

## 10bd Englisch 25.05.2020

### 1. Verbesserung : Arbeitsblätter zu Video gestern

#### Erwartungshorizont (M 3)

##### A. First viewing

Tip 1: Apply everywhere and don't be selective.

Tip 2: Dress to impress!

Tip 3: Practise interview questions.

Tip 4: Be confident!

Tip 5: You're selling yourself.

Tip 6: Bring your résumé!

Tip 7: Come with questions to ask them (the interviewer).

##### B. Second viewing

- a) ... college students. / ... high school pupils.
- b) ... add to your own bank account. / ... buy things you have always wanted.
- c) ... slacks/skirt, blouse and blazer.
- d) ... why you want the job. / ... what you are good or bad at.
- e) ... keep eye contact with the interviewer. / ... don't mumble when you talk.
- f) volunteer work you've done for the community / contact data of a person willing to recommend you

When will you let me know if I have the job? / What will my workday be like?

### 2. Sieh dir die folgenden Bilder an und bearbeite die Aufgaben. Hier fließen verschiedene Kompetenzen zusammen. Du kannst z.B. zeigen, dass du über Bilder sprechen kannst (speaking test) oder dass du über das betreffende Wortfeld verfügst.

## Job interviews

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## an introduction

### M 1

Get to know the different stages of a job interview and revise important vocabulary.



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#### Word box

- interviewer and candidate
- to make small talk
- to apply for a job<sup>1</sup>
- to get invited to a job interview
- to get to know each other
- to introduce oneself
- to talk about the stages in your CV<sup>2</sup>
- to talk about your skills
- to ask questions about your future job
- to convince<sup>3</sup> the interviewer
- to negotiate your salary<sup>4</sup>
- to sign a contract<sup>5</sup>

#### Tasks

1. Describe the photos using the vocabulary in the word box.
2. Which stage of a job interview shown is most important and why? Discuss in small groups.

#### Vocabulary

1 **to apply for a job**: sich auf eine Stelle bewerben – 2 **CV (short for: curriculum vitae)**: der Lebenslauf – 3 **to convince so.:** jmdn. überzeugen – 4 **to negotiate your salary**: das Gehalt verhandeln – 5 **to sign a contract**: einen Vertrag unterschreiben

### 3. Hier findest du eine Übersicht an skills, nach denen oft in einer Aufgabenstellung zum Guided Writing gefragt wird. Fertige einen Hefteintrag an. Alle gelb unterlegten Passagen solltest du übertragen.

#### Communication Skills

Communication is a skill that refers to your ability to both pass on information to others and to listen. This skill includes oral and written communication. Almost everyone has some level of communication skills. If you can carry on a conversation or do a presentation in class, you can communicate.

#### Dependable/Responsible

Employers are looking for teenagers who are mature, and who they know will arrive on time and get the job done. Emphasise your responsible nature. Have you been given additional responsibilities (at school or sport)? Include examples of these in your résumé. When you successfully organise your free-time activities and schoolwork, you are flexible and dependable. What about babysitting or mowing a neighbour's lawn? This makes you reliable and dependable.

#### Quick Learner

Employers don't expect students to know all the skills they need for a job. However, they will expect you to pick up new skills quickly. Tell them when you have learned a new skill or technique and what it was.

#### Teamwork

Many student jobs involve working in a team, either as restaurant staff or at a summer camp. Include examples of times when you worked well in a team. If you play football, basketball, handball or other sports, you have teamwork skills. If you were the captain, you have leadership skills. If you have worked on a group project, you also have teamwork skills.

#### Technology Skills

Employers are always looking for employees who are good at technology. Many students have that skill. If you have any experience (either in school or through free-time activities) working with computer programs or doing any other technology-related activities, include them. Remember, if you have taught yourself how to use software programs, you have computer skills.

Source: **Doyle, Alison**: Resume Skills for High School Students with Examples. In: [www.thebalancecareers.com](http://www.thebalancecareers.com), 15 May 2019.

**4. Nun geht es an das Guided Writing. Erinnere dich und beantworte die folgenden Fragen:**

- a) Wie beginne ich den Brief, wenn ich den Namen des Empfängers kenne.
- b) Wie beginne ich den Brief, wenn ich den Namen des Empfängers nicht kenne.
- c) Wie beende ich den Brief?
- d) Wie viele Teilaufgaben gibt es in einem GW zu bearbeiten?
- e) Was heißt das im Besonderen, wenn ich mich einer Teilaufgabe widme?
- f) Welche Wörter spielen im Guided Writing eine besondere Rolle? (Das wird auch in der Bewertung des GW berücksichtigt.)

Die Antwort gibt es morgen. Liebe Grüße Seg