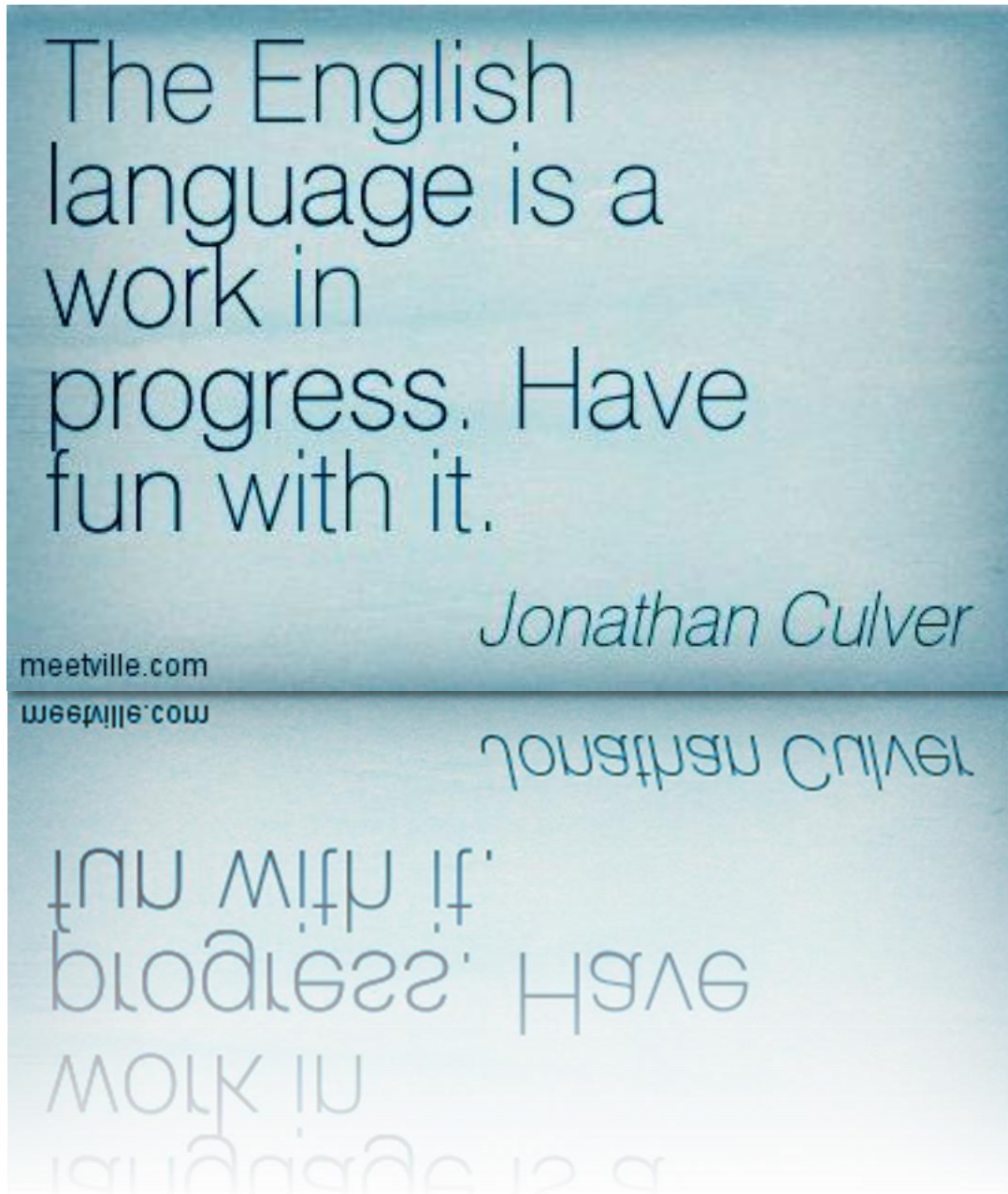


MasterEnglish

for Marketing & Communication

Recruitment




Inhoudsopgave & werkwijze e-portfolio

Studiewijzer	blz. 3
Studyplanner periode 1	blz. 4
Step 1 Recruitment Introduction	blz. 5
Step 2 Describing character	blz. 6
Step 3 Strengths and Weaknesses	blz. 8
Step 4 What career suits you best?	blz. 10
Step 5 Curriculum vitae	blz. 12
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Step 9 Nedercom - Highfive	blz. 33
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Job ads	blz. 35
Common Interview questions	blz. 38

- Upload jouw weektaak uiterlijk zondagavond in Teams (gebruik alleen *Word bestanden* en geen pdf bestanden)

-  **Schrijf -en leesopdrachten;**  **Interview**

Werk alle opdrachten uit in Word. Begin je document met het weeknummer en de naam van de stap.


-  **Spreekopdrachten - maak een opname indien aangegeven 'record ●'**

Werk je spreekopdrachten eerst uit in Word en oefen ze daarna met een gesprekspartner, jouw docent of met de native speaker. Neem je gesprekken op en zet ze in Teams bij de desbetreffende weektaak.

-  **Vocabulaire**

Woordenlijsten zijn te vinden in de reader en staan ook in de WRTS-app of op de WRTS-website. Download de lijsten en neem ze over. Je kunt ze vinden onder de publieke profiel naam: **engelsmarketingkw1c**

-  **Grammar - Nedercom Highfive**

Elke student heeft toegang tot Nedercom - Highfive. Dit programma behandelt de Engelse grammatica. Per hoofdstuk doe je 10 oefeningen; daarna de zelftoets. Alles moet minstens een  zijn.

	Studiewijzer Engels	
	<p>Onderwerp</p> <p>Vak: Engels Leerjaar 1 cohort 2022 Contactpersonen: Gaby Holtappels</p>	
	<p>Context</p> <p>Kwalificatiedossier medewerker marketing en communicatie Engels Generiek en beroepsgericht</p>	
	<p>Leerdoelen</p> <p>Uiteindelijk moet je aan het einde van leerjaar 2 B1 behaald hebben voor de vaardigheden Lezen, luisteren, Spreken en Gesprekken voeren en Schrijven. Worden er hogere niveaus behaald dan krijg je een extra taalverklaring.</p>	
	<p>Leeractiviteiten</p> <p>Schrijven, Spreken, Gesprekken voeren, Lezen en Luisteren De oefeningen variëren van dialogen, uitspraak oefeningen en woordtrainingen tot schrijfopdrachten en presentaties. In de taallessen werk je aan je taalvaardigheid; dit doe je samen met je docent, zelfstandig en eventueel met de native speaker.</p>	
	<p>Tijd</p> <p>2 uur per week lesactiviteiten; 1 fysiek; 1 online 1 periode van 10 weken</p>	
	<p>Leermiddelen</p> <p>Reader MasterEnglish 'Recruitment' www.masterenglish.nl Nedercom.nl - Highfive</p>	
	<p>Voortgang en beoordeling</p>	<p>Cijfer</p>
	<p>Te behalen periodecijfers: hele cijfers 1, 2, 3, 4, 5, 6, 7, 8, 9 - Portfolio compleet en Nedercom t/m zelftoets voldoende/goed: cijfer 6/7/8/9 - Nedercom hoofdstuk niet gedaan: cijfer 1; - Zelftoets niet gedaan: - 2 punten - Opdrachten in de reader ontbreken: per opdracht - 1 punt - Herkansing: reader/ Nedercom: periode 2</p>	

STUDY PLANNER				PERIOD 1
Resources: Masterenglish.nl Vocabulary WRTS No. 10-11-12 www.nedercom.nl - Highfive			Department: Marketing & Communicatie	
Week-taken	Writing	Speaking	Reading/ Listening	Vocabulary WRTS Grammar workshops
35 29-08-22	<i>Introduction</i>			
36 5-09-22	Step 1 Translate words text Recruitment Step 2a-d	Step 2e	Step 1 Read text 'Recruitment'	Voor de volgende stappen heb je tot aan de toetsweek wk 45 de tijd: Step 7 VOCABULARY WRTS 10 - 11 -12 Step 9 NEDERCOM HIGHFIVE Chapter 1 and 2 (+ zelftoets)
37 12-09-22	Step 3a-b Step 4c Summarizing Job	Step 3c Strengths & weaknesses Step 3d Record ●	Step 4a-b Reading Job ads Looking for a job	
38 19-09-22	Step 5b Curriculum Vitae Step 5c Make C.V. Step 5d Puzzles		Step 5a personal profile and objective	
39 26-09-22	Step 6a-d Applying for a job; elevator pitch Record ●			
40 3-10-22	Step 7 Write down answers to top 12 questions			
41 10-10-22		Step 8b Practice Job interview 6 role plays		
42 17-10-22		Step 8b 6 roleplays Record ●		
43 24-10-22	<i>Autumn break</i> <i>22 oktober t/m 30 oktober 2022</i>			
44 31-10-22	Step 10 Reflection Put finishing touch to portfolio			Nedercom Highfive chapter 8 (+ voldoende voor de zelftoets)
45 7-11-21	Deadline reader (uploaden in MS Teams) en Nedercom: eerste maandag van de toetsweek Periodecijfer = readeropdrachten + Nedercom			



STEP 1. INTRODUCTION

Read the following text and translate the underlined words

Recruitment

Recruitment refers to the overall process of attracting, selecting and appointing suitable candidates to a job.

