

## Writing :Paragraph organisation

1. O texto seguinte describe o típico proceso de selección de candidatos para un posto de traballo, pero as frases están desordenadas. Reorganiza as frases para conseguir un texto coherente. Xa che damos o primeiro exemplo.

- *Firstly, a vacancy is advertised*
  - and suitable candidates are invited for interview.
  - These are sorted
  - and applications are received.
  - and applicants are interviewed.
  - After that, a final short list is drawn up.
  - Next, appointments are arranged
  - A job offer is made to the successful candidate,
  - and one of them is selected.
  - and finally, an employment contract is signed.
  - The candidates on the list are interviewed again,

### Resposta:

*Firstly, a vacancy is advertised and applications are received. These are sorted and suitable candidates are invited for interview.*

*Next, appointments are arranged and applicants are interviewed. After that, a final short list is drawn up.*

*The candidates on the list are interviewed again, and one of them is selected. A job offer is made to the successful candidate, and finally, an employment contract is signed.*

2.CV significa curriculum vitae, unha expresión latina para referirse a historia da vida, é dicir, é un resumo da educación recibida e do perfil profesional. En inglés americano chámase "resume".

Imaxina os pasos a seguir antes de redactar un CV. As frases que seguen representan as distintas fases a seguir á hora de redactar un CV, pero as palabras de cada frase están desordenadas. Ordea as palabras para conseguir frases correctas.

1. about the involves. Think what job
2. sort of chosen about Think it. be what person would to do
3. your job Identify the that skills description. match
4. a Decide on layout.
5. previous your experience. Review
6. describe Find language your suitable to experience.
7. the CV. version first of Draft your
8. for your CV Check mistakes

## Respostas

1. *Think about what the job involves.* - It's important to get a good idea of the kind of work you would be doing so that you can include relevant information in your application.
2. *Think about what sort of person would be chosen to do it.*
3. *Identify your skills that match the job description.* - Don't forget skills such as teamwork, creativity and leadership.
4. *Decide on a layout* - Make sure the layout is clear, with plenty of space.
5. *Review your previous experience* - Think about the things you've done in the past which might help you with this job.
6. *Find suitable language to describe your experience.* - Use strong, positive words. Be truthful, but don't be afraid to show off your talents!
7. *Draft the first version of your CV.* - Try to keep it short - many employers prefer CVs to be two pages maximum.
8. *Check your CV for mistakes* - Employers won't be interested in you if your CV is full of errors!

3. Imaxina que queres redactar o teu CV. Aquí tes os o epígrafes que normalmente se inclúen. En que orde os poñerías?

[Referees](#)   [Interests](#)   [Additional skills](#)   [Personal details](#)   [Profile](#)  
[Education](#)   [Professional experience](#)

4. A continuación tes o CV de Carme Souto Outes pero fáltanlle os epígrafes. Intenta completalo cos epígrafes do punto 3, coma no primeiro exemplo que che damos

Carmen Souto Outes

### Profile

I am keen to follow a career in Tourism or Hotel Management. I am well-organised, highly motivated and have excellent communication skills. In addition I am reliable, flexible, and quick to learn.

	Alfredo Brañas, 21, 1º
Address	Santiago de Compostela. 15703. Spain
Tel	981567435
Email	Carmello@ etc.com
Date of birth	25 Nov 1980
Marital status	Single

1998 - 2000   Universidad de Santiago Diploma in Business Studies with Tourism

1990 - 1998 Instituto Xelmirez I, Santiago. Bachillerato (A Level equivalent) Grade B

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2000 - present Hotel Xyz, Notown  
Assistant to Conference Manager  
Responsible for providing administrative support, answering enquiries, taking bookings, arranging catering.  
Employee of the Year, 2001.

Summer 2000 Company Xyz. Notown  
Social/Sports Officer  
In charge of escorting groups of foreign students,  
Arranging schedules, planning social events,  
Organising sports activities, managing a budget.

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Yoga, swimming, skiing, classical music, theatre, current affairs

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- Fluent English - IELTS score 6.5
- Working knowledge of French
- Clean driving licence
- Computer literate (Word, Excel, Powerpoint)

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Antonio Palma Plazas, Conference Manager, Primavera Hotels

Mercedes Garrido Vazquez, Regional Director, Eurostudy Ltd

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## Referees

Antonio Palma Plazas, Conference Manager, Primavera Hotels

Mercedes Garrido Vazquez, Regional Director, Eurostudy Ltd

## 5. Lee o CV de Carme e di se as frases seguintes son verdadeiras ou falsas

Exemplo: 1. False. She says that her marital status is single.

1. She is married. (True / False)
2. She started working full-time when she left school. (True / False)
3. She was not very successful at Hotel Primavera. (True / False)
4. She worked during her vacations. (True / False)
5. She had financial responsibility when she worked for Eurostudy. (True / False)
6. She isn't interested in politics. (True / False)
7. She has never committed a driving offence. (True / False)
8. She speaks French better than English. (True / False)

## Respostas

1. She is married: **False**

*section two says her marital status is 'single'*

2. She started working full-time when she left school: **False**

*section 3 shows she went to university after school*

3. She was not very successful at Hotel Primavera **False**

*section 4 says she was 'Employee of the Year' there*

4. She worked during her vacations: **True**

*section 4 shows she worked during two summers*

5. She had financial responsibility when she worked for Eurostudy: **True**

*section 4 says her work included 'managing a budget'*

6. She isn't interested in politics: **False**

*section 6 says she's interested in 'current affairs'*

7. She has never committed a driving offence: **True**

*section 6 says she has a 'clean driving licence'*

8. She speaks French better than English: False

*section 6 says she has 'fluent English', but only 'working knowledge' of French*

6. Cando enviamos un CV a unha empresa normalmente vai acompañado dunha breve carta de presentación que en inglés se chama "covering letter". Ha de ser breve e concisa e coa información organizada en 3 ou 4 paragrafos ben presentados.

Completa esta carta de presentación coa palabra correcta do recadro para conseguir un modelo de carta.

advertised	apply	pursue	employed	experience	attached
pressure	familiar	hesitate	available	fluently	

Dear Mr Saleh,

I am writing to .....for the position of Editorial Assistant which was .....in the latest edition of Gulf News.

I am currently .....by a Market Research company as a research assistant, but am keen to .....a career in publishing, because I enjoy reading and write my own poetry.

As you will notice on the .....CV, I graduated in European Literature. At University I gained considerable .....working on the student magazine, so I am .....with editing techniques. I work well under .....and enjoy working in a team. In addition, I speak English .....

I would be .....for interview from next week. Meanwhile, please do not .....to contact me if you require further information.

I look forward to hearing from you.

Yours sincerely,

Marion Roan

**Respostas:** Apply, advertised, employed, pursue, attached, experience, familiar, pressure, fluently, available, hesitate