



Reading Activity: WHO IS THE BEST CANDIDATE?

1. Read the job advertisements and CVs and answer the questions. (K.E11.1.R1)

Ad 1: OFFICE MANAGER

We are looking for an office manager for our company.

- At least 5 years of office management experience required.
- Good knowledge of MS Office and team leadership.

Ad 2: WEB DESIGNER

Creative IT firm seeks a Web Designer.

- Minimum 3 years of experience in web design.
- Skills in HTML, CSS, and Photoshop required.
- A portfolio is a plus.

Ad 3: ENGLISH TEACHER

Our school is hiring a full-time English teacher.

- Minimum 4 years of teaching experience.
- Fluent in English.
- A teaching certificate (TESOL/TEFL) is preferred.

CV 1: Laura Green

Profile: 8-year background in teaching

Experience:

2021–Present: London International School

CV 2: Mark Evans

Profile: 6 years of experience managing

Experience:

2016–2022: StarTech Ltd.
2022–Present: Global Inc.

CV 3: Rachel Young

Profile: 4 years of experience creating modern online sites

Experience:

2019–Present: Wave Studio

- Who is the best candidate for Ad 1?
- Who is the best candidate for Ad 2?
- Who is the best candidate for Ad 3?



Listening Activity: Detect Factual Information

2. Listen to the phone conversation and write short answers. (K.E11.1.L1.) (Tapescript 11.1.1)



Questions	Answers
a. Who is calling?	
b. What is the call about?	
c. When is the interview? (day and time)	
d. What should the caller bring?	
e. Where is the interview?	



Reading Activity: Entrepreneurs of the 21st century

3. Read the text below and answer the questions. (K.E11.1.R1)



Mark Zuckerberg was born in 1984 in New York, USA. He is a famous computer programmer and entrepreneur. In 2004, he started Facebook with his friends when he was a student at Harvard University. Today, Facebook is one of the biggest social media platforms in the world. Mark also owns Instagram and WhatsApp. He is one of the youngest billionaires in history.

a. What is the text about?

c. What company did he start?

b. When was Mark Zuckerberg born?

d. What other apps does he own?



Writing Activity: Writing a CV

4. Imagine you are applying for a job as an English teacher at a private language school. Complete the CV below with suitable information. (K.E11.1.W1)

CV

Name:

E-mail:

Phone:

Profile:

(Write a short sentence about yourself as a teacher.)

Education:
(Where did you study?)

Experience:
.....
(Where have you worked? How many years?)

Skills:

(What teaching skills or languages do you have? e.g. Classroom management, creative lesson planning...)

Hobbies:
.....
(What do you enjoy?)

References:
.....
(Who can recommend you?)



Speaking Activity: My Future Plans and Predictions

5. Use the Speech Cards to plan your speech. Talk about your future job and life using the phrases below. What will you do? What won't you do? (K.E11.1.S1.)



Speech Card

Talk about future plans and predictions

• Education & Career

- » get a university degree
- » be a(n)
- » work in a big company
- » have my own business
- » work from home
- » travel for work
- » work abroad
- » earn a lot of money
- » speak foreign languages

• Lifestyle & Personal Life

- » buy my dream car
- » live in another country
- » travel around the world
- » buy a house / car
- » meet new people
- » live alone
- » get married
- » have two children
- » have pets

• Useful Phrases

- » In the future, I will
- » I will also
- » I won't
- » I think I will enjoy
- » I hope to



Take notes — get ready — stand up and speak!



Reading & Writing Activity

6. Read the CV and answer the questions. (K.E11.1.W1)



Name: Anna Clark

Phone:

090 774 5623

Email:

annclark@email.com

Profile: English Teacher

Education: University of Cambridge

Experience: 7 years of experience

Skills: Teach grammar, develop speaking skills, creative lesson planning

Interests: Reading books, traveling and hiking

a. What is Anna Clark's profession?

.....

b. How many years of experience does she have?

.....

c. What are Anna's hobbies?

.....

d. Where did Anna graduate from?

.....

e. What are Anna's skills?

.....


Listening Activity: Detect Factual Information
7. Listen to the phone conversation and fill in the blanks. (K.E11.1.L1.) (Tapescript 11.1.2)

Mr Brown: Good morning.

Daisy: Good morning. (a) to Mr George Brown, please?

Mr Brown: Speaking. Who's calling?

Daisy: This is Daisy Green. I've applied for the (b) position at your company. I received an e-mail asking me to call and schedule an interview.

Mr Brown: Yes, Ms Green. (c) Would it be possible for you to come in next week?

Daisy: Yes, that would be great.

Mr Brown: How about Tuesday at 10 a.m.?

Daisy: (d) I have a meeting that morning. Could we arrange it for the afternoon?

Mr Brown: Let me check... Yes, I'm available at 2 p.m. on Tuesday. Would that work?

Daisy: Yes, that works perfectly.

Mr Brown: So your (e) is scheduled for Tuesday, 15th of November, at 2 p.m. at our main office on King Street.

Daisy: Thank you very much, Mr Brown.

Mr Brown: You're welcome, Ms Green. Could you also please bring a copy of your CV and a letter of (f)?

Daisy: Of course. I'll bring them.

Mr Brown: Great. See you on Tuesday!

Daisy: See you. Have a nice day!

Mr Brown: You too. Goodbye.


8. Listen to the phone conversation again and complete the sentences. (K.E11.1.L1.) (Tapescript 11.1.2)


- a. Daisy is speaking to
- b. Daisy applied for position.
- c. The final interview time is
- d. The interview was first suggested for
- e. Daisy needs to bring
- f. The interview will take place at