When you are looking for a job it is helpful to have some means of evaluating the possible options and making a choice. Some of the elements of choice will be easy to make; do I have the necessary qualifications or does my experience match what the employer is looking for? Other questions, of equal importance, may not be that obvious; how will I know if I am going to be happy working for a particular company or in a particular job?

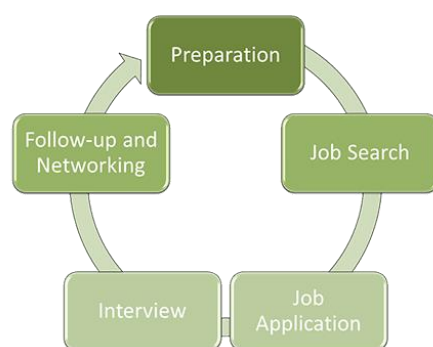
The influences that can shape your career choices include; the type of work that you want to do, the organizational environment in which you prefer to work and the rewards and satisfaction that you are seeking. Aspirations and wants are not the same as skills and abilities and as such they may deserve being given separate consideration.

In the coming ten weeks you will be studying and participating in all different aspects of the recruitment process, such as writing application letters and CVs and practicing your interviewing skills. So get to it and start building your career!



Now translate the following words. You may also give an English synonym.

1. recruitment _____
2. means _____
3. necessary _____
4. employer _____
5. equal _____
6. obvious _____
7. particular _____
8. environment _____
9. rewards _____
10. satisfaction _____
11. aspirations _____
12. abilities _____
13. and as such _____
14. consideration _____





STEP 2. SYNONYMS AND ANTONYMS - DESCRIBING CHARACTER

A **synonym** is a word which means the same as another word: **large** and **big** are **synonyms**.
 An **antonym** is a word which means the opposite of another word: **nice** and **horrible** are **antonyms**.

Task 2a. Match the adjectives (1-10) with their synonyms (A-J). Decide if each pair is positive or negative and write down the translation.

1 angry	A rational _____
2 calm	B shy _____
3 vain	C obstinate _____
4 timid	D conceited _____
5 selfish	E furious _____
6 impolite	F egotistical _____
7 irritable	G amiable _____
8 sensible	H grumpy _____
9 stubborn	I easy-going _____
10 friendly	J rude _____

Task 2b. Choose the correct antonym for each word and write down the translation.

1 timid _____
 A noisy B brave C obstinate D fine

2 truthful _____
 A false B different C incorrect D dishonest

3 neat _____
 A messy B reliable C lazy D tidy

4 miserable _____
 A active B cheerless C cheerful D funny

5 sensitive _____
 A impolite B upset C thick-skinned D angry

6 modest _____
 A shy B conceited C selfish D timid

Task 2c. Choose the right option.

1 Enjoying other's company: _____ secretive / sociable
 2 Annoyed or impatient about something: _____ irritated / contented
 3 Feeling things very intensely: _____ sensitive/sensible
 4 Not polite to others: _____ well-mannered / rude
 5 Relaxed in attitude to self and others: _____ argumentative / easy-going

Task 2d. Describe your personality/character in 100 words.

Task 2e. Describing physical characteristics

We meet lots of people every day. If you think about it, you will find that it is harder to describe them than you would imagine. Of course, in most cases it is not really necessary to be able to do so. However, sometimes it is very useful if you can describe a certain person in detail. Think of a situation in which you have met a person and you cannot remember his or her name.

In describing people you use a set of features which help you to discriminate them roughly.

Say something about the colour of their hair and skin, their stature, and the way they are dressed, etc. It may be very helpful if you can indicate what a person does for a living (profession) or what he or she is especially noted for (famous for).

Now describe what you look like and what people may recognize you by.

Below you can find useful vocabulary.

More vocabulary you may use

age: adolescent/teenager; youth; adult/grown-up; someone in his/her late 30s/40s (iemand achter in de ...), someone in his/her early 20s/30s; twenty-ish (rond de twintig); thirty-ish; middle-aged; old; elderly

looks: (uitelijk): pretty (knap/mooi v); handsome (knap/mooi m/v); good-looking (m/v); attractive; ugly; pale (bleek); to have a tan (zon gebruind); fair (blond); red; brown; dark (skin); white (skin); charming; friendly; arrogant

height: build (lengte/lichaamsbouw): tall (lang), small (klein), big (groot/fors), fat, thin, slim, athletic

dress: well-dressed/ill/dressed; shabby (armoedig); trousers/pants (broek meervoud) jeans (meervoud), she often wears jeans of a pair of jeans; suit (pak); sportswear; dress; skirt; sweater; blouse; coat; hat; cap (pet); (neck) tie (stropdas); scarf; gloves (handschoenen); mittens/mitts (wanten); high heels; boots; sandals; sports shoes; leather clothing

special features: (bijzondere kenmerken)

freckles/sunspots (sproeten); warts (wratten); bald (kaal); balding (kalend); hooknose (haakneus);

tip-tilted nose (wipneus); sticky-out ears (flaporen); piercing eyes (priemende ogen);

birthmark/mole (moedervlek); scar (litteken); moustache (snor); (side) whiskers (bakkebaarden);

beard (baard); bangs (pony); pony tail (paardestaart); wavy hair (golvend haar); crew cut (stekeltjeshaar);

parted at the side (scheiding opzij)

Appearance

1 Age



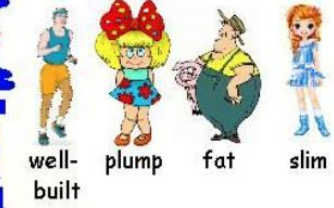
young middle-aged old

2 Height



short medium-height tall

3 Build



well-built plump fat slim

4 Complexion



pale-skinned yellow-skinned olive-skinned dark-skinned

5 Face



oval round square triangle long

6 Hair



short black hair long black hair grey hair wavy brown hair curly hair ponytail red pigtails fair hair (plaits) short spiky hair bald

7 Eyes



blue (brown, black, green) eyes hazel eyes oval eyes big round eyes small eyes

8 Nose



small nose turned-up nose straight nose hooked nose long nose

9 Mouth and lips



full lips thin lips curved lips large mouth small mouth

10 Other features



beautiful (pretty) handsome ugly beard moustache wrinkles freckles large ears small ears



STEP 3. KNOWING YOUR STRENGTHS AND WEAKNESSES

It's not unusual for people to compare themselves with others around them, and to feel superior or inferior towards them based on their strengths and their weaknesses.

The thing is, every individual is different, and we all function differently based on our personalities. It is important to know yourself and your capacities. Your strengths are things you need to develop further. On the other hand, your weaknesses are not your downfall. These are areas you need to improve on. **It is not something you lack. It is something you need to improve.** To develop your strengths and improve on your weaknesses, you first need to know them.

Task 3a. Here is a simple exercise you can try. From the list of attributes in Table 1 (see below), pick five that represents you the most, and arrange them in order, with number five being the one that represents you the least and number one is the one which represents you the most. Remember; don't choose attributes that you want to have. Choose those, which really represent you. You can choose more than five if you want to.

Table 1

Action-Oriented	Adventurous	Analytical	Artistic	
Athletic	Authentic	Caring	Clever	
Compassionate	Charming	Communicative	Confident	
Courageous	Creative	Curious	Determined	1 _____
Detail-Oriented	Disciplined	Driven	Empathic	
Emotional	Energetic	Enterprising	Entertaining	2 _____
Fast	Flexible	Focused	Helping	
Humorous	Inspiring	Intelligent	Leadership	3 _____
Learning	Motivated	Open-Minded	Optimistic	
Organised	Outgoing	Patient	Precise	4 _____
Responsible	Self-Controlled	Social	Spontaneous	
Strategic	Team-Oriented	Thoughtful	Trustworthy	5 _____
Warm	Willpower	Wisdom	Work ethic	

Task 3b. Like the exercise you did earlier, pick five attributes from the list in Table 2 (see below) which you believe represent you, with number five being the least like you and number one being the most like you. Now you have a list of some of your weaknesses and can begin addressing them.

