, 17, 18.



## LET'S CHECK

*Mark what you learnt in this lesson*

- a. I am aware of the importance of developing skills to keep the job.
- b. I created my top personal skills to succeed at work and in academic life.
- c. I learnt about different hard skills needed for the job I would like to do.



If you need to learn more about A, and C you can read about the type of employees that are hired at different workplaces according to certain traits.



If you need to learn more about B, you can talk to your parents and ask for help or search on the internet and find more information about those skills to succeed in life.

***Karen, Catalina, Johan and José feel really proud of their choices for their future pathways. You can also feel proud of yourself as you are now better able to make a difference at your workplace or academic course!***

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