

NEW CUTTING EDGE

INTERMEDIATE

Module 4 Life stories

- 1 Talk to your partner about what you can remember about writing a CV from Module 4.
- 2 You are going to find some more information about how to write a CV. Type in: <http://www.alec.co.uk/index.htm>. When the main page appears, click on **CV Tips** in the bar at the top of the page. Read the tips and write down two which you think are important:
 - 1 _____
 - 2 _____
- 3 a Why do you think CVs might be rejected by the person reading them? Talk to your partner and make a list of reasons.
 - 1 _____
 - 2 _____
 - 3 _____
- 4 Look at this information. Do you think it should be included or left out of a CV? Write *include* or *leave out* beside each one.

Salary information	_____	Professional qualifications	_____
Information about failure	_____	Training courses	_____
Personal details	_____	Interests/Hobbies	_____
Age, weight, height	_____	References	_____
Photos	_____	Work experience	_____
A list of publications	_____	Reasons for leaving previous jobs	_____
- 5 To check your answers, click on **What information will you need?** and **What should you leave out?** from the list on the left.
- 6 You are going to find out what type of CV would be best for you to write. Click on **Selecting your CV format** and read the advantages and disadvantages of each one. Decide which of the CV types would be the best one for you and write it here:
- 7 Tell your partner why you think this is the best type of CV for you. Did you choose the same type of CV?

TEACHER'S NOTES:

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Aim: For students to use the Internet find information in English about how to write a CV. This webquest can be used after doing the Writing on pages 44–45.

Time: Approximately 45 minutes.

Materials: Photocopies of the worksheet for each student.

- 1 Students talk to their partners about what they can remember about writing a CV from what they saw in Module 4.
- 2 Check that students have found the correct page and have found the **CV Tips** section. Students read the tips and write down two which they think are important. Students compare the tips they have written with their partners.
- 3 With their partners, students make a list of reasons why they think CVs might be rejected by the person reading them? Get feedback from different pairs in the class. Tell students they are going to find some more reasons why CVs are rejected. Make sure that students have opened the **Why are CVs rejected?** section from the list on the left of the page. Students write down three of the reasons why CVs are rejected.
- 4 Students look at the information and with their partners decide if it should be included or left out of a CV?
- 5 Tell students they are going to check their answers on the website by looking at the **What information will you need?** and **What should you leave out?** sections. Make sure they have opened these sections and have found the information.
- 6 Tell students that they are going to find out what type of CV would be best for them to write. Check that they have clicked on **Selecting your CV format** and read the advantages and disadvantages of each one. Students decide which of the CV types would be the best one for them.
- 7 Students tell their partners why they think this is the best type of CV for them.