Table 2

Aggressive	Arrogant	Bossy	Chaotic	
Close-minded	Complaining	Contemptuous	Controlling	1 _____
Cynical	Fearful	Greedy	Hesitant	
Ignorant	Impatient	Impulsive	Indifferent	2 _____
Insecure	Insensitive	Intolerant	Irresponsible	
Jealous	Lazy	Lethargic	Loose-tongued	3 _____
Mistrustful	Moody	Naïve	Negative	
Obstructive	Passive	Prejudiced	Reckless	4 _____
Rude	Selfish	Shallow	Short-sighted	
Shy	Sloppy	Stubborn	Slow	5 _____
Strict	Undisciplined	Vague	Wasteful	



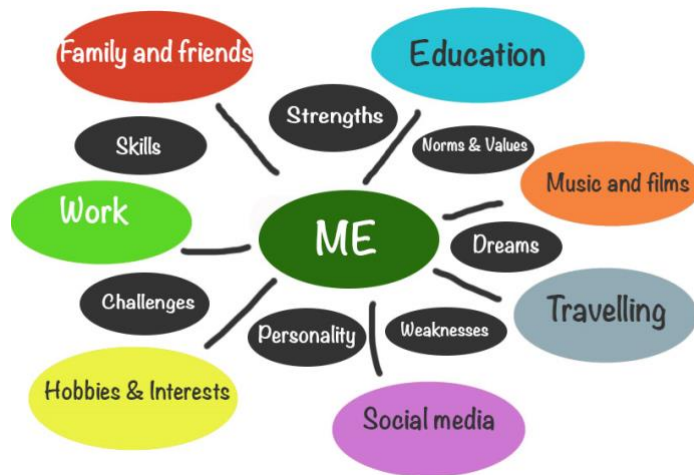
Task 3c. Speaking - Group activity

Sit down with one classmate for about 10 minutes. Discuss the type of person you both are. Describe each other's talents, characteristics, things that make you happy or unhappy. Just say anything that comes to mind, in a respectful and constructive way. Talk about strengths rather than weaknesses.



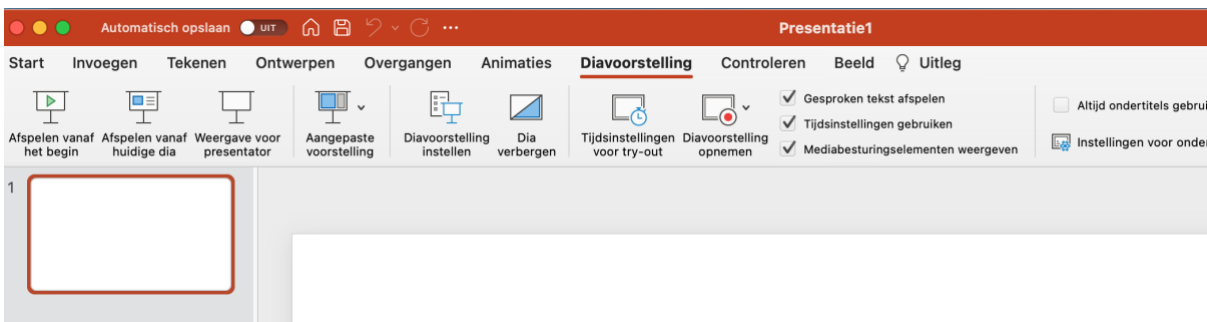
Task 3d. Individual - record ●

First, write down a short description of yourself (about 200 - 250 words). Your character, the things you dream of or the things you are proud of, etc. Look at the mindmap below for some ideas to write about. Presenteer daarna jezelf in een opname van zo'n 3 minuten.



Tip:

The best way to record yourself is using Powerpoint. Ga naar tab 'diavoorstelling' en kies voor 'Diavoorstelling opnemen'.





STEP 4. WHAT CAREER BEST SUITS YOUR PERSONALITY?

Question: if you were given the chance to do your internship in another country, where would you go and what kind of job would you want? What industry appeals to you?

Task 4a. Do the personality test on <https://www.theguardian.com/lifeandstyle/2014/nov/11/-sp-questionnaire-what-job-would-make-you-happiest> and find out what job would make you happiest. Copy and paste the result.

Task 4b. Now, look for an English internship in your favorite country. You may choose any industry: education, security, entertainment, communications, fashion, IT; there are plenty of opportunities. You may also choose from all job listings: temporary, full-time, part time, summer jobs, internships, etc. Check the list below for interesting job/internship sites. When entering keywords in Google, always enter 'assistant', trainee or 'junior'.

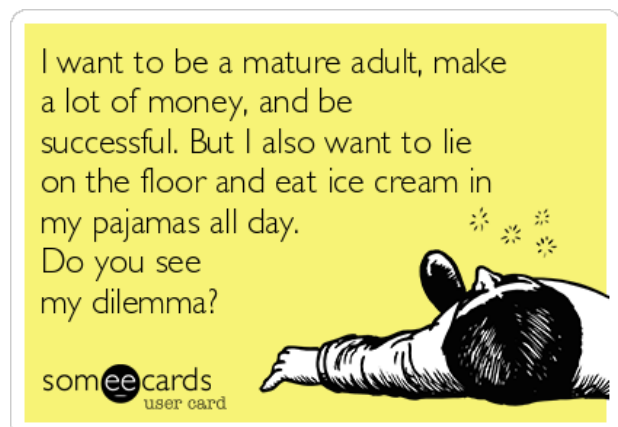
If you have a hard time finding a suitable job ad, you may choose one you like from the job ads in the resources. Copy the ad into your word document.

(Please note: online ads are only temporary and may be gone the next time you look for them)

Job sites

<https://www.careercast.com/job-networks>

<https://enternships.com> (Internships and Jobs In Europe's Most Exciting Companies)





Task 4c. Interpreting Job Ads

Study your chosen job ad from step 4b and answer the following questions in Dutch.


1. What is the function _____
2. What type of company is it _____
3. What type of person are they looking for? _____
4. What is the required skill level? _____
5. What are the benefits? _____
6. Other important information. _____

Check out the document below on how to interpret job ads. If there is a company website, check it out to learn more about what type of business it is.

Interpreting Job Ads

Read the job ads carefully ensuring you understand exactly what the job involves and what the company requires. A well-written ad will include details of what the job involves, what the company does and what the company is looking for in their applicants:

- Knowledge and skills
- Education and qualifications
- Previous work experience


PERPETUAL INSURANCE GROUP
RECEPTIONIST

Due to expansion of our organisation we have an immediate vacancy for a Receptionist in our Customer Service Department.

The applicant should have completed Year 12 or equivalent and have typing speed of 40wpm+. This is an excellent opportunity for a person wishing to start a career in the Finance Industry.

We are a progressive and expanding company offering ideal working conditions, staff canteen and gymnasium, ongoing on and off the job training and an active Social Club.

To apply please contact Mr John Smith, Human Resources Manager on 2987 4352 after 9am Monday or email at j.smith@pigfinance.com.au
Applications close 15 September next.

P.I.G FINANCE
101 Finance Street
Sydney NSW 2000

Callout questions:

- I recognize the logo, what can I find out about this company – do they have a website?
- Can I start immediately?
- Do I have the required education level?
- Do I have the required skill level?
- A career in Finance – Does this suit my interests?
- How do I apply?
- They offer ongoing training so I can develop my skills
- Would I have transport issues getting there?
- Must phone right on 9am Monday



STEP 5. MAKING A CREATIVE ENGLISH C.V.

Read the following text about writing a successful CV and translate the underlined words.

10 tips on writing a successful CV

When it comes to applying for a new job, your CV could be just the ticket to get you that initial foot in the door and secure an interview – but how do you ensure your CV is added to the interview pile rather than thrown straight in the bin?

Putting together a successful CV is easy once you know how. It's a case of taking all your skills and experience and tailoring them to the job you're applying for. But what if you don't meet the right criteria? Well, I've put together the following tips to help you get started in creating a successful CV and securing your first (or next) job.

Get the basics right

There is no right or wrong way to write a CV but there are some common sections you should cover. These include: personal and contact information; education and qualifications; work history and/or experience; relevant skills to the job in question; own interests, achievements or hobbies; and some references.

Presentation is key

A successful CV is always carefully and clearly presented, and printed on clean, crisp white paper. The layout should always be clean and well structured and CVs should never be crumpled or folded, so use an A4 envelope to post your applications.

Always remember the CV hotspot – the upper middle area of the first page is where the recruiter's eye will naturally fall, so make sure you include your most important information there.

Stick to no more than 1 page

A good CV is clear, concise and makes every point necessary without waffling. You don't need pages and pages of paper – you just keep things short and sweet. A CV is a reassurance to a potential employer; it's a chance to tick the right boxes. And if everything is satisfied, there's a better chance of a job interview. Also, employers receive dozens of CVs all the time so it's unlikely they'll read each one cover to cover. Most will make a judgment about a CV within sections, so stick to a maximum of two pages of A4 paper.

Understand the job description

The clues are in the job application, so read the details from start to finish. Take notes and create bullet points, highlighting everything you can satisfy and all the bits you can't. With the areas where you're lacking, fill in the blanks by adapting the skills you do have. For example, if the job in question requires someone with sales experience, there's nothing stopping you from using any retail work you've undertaken – even if it was something to help pay the bills through university. It will demonstrate the skills you do have and show how they're transferable.

Tailor the CV to the role

When you've established what the job entails and how you can match each requirement, create a CV specifically for that role. Remember, there is no such thing as a generic CV. Every CV you send to a potential employee should be tailored to that role so don't be lazy and hope that a general CV will work because it won't.

Create a unique CV for every job you apply for. You don't have to re-write the whole thing, just adapt the details so they're relevant.

