

Learning objectives in this lesson

Raising awareness of the information required on a CV and developing students' awareness of how to structure a CV in English. By the end of the lesson, students will be able to write their own CV in English.

- 1 Ask students to work in pairs and discuss the questions, before feeding back to the rest of the class.

Answers

Answers will vary as conventions may differ in different countries.

- 2 Ask students to read the CV quickly and decide whether they think there is enough information on it. You might like to point out that CVs are often read extremely quickly by potential employers, so you could ask students to describe their initial impression of this person. Would they want to invite them to an interview?

Answer

The CV has all the information needed on a basic CV. In fact, many people wouldn't include the first sentence and would begin with their name and address.

- 3 Ask students to read the CV again and match the headings to the sections. Be prepared to answer any questions about vocabulary. Ask them to write the section headings onto the CV.

Answers

1 d 2 c 3 a 4 f 5 b 6 e

- 4 Ask students to work in pairs and answer the questions.

Suggested answers

- 1 Some people might prefer to put their work experience before their education – this would also be acceptable and would most likely depend on what is more relevant for the job the person is applying for – the more relevant information should come first.
- 2 You could include interests / hobbies as well.

- 5 Ask students to read the advice. They can then work with a partner and discuss each statement.

Suggested answers

- 1 To help save space, part-time and temporary jobs are probably the first thing that can be left out, unless they are particularly relevant.
 - 2 If a qualification supersedes another, then the less important one could be left out.
 - 3 Most websites that give advice on CV writing advise strongly against doing this.
 - 4 Remember that the employer will probably receive hundreds if not thousands of CVs. They will not have time to read through page after page, so it's a good idea to keep it short, clear, and easy to follow.
 - 5 yes
 - 6 Most websites that give advice on CV writing advise keeping it to one page, and two pages at a maximum.
 - 7 There is no need to do this.
 - 8 This is a good idea if you are applying for very varied jobs.
 - 9 In the UK this is generally not necessary, unless the job you are applying for specifically asks for it.
- 6 Ask students to write down the headings and make notes to help them plan their CV. They should then look at their partner's notes and discuss which pieces of information could be left out, etc.
 - 7 Students should write their own CV.
 - 8 When they are ready, ask students to exchange their CVs with a partner. They should then read the CV and give feedback. If time is short you could ask students to finish their CVs for homework. It's a good idea to collect in all the CVs at the end of the session so that you can give detailed feedback to the students.

Evaluation tips

Look out for the inclusion of relevant information, logical ordering, and appropriate language. With a CV it is worth correcting all errors.