



RED EDUCACIONAL
**SANTO TOMÁS
DE AQUINO**
DESDE 1870

EDUCACIÓN DE EXCELENCIA BASADA
EN LA PEDAGOGÍA DE JESÚS



COLEGIO SANTA MARTA
Grade: Tercero Medio
Subject: English
Teacher: Verónica Araneda M.
Date: June 1st, 2020

- **Objectives:**

- Recognising my skills and abilities.
- Comprehending what a curriculum vitae is.
- Listening and comprehending a video.
- Developing writing skill and reading comprehension.

Instructions:

Copie todos los ejercicios en su cuaderno, con fecha y nombre de la unidad al principio. Después de esto, resuélvalos y revíselos inmediatamente con las soluciones que vienen en el PPT. Hágalos usted primero y se los autocorrige. Si tiene dudas me escribe. Para resolverlos debe ver el video varias veces.



What is a CV= Curriculum Vitae?

- *A CV (short for the Latin phrase curriculum vitae, which means “course of life”) is a detailed document highlighting your professional and academic history. CVs typically include information like work experience, achievements and awards, scholarships or grants you’ve earned, coursework, research projects and publications of your work. You may be asked to submit a CV when applying for jobs.*
- *If you need help determining how to write a CV, it can be helpful to consult a template.*

How to write a CV?

(The answers are at the end of this PPT. Use your copybook for the activities.)

1. Visit the following link and see the video without subtitles . What is its purpose (objective)? It is an authentic UK video, so make an effort and try to understand it.

<https://www.youtube.com/watch?v=fP43gcBywU>

2. See the video again, but activate the subtitles this time.

3. Write the names of the two steps to write a CV mentioned in the video.

4. Answer the following questions about CVs according to the video:

a. Which word processors should you use to write a CV?

b. How should the format of a CV be?

c. How many pages should it have?

d. We should use bold headings to divide the sections in our CV. Why?

e. What does reverse chronological order mean?

f. Mention the information you should not include in your contact information.

f. Do you have to include your age or a photo in a CV? Why? Why? Why not?

5. There are different templates (modelos) to write a CV. However, let's focus on the proposal of the video and mention the sections which appear there to write a CV. (key: there are six)

6. Answer True or False according to the video. Justify the false statements.

a. ___ People should include their marital status (married or single) in their CV.

b. ___ You should use red colour or other "strong" colours to write your CV.

c. ___ Using Excell format is a good idea to write your CV.

7. What do you think, if I want to apply for a position at a library, should I include in my hobbies and interests that I like going to restaurants and gardening? Justify.

See the answers in the next slides.

Answers

Item 1. The video's objective is explaining how to write a successful CV.

Item 2. No answers. Just seeing the video.

Item 3. The names of the steps are:
Pre CV writing research and
Structuring and formatting your CV.

Item 4. (ideal answers)

- a. I should use Word or Google Docs.
- b. The format should be simple, clean and easy to read.
- c. A CV should have two pages as average.
- d. We should use bold because in that way it is easier and faster to read .
- e. It means that the most recent job is listed in the order first. The next most recent follows the most recent job and so on.
- f. You shouldn't include your full address, photo, marital status and date of birth.
- g. No, because the employer must be worried about your skills and abilities, not about how old you are or how you look like.

Item 5. The sections are:

- a. Contact information
- b. Professional profile
- c. Core skills
- d. Career summary
- e. Education and qualifications
- f. Hobbies and interests

Item 6.

- a. F It is not necessary because your employer should not be interested in that information.
- b. False Those colours look unprofessional. You should use black.
- c. False People should use Word or Google Docs .

Item 7. No, because in your hobbies or interests you may include only those who are related or connected to the position that you are applying for.

Remember: items 1, 3, 4, 5 , 6 and 7 must be written in your English copybook! 😊 No debe enviarme el PPT a mi resuelto. Solamente si quiere me envía un par de photos para ver cómo le está quedando su cuaderno. I would feel happy! 😊

Vea el video varias veces para tener claridad sobre cómo se escribe un curriculum y qué va en cada parte. Es probable que en el futuro usted deba escribir uno como evaluación.

**PLEASE, TAKE CARE AND STAY AT
HOME.**

LOVE,

MISS VERONICA 😊



RED EDUCACIONAL
**SANTO TOMÁS
DE AQUINO**
DESDE 1870



EDUCACIÓN DE EXCELENCIA BASADA
EN LA PEDAGOGÍA DE JESÚS