Making the most of skills

Under the skills section of your CV don't forget to mention key skills that can help you to stand out from the crowd. These could include: communication skills; computer skills; team working; problem solving or even

speaking a foreign language. Skills can come out of the most unlikely places, so really think about what you've done to grow your own skills, even if you take examples from being in a local sports team or joining a **voluntary** group – it's all relevant.

Making the most of interests

Under interests, highlight the things that show off skills you've **gained** and employers look for. Describe any examples of positions of **responsibility**, working in a team or anything that shows you can use your own initiative. For example, if you ran your university's newspaper or if you started a weekend league football team that became a success.

Include anything that shows how diverse, interested and skilled you are. Don't include passive interests like watching TV, solitary hobbies that can be perceived as you lacking in people skills. Make yourself sound interesting.

Making the most of experience

Use assertive and positive language under the work history and experience sections, such as "**developed**", "organized" or "**achieved**". Try to relate the skills you have learned to the job role you're applying for. For example: "The work experience involved working in a team," or "This position involved planning, organization and leadership as I was responsible for a team of people".

Really **get to grips with** the valuable skills and experience you have gained from past work positions, even if it was just working in a restaurant – every little thing helps.

Including references

References should be from someone who has employed you in the past and can vouch for your skills and experience. If you've never worked before you're OK to use a teacher or tutor as a referee. Try to include two if you can.

Keep your CV updated

It's crucial to review your CV on a regular basis and add any new skills or experience that's missing. For example, if you've just done some volunteering or worked on a new project, make sure they're on there – potential employers are always **impressed with** candidates who go the extra mile to boost their own skills and experience.

Task 5a. Now translate the following words. You may also give an English synonym.

Secure _____
 Ensure _____
 Bin _____
 Skills _____
 Tailoring to _____
 Achievements _____
 References _____
 Applications _____
 Concise _____
 Waffling _____
 Employers _____
 Unlikely _____
 To boost _____

Clues _____
 Satisfy _____
 Bits _____
 Entails _____
 Requirement _____
 Adapt _____
 Voluntary _____
 Gained _____
 Responsibility _____
 Developed _____
 Achieved _____
 Get to grips with _____
 Impressed with _____



Personal profiles and objectives

A CV often includes your objective (doelstelling) and personal profile statement. This is a short statement outlining your personal characteristics. It tells the reader what kind of a person you are, the attributes and qualities that you possess and the experience you have.

How do you structure a personal profile? Here's a breakdown of the basics of creating your statement.

The most important thing to remember is that statements are usually around four sentences in length, and no more than six. Aim for anywhere between 50 and 200 words, and you're golden.

Like the length, the grammatical person you're writing in also has some flexibility but writing in the first person is definitely more personal than writing in the third person. So use: 'I am a project manager seeking ...' 'My skills are...' instead of: 'Project manager seeking... skills include...'

Personal Profile

I am an energetic, ambitious person who has developed a mature and responsible approach to any task that I undertake, or situation that I am presented with. As a graduate with three years' of experience in management, I am excellent in working with others to achieve a certain objective on time and with excellence.

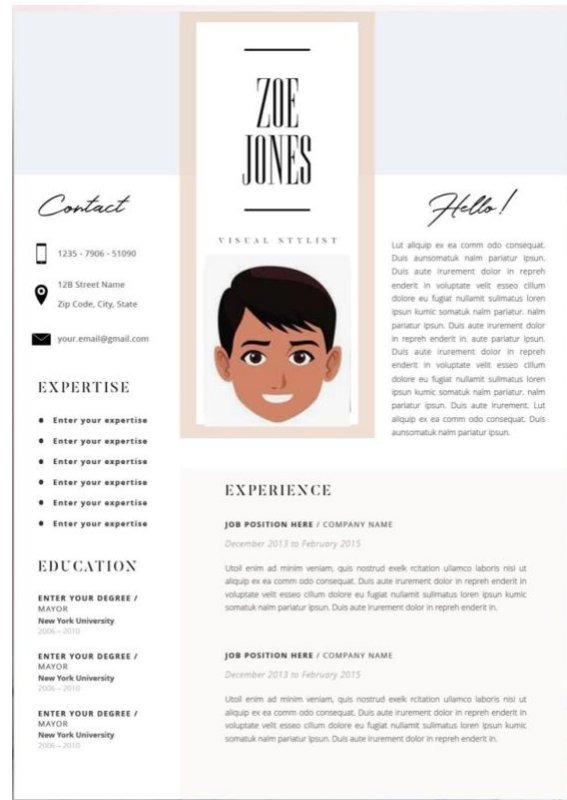
Objective: driven business graduate seeks challenging position as editorial, illustrative, commercial or industrial photographer

I have talent to develop and plan agendas, programs, budgets, and services according to client necessities.

To attain a Marketing position that permits me to achieve sales and marketing experience to boost my learning.

Task 5b. Look at the personal profile and objective examples above and then write down your own objective and personal profile statement. Include them in your C.V.

Task 5c. Now make your English C.V. Here are some examples.



Example Europass - Curriculum Vitae

Some of you may really want to do your internship abroad next year. In that case you may be asked to make your c.v. online in Europass. Here's an example:

130 million Click online since 2009
europass
 Online editor

EN (English) ▼

Sign in ☁

Curriculum vitae

- European skills passport
- Language passport
- Cover letter

Prepare your interview

Five principles for a good CV

Options

Your opinion

Curriculum vitae

- European skills passport
- Language passport
- Cover letter

Prepare your interview

Five principles for a good CV

Options

Your opinion

- Documents are not stored on Europass servers.
 ⚠ Export your document before leaving the editor.
 - All fields are optional. Empty fields will not be included in the final document.

PERSONAL INFORMATION + Fill in

TYPE OF APPLICATION + Fill in

WORK EXPERIENCE + Fill in

EDUCATION AND TRAINING + Fill in

PERSONAL SKILLS + Fill in

Mother tongue(s) + Fill in

Foreign language(s) + Fill in

Communication skills + Fill in

Organisational / managerial skills + Fill in

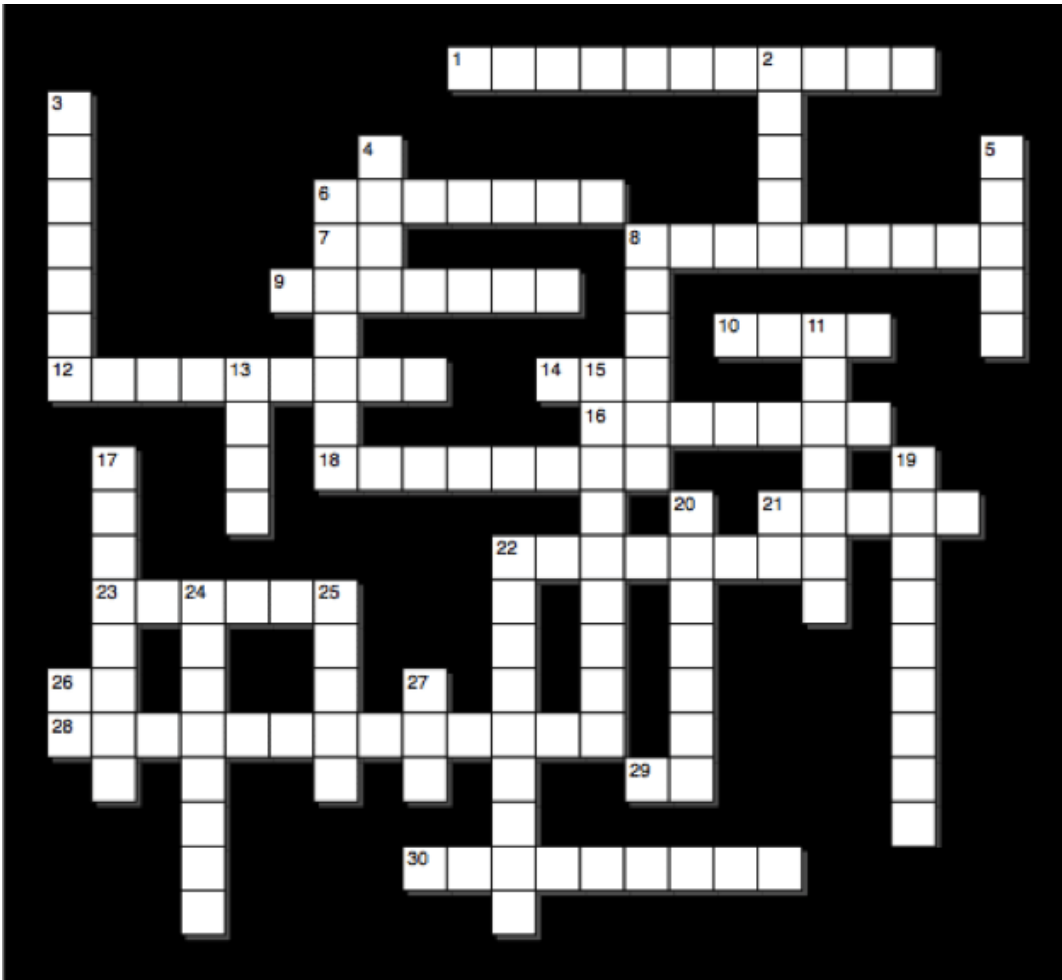
Job-related skills + Fill in

Digital skills + Fill in

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Task 5d. Vocabulary training



