

### 3 New job

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

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

CURRICULUM VITAE		
<b>PERSONAL INFORMATION</b>		
Surname(s) / First name(s)	PETERSONS Anna	
<b>DESIRED EMPLOYMENT</b>	Senior Audio Maintenance Technician	1
<b>WORK EXPERIENCE</b>		
Dates	September 2006 – present day	2
Occupation or position held	Audio maintenance technician	3
Main activities and responsibilities	Maintain digital audio equipment, make recordings, do troubleshooting and repairs, buy new equipment	4
Name and address of employer	Omega Studios, Riga, Latvia	5
Type of business or sector	Electronics, entertainment, media	6
<b>WORK EXPERIENCE</b>		
Dates	2003 – 2005	7
Occupation or position held	Technician	8
Main activities and responsibilities	Repair video and DVD equipment	9
Name and address of employer	Comet Electronics, Riga, Latvia	10
Type of business or sector	Electronics	11
<b>EDUCATION AND TRAINING</b>		
Dates	2005 – 2006	12
Title of qualification awarded	Diploma in Audio Technology	13
Principal subjects/occupational skills covered	Audio electronics, studio equipment, digital audio technology, editing, acoustics	14
Name and type of organisation providing education and training	Thames Valley University, London, UK	15



CV = Curriculum Vitae

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

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

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

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

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


5 07 Listen to Anna, and check your answers.

**Vocabulary 6** Put these headings in the coloured boxes.

adjective college subject equipment person scientific concept

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

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

**8**  Listen and check your answers to 7.

**9** Fill in the gaps.

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

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

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

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

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

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

**Task 12** Write a short version of your CV.

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

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

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

