

# LESSON PREPARATION

## INTERMEDIATE LESSONS UNIT THREE

### VOCABULARY AND EXPRESSION BUILDERS

#### Job search vocabulary.

**CV:** I have sent my CV to HR at the company.

**Resume:** Americans call CVs resumes.

**Cover letter:** I like your cover letter.

**Letter of recommendation:** Could you write me a letter of recommendation?

**Job interview:** I have a job interview tomorrow.

**Education:** What schools did you go to?

**Work history:** What is your work history?

**Temporary contract:** A short term contract.

**Full time contract:** To work a full week.

**Human resources:** Who is the HR director?

**Hiring:** We are hiring now.

**Unsolicited CV:** I am sending an unsolicited CV.

**Workshops:** There are employment workshops.

**Interns:** She is an intern at the white house.

**Trainees:** They are trainees at the company.



### SPEAKING ENGLISH

#### Telephone requests

May I speak with your human resources department?

Do you have any openings at present?

Have you received my CV?

I would like to apply for the job.



### TECHNIQUE BUILDERS

#### Saying Numbers

1990-1995 University of Manchester Bachelor

Degree in Economics.

1995-1998 University of Freiberg Master's

Degree In Macro Economics. 1998-1999 Insead

Master's in Business Administration.

2000-2005 Acme Corporation Financial Controller

### WRITING BUILDERS (Making a request)

#### Informal

Dear John,

Please find attached my resume for the job posted internally.

#### Formal

Dear Mr. Hawkins,

Please accept this resume for the job position posted on monster.com

#### Very formal

Dear Sir,

I would like to present my CV for the position advertised in "The Economist."

#### For information

Bac+2 Associate's Degree

Bac+3 Bachelor's Degree

Bac+4 Honors Bachelor's Degree

Bac+5 Master's Degree

Bac+6 and up PhD or Doctorate