Across

- 1. DOCTOR WHO SPECIALIZES IN THE MEDICAL USE OF RADIATION
- 6. A DOCTOR WHO IS TRAINED TO PERFORM MEDICAL OPERATIONS
- 7. OPERATION ROOM
- 8. A PERSON ON A BEACH OR AT A SWIMMING POOL WHOSE JOB IS TO MAKE SURE THAT THE SWIMMERS ARE SAFE
- 9. A PERSON WHO INSTALLS PIPING
- 10. ABBREVIATION FOR TECHNOLOGY
- 12. AN EXPERT IN SCIENCE
- 14. A PERSON WHO SECRETLY COLLECTS AND REPORTS INFORMATION
- 16. A PERSON WHO IS IN CHARGE OF A SPORTS GAME
- 18. A JOURNALIST
- 21. A PERSON WHO FLIES AN AIRCRAFT
- 22. A FEMALE SOVEREIGN OR MONARCH
- 23. TRAINEE
- 26. THE PERSON SPEAKING
- 28. A MUSICIAN WHO PLAYS PERCUSSION INSTRUMENTS
- 29. BACHELOR OF SCIENCE
- 30. A PERSON WHO DRIVES A VEHICLE

Down

- 2. A PERSON WHOSE JOB IS SHOWING PLACES OR A PARTICULAR ROUTE TO VISITORS
- 3. PERSONS WHO EDIT, SELECT AND REVISE MATERIAL FOR PUBLICATION
- 4. A RELIGIOUS LEADER OR TEACHER IN THE HINDU OR SIKH RELIGION
- 5. A PERSON WHO WEARS CLOTHES SO THAT THEY CAN BE PHOTOGRAPHED OR SHOWN TO POSSIBLE BUYERS
- 6. A PERSON WHO IS IN AN ARMY
- 8. SOMEONE WHOSE JOB IS TO GIVE ADVICE TO PEOPLE ABOUT THE LAW
- 11. SYNONYM FOR DRUGGIST
- 13. MEMBERS OF A RELIGIOUS GROUP THAT LIVE IN A CONVENT
- 15. THE HIGHEST EXECUTIVE OFFICER OF A REPUBLIC
- 17. A PERSON WHOSE JOB IS TO DESIGN OR BUILD MACHINES, ENGINES OR ELECTRICAL EQUIPMENT, ROADS, RAILWAYS OR BRIDGES
- 19. A PERSON WHO SCIENTIFICALLY STUDIES ANIMALS
- 20. A WOMAN WHO ACTS IN PLAYS AND MOTION PICTURES

- 21. POSTSCRIPT
- 22. DOCTOR
- 24. PERSONS WHO INSTRUCT OR TRAIN
- 25. A PERSON WHOSE JOB IS TO CARE FOR PEOPLE WHO ARE ILL
- 26. ABBREVIATION FOR MEMBER OF PARLIAMENT
- 27. A POLICE OFFICER



STEP 6. APPLYING FOR THE JOB

Task 6a. C.V. - Job Interview exercises

Task 6a. Circle the correct answer

1. There are several _____ in this department.
a) Vacancy b) Vacances c) Vacancies
2. I am experienced and will bring my _____ .
a) How-know b) Know-how c) How-do
3. I would like to apply _____ this position.
a) To b) For c) About
4. I speak English _____ .
a) Currently b) Fluent c) Fluently
5. I am _____ .
a) Computer good b) Computer literate c) Computer well
6. Arabic is my _____ .
a) Mother tongue b) Native mother c) Language mother

Task 6b. Find synonyms for the underlined words/ phrases

1. I am able to speak two languages. _____
2. Please find attached my CV and cover letter. _____
3. I am in charge of many departments at work. _____
4. I am interviewing for the same job. _____
5. I am sorry for the delay. _____
6. I am free on Tuesday. _____
7. I remember to bring my résumé! _____
8. Arabic is my mother tongue. _____
9. I am good with computers. _____
10. Outside of work, I have many interests. _____

AMERICAN versus BRITISH ENGLISH

Check out the chart below for spelling differences and then do task 6c.

American vs. British Spelling Differences Quick Reference Chart							
ENSE vs. ENCE		ER vs. RE		OR vs. OUR			
American	British	American	British	American	British		
defense	defence	center	centre	color	colour		
license	licence	liter	litre	favorite	favourite		
practise	practice	meter	metre	neighbor	neighbour		
Common Words		ED vs. T		K vs. QUE		IZE vs. ISE	
American	British	American	British	American	British	American	British
jewelry	jewellery	dreamed	dreamt	bank	banque	analyze	analyse
pajamas	pyjamas	learned	learnt	check	cheque	criticize	criticise
plow	plough	burned	burnt	checker	chequer	recognize	recognise
program	programme						
mom	mum						
mustache	moustache						
specialty	speciality						
tire	tyre						
whiskey	whisky						
		LL vs. L		OG vs. OGUE			
		American	British	American	British		
		enrollment	enrolment	analog	analogue		
		fulfill	fulfil	catalog	catalogue		
		skillful	skilful	dialog	dialogue		

Created by The English Test®: <http://www.masterstudies.com/english-test/>

Task 6c. Write down the Dutch translation of the pairs below and say whether it is American English or British English?

speciality - specialty	subway - underground
curriculum vitae - resumé	check - cheque
queue - line	lawyer - solicitor
internship - work placement	salary - wage
mobil - cell	timetable - schedule
biscuit - cookie	high School diploma - A-Levels
travelled - traveled	holiday - vacation

You can find lots more differences on: <http://www.boredpanda.com/british-american-english-differences-language/>



Elevator pitch - why are you the perfect candidate for the job?

Task 6d. Apply for the job in a recorded presentation of no more than 1-2 minutes. Record ●

Wat vertel je in jouw pitch?

- Sterke openingszin
- De basics: je naam, je leeftijd, wat je studeerde, en wat je momenteel doet.
- Zeg wat je kunt: wat zijn je kwaliteiten en vaardigheden?
- Vertel wat jij kunt betekenen voor de organisatie waar je wilt werken. ...
- Vertel iets over je ambities en wat je uit je nieuwe job wilt halen.

Tip 1. Zorg voor enthousiasme en energie

Tip 2. Zorg ervoor dat elk woord dat je zegt van betekenis is

Je kunt dit bereiken door de tekst van je pitch zo concreet mogelijk toe te spitsen op jouw kernkwaliteiten en je passies. Vraag jezelf na het schrijven af welke woorden of zinnen irrelevant zijn en welke onderdelen je ook later in het sollicitatiegesprek nog kunt uitlichten.

Tip 4. Bedenk een originele openingszin

Om je luisteraar te *hooken* en de kans op een positieve reactie te vergroten, is het belangrijk dat je deze al in de eerste zin weet te fascineren. Dat doe je door een originele openingszin of anekdote te bedenken voor in jouw pitch. Start dus niet met je naam en functie, maar met dat ene eureka-moment waardoor je ontdekte waar jouw kernwaarde ligt. Of met het moment waarop je beseftte dat het bedrijf waar je solliciteert perfect aansluit bij wie jij bent en wat je wilt bereiken.

Tip 5. Lees de elevator pitch hardop aan jezelf voor

Er is een groot verschil tussen schrijven en spreken. Soms ziet een elevator pitch er op papier fantastisch uit, maar loopt deze niet lekker wanneer je 'm opleest.

Tip 6. Laat de elevator pitch een dagje liggen

Heb jij een elevator pitch geschreven en heb je hier een goed gevoel over? Of heb je er eentje geschreven en wil het maar niet vlotten om er een goed lopend verhaal van te maken? Laat de elevator pitch dan een dagje met rust en kijk er morgen nog eens naar. Je hebt dan een frisse blik en ziet opeens dingen die je op de dag zelf over het hoofd zag.



VOORBEEDEN VAN IJZERSTERKE ELEVATOR PITCHES

Om een goed beeld te krijgen van hoe elevator pitches eruitzien, zijn hier enkele voorbeelden.

Voorbeeld 1. Modeontwerper

“Toen ik hoorde dat uw bedrijf op teamuitje naar Milaan ging, was ik *helemaal* verkocht. Niet enkel omdat ik gek ben op dit soort stedentrips, maar vooral omdat ik hoorde dat uw team naar een kleine familieboetiek ging waar vroeger jurken werden gemaakt voor de Italiaanse adel. Uw passie voor modegeschiedenis gaf voor mij de doorslag om te solliciteren. Mode is namelijk meer dan kleuren, stoffen, trends en influencers. Het is een belangrijk onderdeel van onze cultuur. Ik ben ervan overtuigd dat mijn ervaring als modeontwerper in combinatie met mijn achtergrond als cultuurhistoricus van meerwaarde kan zijn voor uw marketingteam.”

Voorbeeld 2. Journalist

“Verhalen vertellen is altijd een passie van me geweest. Toen ik tien jaar was, schreef ik al schriftjes vol met spannende thrillers. Die hobby heeft er uiteindelijk toe geleid dat ik redacteur van de schoolkrant werd en tijdens mijn journalistiekstudie bij de lokale nieuwswebsite ben gaan werken. Nu ik ben afgestudeerd en veel ervaring heb opgedaan als journalist, wil ik mijn liefde voor storytelling en journalistiek inzetten om de lezers van uw landelijke reismagazine elke maand opnieuw te inspireren met de mooiste reisverhalen.”

Voorbeeld 3. Technicus

“Ik was zes jaar toen mijn moeder me aantrof met een uit elkaar gehaalde radio en een schroevendraaier ernaast. Ik was destijds niet slim genoeg het apparaat weer in elkaar te zetten, maar mijn fascinatie voor techniek was toen al overduidelijk. Die passie is gelukkig nooit weggegaan, want zowel op de technische school als tijdens mijn mbo-studie elektrotechniek heb ik elke dag opnieuw genoten van dit vakgebied. Nu ik ben afgestudeerd en er eindelijk klaar voor ben om de arbeidsmarkt te betreden, lijkt het me geweldig om onderdeel uit te maken van uw ervaren technische team en een echte vakman te worden.”

Voorbeeld 4. Modeontwerper

“In mijn werk als teamleider bij een onlinemarketingbureau heb ik mijn hobbymatige kennis van programmeren ingezet om een urenregistratiesysteem te bouwen waarmee we nauwlettend in kaart konden brengen in hoeverre de ingeschatte uren op de offerte overeenkwamen met het werkelijke aantal uren binnen ons team. Deze inzichten hebben ons team een grote maandelijkse besparing opgeleverd. Dankzij de combinatie van programmeer- en marketingkennis weet ik zeker dat ik ook voor uw organisatie van meerwaarde kan zijn. Voor uw marketingklanten, maar ook voor het team zelf en het inzichtelijk maken en verbeteren van hun prestaties.”



STEP 7. PREPARING THE INTERVIEW

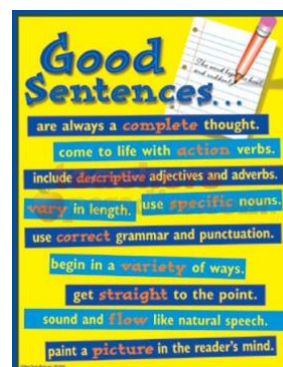
Answer the top twelve interview questions below in English. Write down the answers and use at least 50 words with each question. Practice with a classmate.

1. **Tell me about yourself.** *The main purpose of this question is to get you talking. They want to know how you express yourself, your choice of words, and observe your body language.*
2. **What are your strengths?** *What are you good at? I'm good at ... (ww+ing). My strengths are that I'm good at ... (ww+ing).*
3. **What are your weaknesses?** *I'm not so good at (ww+ing). My weaknesses are that I'm not so good at ... (ww+ing). Your interview will fall short if you can't confidently tell an employer what you need to improve on.*
4. **What was your greatest accomplishment/ performance?** *What are you proud of? Or what were your 3 greatest accomplishments?*
5. **What is your challenge?** *Think of what you would like to learn, to develop, to improve or to overcome. I want to learn how to ... (+ hele ww)*
6. **Tell me about your job experiences?** *What have you learned? I have learned to ... (+ hele ww)*
7. **Where do you see yourself 3-5 years from now?**
What are your plans for the future? In the future I would like to
8. **Will you relocate?** *You may have good reasons why you can't relocate today... . You are caring for an elderly parent; family or personal health issues; love where you live and don't want to move*
9. **Why should I hire you?**
10. **What have you studied? And could you give us some details of this training?**
11. **What is your challenge?** *Think of what you would like to learn, to develop, to improve or to overcome. I want to learn how to ... (+ hele ww)*
12. **Tell me about your job experiences?** *Give details of the different courses that you took.*

So, prepare yourself to questions about reasons for applying, description of function, tasks, responsibilities, strengths, interests, experience, chances of promotion, career development, problem solving ability, things you are proud of, things you want to learn, things you have learned at school, etc.



"Are you sure you don't want to change your story about your previous experience?"



NEED EXTRA HELP WITH BUILDING SENTENCES?

Oefen met het bouwen van zinnen m.b.v. onderstaande veelvoorkomende werkwoorden en zelfstandige naamwoorden.

Verbs (werkwoorden)

Assist in (assisteren bij)	Handle (omgaan met)	Provide (geven)
Attend (bijwonen)	Help	React (reageren)
Carry out/ Execute (uitvoeren)	Improve (verbeteren)	Receive (ontvangen)
Check (controleren)	Make	Sell (verkopen)
Communicate with	Manage/ lead (leiden)	Solve (oplossen)
Concentrate on	Meet (ontmoeten)	Sort (sorteren)
Copywrite	Negotiate (onderhandelen)	Speak to (spreken met)
Create (ontwerpen)	Order (bestellen)	Spend on (besteden aan)
Deal with (omgaan met)	Organize (organizeren)	Supply (leveren)
Design (ontwerpen)	Photoshop (photoshoppen)	Take (nemen)
Develop (ontwikkelen)	Pick up (opnemen)	Talk to (spreken met)
Do	Plan (plannen)	Think of (bedenken)
File (archiveren)	Prepare (voorbereiden)	Work on /with (werken aan/met)
Gain (opdoen/ krijgen)	Process (verwerken)	Write (schrijven)
Give		

Things/ Persons

Advice (advies)	Emails	Presentations (presentaties)
Ads (advertenties)	Events (evenementen)	Press releases (persberichten)
Appointments (afspraken)	Excursions (excursies)	Problems
Articles (artikelen)	Experience (ervaring)	Products
Assignments (opdrachten)	Information	Projects
Brochures (brochures)	Internship (stage)	Research (onderzoek)
Clients (klanten)	Invoices (facturen)	Qualities (kwaliteiten)
Colleagues (collega's)	Languages (talen)	Skills (vaardigheden)
Consultants	Managers	Stress
Companies (bedrijven)	Meetings (vergaderingen)	Supervisors (managers)
Complaints (klachten)	Music	Tasks
Customer Service (klantenservice)	Newsletters (nieuwsbrieven)	Telephone
Employees (werknemers)	Parties (feesten)	Teamwork
Employers (werkgevers)	People	Time
		Videos

Lastige vertalingen:

Iets GOED kunnen: do things WELL; organize meetings WELL; work WELL with colleagues; I can listen very WELL, but: I'm a good listener.

Ik ga volgend jaar stage lopen bij: next year I will do my internship at ...

Vorig jaar liep ik stage bij: last year I did an internship at ...



STEP 8. VOCABULARY - WRTS

Task 8a. Study at least one wordlist a week and practice the words by making sentences. Studying words alone is not enough; practice the words in the role plays.

De woordenlijsten in deze reader zijn ook te vinden op de WRTS app. Je kunt ze vinden onder de profiel naam: **engelsmarketingw1c**

1. Meeting people
2. Asking & showing the way
3. Appointments & Invitations
4. Telephoning
5. Reservations
6. The Media
7. Products
8. Complaints
9. Sales & Marketing
- 10. Organizing events**
- 11. Recruitment**
- 12. Management styles**



10. Organizing events

Engels - Nederlands

- | | |
|--------------------------|----------------------|
| 1. to organize | organiseren |
| 2. an event | een evenement |
| 3. a lecture | een lezing |
| 4. the audience | het publiek |
| 5. a listener | een luisteraar |
| 6. to discuss | bespreken |
| 7. a concept | een concept |
| 8. think of | bedenken |
| 9. an arrangement | een arrangement |
| 10. to cancel | afzeggen |
| 11. to postpone | uitstellen |
| 12. to announce | aankondigen |
| 13. to publicize | bekendmaken |
| 14. a press conference | een pers conferentie |
| 15. the press | de pers |
| 16. the official opening | de officiële opening |
| 17. to invite | uitnodigen |

18. an invitation	een uitnodiging
19. a seminar	een congres
20. an exhibition	een tentoonstelling
21. to publish	publiceren
22. efficient	doeltreffend
23. target group	doelgroep
24. a presentation	een presentatie
25. an explanation	een uitleg
26. the layout	de indeling
27. the design	het ontwerp
28. arguments	argumenten
29. advantage	voordeel
30. disadvantage	nadeel
31. client	opdrachtgever
32. parts	onderdelen
33. final report	eindrapport
34. report	rapportage
35. realization	uitvoering
36. an outline	een overzicht
37. the script	het draaiboek
38. to describe	beschrijven
39. material	materialen
40. necessities	benodigdheden
41. a venue	een locatie
42. a performance	een voorstelling
43. focus on	concentreren op
44. a stand	een kraampje
45. a stage	een podium
46. ticket sales	kaartverkoop
47. a performer	een artiest
48. a musician	een muzikant
49. interesting	interessant
50. image	imago
51. a flyer	een foldertje
52. merchandising	marktwerking
53. merchandising	productstrategie
54. perform	optreden
55. publicity	publiciteit

11. Recruitment

Engels - Nederlands

56. recruitment	werving
57. vacancy	vacature
58. opening	vacature
59. job ad	advertentie
60. working hours	werktijden
61. experience	ervaring
62. application	sollicitatie
63. apply for	solliciteren naar
64. letter of application	sollicitatiebrief
65. trial period	proeftijd
66. course	cursus
67. education	opleiding
68. preparatory training	vooropleiding
69. job interview	sollicitatiegesprek
70. employer	werkgever
71. employee	werknemer
72. internship	stage
73. work study	stage
74. work placement	stage
75. representative	vertegenwoordiger
76. questionnaire	vragenlijst
77. junior general secondary education	VMBO
78. senior general secondary education	HAVO
79. vocational education	MBO
80. curriculum vitae	curriculum vitae
81. resumé	curriculum vitae
82. trainee	stagiaire
83. intern	stagiaire
84. skills	vaardigheden
85. driver's license	rijbewijs
86. dismiss	ontslaan
87. dismissal	ontslag
88. go bankrupt	failliet gaan
89. period of notice	opzegtermijn
90. colleague	collega
91. working conditions	arbeidsomstandigheden
92. committed	betrokken
93. character traits	karaktertrekken
94. strengths	sterke punten
95. weaknesses	zwakke punten

96. confident	zelfverzekerd
97. independent	onafhankelijk
98. punctual	stipt
99. accurate	nauwkeurig
100. eye for detail	oog voor detail
101. dedicated	toegewijd
102. innovative	vernieuwend
103. organized	ordelijk
104. capable	bekwaam
105. imaginative	vindingrijk
106. creative	creatief
107. assertive	zelfbewust
108. bright	pienter
109. excellent	uitstekend
110. fluent	vloeiend
111. communicative	communicatief
112. sense of responsibility	verantwoordelijkheidsgevoel
113. graduate	diploma behalen
114. allround	veelzijdig
115. temporary job	tijdelijke baan
116. regular job	vaste baan
117. career	carrière
118. Higher Education	HBO
119. proficient	bekwaam
120. goal	doel
121. pass the exam	slagen voor het examen
122. I resigned	ik nam ontslag
123. Community College	ROC
124. subjects	vakken
125. confirmation	bevestiging
126. representative	vertegenwoordiger
127. retailer	winkelier
128. wholesaler	groothandelaar
129. trade union	vakbond
130. policy	beleid
131. term	voorwaarde
132. condition	bepaling
133. languages	talen
134. striking	opvallend
135. challenge	uitdaging
136. fluent	vloeiend
137. personality	persoonlijkheid
138. inventory management	voorraadbeheer
139. to stock shelves	vakken vullen

12. Management Styles

Engels - Nederlands

140. management qualities	management kwaliteiten
141. considerate	attent
142. decisive	besluitvaardig
143. diplomatic	diplomatiek
144. efficient	efficiënt
145. inspiring	inspirerend
146. interested	geïnteresseerd
147. organised	georganiseerd
148. sociable	gezellig
149. logical	logisch
150. rational	rationeel
151. supportive	steunend
152. responsible	verantwoordelijk
153. management styles	management stijlen
154. autocratic	autocratisch
155. democratic	democratisch
156. centralising	centraliserend
157. delegating	delegerend
158. directive	leidinggevend
159. collaborative	meewerkend
160. manager with hands on mentality	manager die zich opstelt als een doener
161. laissez-faire	zonder bemoeienis
162. empowering	motiverend
163. controlling	controlerend
164. task-orientated	taakgericht
165. people-orientated	persoonsgericht
166. recognition	waardering
167. commitment	betrokkenheid
168. dedication	toewijding
169. publicly	openlijk
170. criticise	bekritisieren
171. decision	beslissing
172. communicate	communiceren
173. responsibility	verantwoordelijkheid
174. clarity	duidelijkheid
175. understanding	begrip
176. employee	werknemer
177. enhance	versterken
178. motivation	motivatie
179. realisation	verwezenlijking
180. recommendation	aanbeveling

181. talk back	weerwoord geven
182. disagree with	oneens zijn met
183. performance	prestatie
184. briefing	instructies
185. experience	ervaring
186. challenging	uitdagend
187. trust	vertrouwen
188. adapt	aanpassen
189. approach	benadering
190. monitor	toezicht houden op
191. issues	kwesties
192. assign	toewijzen
193. assignment	opdracht
194. assess	beoordelen
195. assessment	beoordeling
196. facilitator	discussieleider
197. accomplish	voltooien
198. evolve	zich ontwikkelen
199. define	definiëren



Task 8b. ROLE PLAYS

Practice the following role plays. First, translate into English, then practice and record ● them.

(A) is the interviewer; (B) has applied for a position.

1.

- (A) groet - aangenaam kennis te maken - je hebt geweldige dingen gehoord over (B)
- (B) aangenaam - leuk (A) te ontmoeten
- (A) zeg dat (B)'s referenties erg indrukwekkend zijn.
- (B) goede opleiding gehad - je bent ervan overtuigd de geschikte kandidaat te zijn
- (A) stel voor om te beginnen - (B) wil vast graag meer weten over de vacature
- (B) bevestig - zeg dat je elkaar vast veel te bieden hebt
- (A) vraag of (B) daar wat meer van wil vertellen
- (B) zeker - belangrijkste prestatie was de verbetering van de communicatie tussen de afdelingen
- (A) interessant - vraag of organisatie één van (B)'s sterkste kanten is
- (B) bevestig - zeg dat een zorgvuldige organisatie belangrijk is voor de efficiëntie van een bedrijf
- (A) vraag naar (B)'s zwakste kant
- (B) zeg dat je niet altijd zo geduldig bent als je zou moeten zijn
- (A) vraag hoe (B) daarmee omgaat
- (B) je probeert je in een ander te verplaatsen - de zaak vanuit een ander oogpunt te bekijken
- (A) vraag wat de vorige manager van je vond
- (B) hardwerkend - betrouwbaar - bereid om de volle honderd procent te geven
- (A) zeg dat (B) erg zelf verzekerd lijkt
- (B) zeg dat je veel uitdagingen hebt gehad en altijd in staat bent geweest problemen op te lossen
- (A) vraag naar carrière verwachtingen op lange termijn
- (B) doel: management functie ...

2.

- (A) vraag naar (B)'s tekstverwerkers vaardigheden
- (B) reageer positief - zeg dat je Word goed beheerst
- (A) vraag naar andere programma' s binnen MS office
- (B) reageer negatief; niet Excel of Access maar PowerPoint wel ...
- (A) vraag naar (B)'s beheersing van vreemde talen
- (B) Engels en Frans redelijk vloeiend
- (A) zeg dat je veel klanten uit Zuid-Amerika hebt
- (B) zeg dat je enkele jaren geleden een cursus Spaans hebt gedaan
- (A) vraag of (B) Spaans voldoende spreekt om klanten telefonisch te woord te staan
- (B) misschien - nooit geprobeerd – maar je leert snel
- (A) vraag naar werkervaring
- (B) drie jaar bij Unilever - daarna half jaar bij Exxon International
- (A) vraag of dat laatste werkgever was
- (B) bevestig
- (A) vraag waarom (B) daar zo snel is weggegaan
- (B) collegae niet prettig en weinig kans op promotie ...

3.

- (A) vraag hoe (B) denkt over werken buiten de reguliere kantooruren
- (B) zeg dat je de vraag niet goed begrijpt
- (A) overwerk - op feestdagen zoals Kerstmis b.v.
- (B) nooit leuk - soms is 't nodig - werk moet toch gedaan worden
- (A) vraag naar (B) 's vakantieplannen voor de komende twee maanden
- (B) drie weken skiën in Andorra - zeg dat je 1 februari kunt beginnen ...

4.

- (A) vraag of (B) kan archiveren en of ze nauwkeurig werkt
- (B) zeg dat je zeer nauwkeurig werkt - je sterkste eigenschap
- (A) zeg dat er ook nogal wat cijferwerk wordt verwacht
- (B) prima - vind werken met cijfers interessant
- (A) vraag of (B) Engelse termen weet m.b.t. archiveren van materiaal
- (B) bevestig - hadden goed les op school ...

5.

- (A) vraag wat (B) zou doen als de kopieer machine stuk zou gaan op 't moment dat de agenda van de vergadering gekopieerd moet worden voor de extra vergadering van die middag
- (B) overleggen met hoofd administratie
- (A) en wat te doen als die er niet is?
- (B) naar de stad gaan om te kopiëren
- (A) zeg dat (B) niet gemist kan worden aangezien de manager jouw dringend nodig heeft
- (B) zou iemand vragen voor jou naar de stad te gaan - of een collega vragen de manager te assisteren

6.

- (A) zeg dat er in jullie personeelsgids een hoofdstuk staat over kledingvoorschriften
- (B) nog niet gelezen
- (A) zeg dat regels daarover nogal streng zijn
- (B) moeilijk te zeggen - wil ze eerst lezen
- (A) vraag hoe (B) over kledingvoorschriften denkt
- (B) weet niet, zeg dat je je altijd professioneel kleedt
- (A) vraag waarom (B) denkt geschikt te zijn voor deze baan
- (B) je vindt dat je aan de eisen voldoet - lijkt aantrekkelijk werk
- (A) vraag naar verwachtingen m.b.t. salaris
- (B) iets hoger dan vorig salaris is redelijk
- (A) waarom?
- (B) zeg dat deze baan meer verantwoordelijkheden met zich meebrengt



STEP 9. BY THE WAY, HOW'S YOUR ENGLISH GRAMMAR?

Open [Nedercom.nl](https://nedercom.nl) and login with your last name (zonder voorvoegsels). Your student number is your password. Then go to 'Highfive' and do chapter 1 and 2 including the 'zelftoets'.

Maak eerst de diagnose en breng je kennis in kaart. De oefeningen die na de diagnose onvoldoende zijn, moet je opnieuw doen en ook met minstens een afronden. Als je 10 onderdelen hebt behaald, komt de zelftoets in beeld. Ook deze moet met minstens een worden afgerond.

Diagnose resultaat: =OK, oefenen aanbevolen =oefenen noodzakelijk =oefenen zeer noodzakelijk

Via deze [link kom je bij het leerboek](#) van Highfive en bij de theorie van elk hoofdstuk.

Fris eerst je kennis weer even op met de theorie voordat je de diagnose doet.

Alle oefeningen moeten minimaal voldoende zijn:

Resultaat oefeningen: =uitstekend =goed =voldoende =bijna voldoende =onvoldoende

Home > Engels, Duits & Spaans > High Five

Print

High Five

High Five is een grammatica Engels voor beginners. De oefenzinnen zijn steeds korte, enkelvoudige zinnen. Onder iedere Engelse zin staat de Nederlandse vertaling.

Hoofdstukindeling

1. Werkwoorden: onvoltooiden tijden
2. Bijvoeglijk naamwoord / bijwoord / vergelijkingen
3. Werkwoorden: voltooiden tijden
4. Lidwoorden / bezitsvorm / voorzetsel
5. Werkwoorden: toekomstige tijd / duurvorm
6. Voornaamwoorden
7. Woordvolgorde: vragend / ontkenkend
8. Meervouden, veel / weinig
9. Hulpwerkwoorden / lijdende vorm
10. Revision

High Five

Mind the Gap

D-logisch

DerDieDas

D-einfach

iBravo!

iMás bravo!

iBravísimo!



STEP 10. REFLECTION

a. What have I learned?

b. What was difficult for me?

c. What went right? What went wrong? Was everything finished?

d. What will I do differently next period?

e. How would you grade yourself, on a scale of 1 to 10? Give 2 reason why.

f. Do you have any tips for the teacher?



Job ads to choose from

Major network studio seeks trainee executive assistant

www.4EntertainmentJobs.com is assisting a major Network Studio in finding an executive assistant. This is an amazing opportunity to break into the entertainment industry.



Job Description

Must have a positive attitude, take pride in your work, and enjoy being part of a team.

Initiative, good judgment, and can work independently with little or no supervision.

Well organized, pay attention to detail, and enjoy the administrative challenges of supporting a small office of diverse people, and programs.

Strong communications skills and the ability to work in a fast-paced environment juggling a complex schedule are essential.

The ability to interact with staff (at all levels) in a fast-paced environment, sometimes under pressure, remaining proactive, resourceful, and efficient, manage multiple projects simultaneously.

- Experience scheduling travel arrangements for management.
- Must have strong administrative skills that include filing, and maintaining of all physical, and electronic records.
- Must have strong writing skills to record meeting minutes, and draft letters, and emails.
- Must be willing to assist the Operations Manager with ordering and maintaining the office supply area.

Requirements

- Enthusiasm and “coach-ability” and an interest in learning are musts.

Contact

Please forward all resumes in any electronic form to resumes@4entertainmentjobs.com; attn. Jacky Smith

Company: KLAX-TV Entertainment Internship

Location: Alexandria, LA 71303, USA

Industries: Broadcasting, Music, and Film

Customary Work Hours: 8:00 - 5:00 (Hours are extended)



Duties & Responsibilities

Deliver and present marketing/sales materials to customers as needed.

Assist sales reps in preparation for client meetings; confirm appointments beforehand, preparing conference room as needed to include general clean up, hospitality, etc.

Data entry of customer orders into the billing system.

Receive and direct all incoming phone calls; help with marketing/sales projects and events.

Participate in continued learning and training; provide administrative support to Sales Manager

Job Requirements Education and/or Experience

High School Diploma or General Education Degree (GED) required.

Associate degree in Marketing/Sales/Management preferred. One Year of previous sales experience preferred

Qualifications

Capability to communicate effectively; exceptional organizational skills; flexible, with the ability to multi-task in a highly demanding, stressful environment; ability to cooperate successfully as a member of a team.

Computer proficiency with knowledge of Microsoft Office with emphasis on Excel, Word, and PowerPoint.

Language Skills

Ability to read, write and speak English proficiently.

All interested candidates please submit application and c.v. to info@KLAXTV.uk; attn. Lucy Ball

Marketing / Customer Service Assistant - Part Time - INTERNSHIP



About the Job

Unz & Co. is looking for a Trainee Marketing Assistant for 20-24 hours per week/flexible. <http://www.unzco.com/>

We are looking for someone who is detail-oriented with excellent written and oral communication skills. The qualified person will have strong organizational skills, research skills and the ability to effectively manage multiple tasks.

Job Responsibilities VARY

- Assist in answering Customer Service Calls
- Order input
- Assist in co-ordination, implementation and reporting of email campaigns
- Database Maintenance
- Proofreading - marketing materials
- Assist in light editing and administration
- Marketing Analysis - competitor analysis
- Assist in website maintenance

All interested candidates please submit application and c.v. to: Unz & Co.
Attn. Annie Baxter 333 Cedar Ave., Bldg. B, Suite #2 Middlesex, NJ 08846, USA

Inimitable atmosphere, masterful coffee - and special people.



In 1971, an unassuming little coffee shop opened in Seattle's historic Pike Place Market. More than thirty years and millions of lattes later, that neighborhood hangout has grown into one of the world's largest and most recognizable brands. Starbucks has become synonymous with the highest quality coffee, a welcoming environment, personalized service and a passion for innovation. Starbucks continues to grow, and with over 14,000 locations, people all over the world can enjoy the Starbucks Experience, and now Starbucks is coming to Hungary!

We are looking for Candidates for the position of:

STORE MANAGER

Reference number: SM/SBUX/HUN/11/09

The selected person will be responsible for operational management of a coffee shop, building the team and creating unusual work atmosphere through living Starbucks values.

If you are passionate about coffee, like working with people, can create superb work atmosphere, if you like contact with customers and are enthusiastic, **this job is just for you!!**

REQUIREMENTS:

- Previous experience at a managerial level in a retail unit
- Solid experience in people management
- Interpersonal skills, enthusiasm, creativity
- Knowledge about customer service techniques
- Planning and organizing skills
- Problem solving skills
- Fluent English

WE OFFER:

- Competitive salary package and benefits
- Wide range of training and development opportunities
- Genuine opportunity to grow within the organization
- Excellent chance to work with dynamic, young, international team of professionals

We are waiting for your CV and cover letter!

If you are interested in a position with dynamic and fast growing international Company please send **your application in English** by email:
david.jilly@amrest.eu

Please, quote the reference number SM/SBUX/HUN/11/09 in the theme of your message.

Most common interview questions

- 1 What are your strengths?
- 2 What are your weaknesses?
- 3 Why are you interested in working for [insert company name here]?
- 4 Where do you see yourself in five years? Ten years?
- 5 Why do you want to leave your current company?
- 6 Why was there a gap in your employment between [insert date] and [insert date]?
- 7 What can you offer us that someone else can not?
- 8 What are three things your former manager would like you to improve on?
- 9 Are you willing to relocate?
- 10 Are you willing to travel?
- 11 Tell me about an accomplishment you are most proud of.
- 12 What is your dream job?
- 13 How did you hear about this position?
- 14 What would you look to accomplish in the first 30 days/60 days/90 days on the job?
- 15 Discuss your resume.
- 16 Discuss your educational background.
- 17 Describe yourself.
- 18 Tell me how you handled a difficult situation.
- 19 Why should we hire you?
- 20 Why are you looking for a new job?
- 21 Would you work holidays/weekends?
- 22 How would you deal with an angry customer?
- 23 What are your salary requirements?
- 24 Give a time when you went above and beyond the requirements for a project.
- 25 What was your biggest failure?
- 26 What motivates you?
- 27 What's your availability?
- 28 Tell me about a time when you disagreed with your boss.
- 29 How do you handle pressure?
- 30 What are your career goals?
- 31 What gets you up in the morning?
- 32 If I called your boss and asked him about what you could improve on, what would he say?
- 33 Are you a leader or a follower?
- 34 What was the last book you've read for fun?
- 35 What are your hobbies?
- 36 What is your favorite website?
- 37 What makes you uncomfortable?
- 38 What are some of your leadership experiences?
- 39 How would you fire someone?
- 40 What questions do you have for me?