BLOCO N.º 48		
ANO(S)	10.º e 11.º anos / 1.º e 2.º anos de formação	DISCIPLINA Inglês
APRENDIZAGENS ESSENCIAIS	**COMPETÊNCIA COMUNICATICA** **Compreensão oral**: compreender um discurso fluido e seguir linhas de argumentação dentro das áreas temáticas apresentadas. **Compreensão escrita:** ler e compreender diversos tipos de texto, dentro das áreas temáticas apresentadas, recorrendo, de forma adequada, à informação visual disponível.; descodificar palavras-chave/ideias presentes no texto; interpretar informação explícita e implícita, pontos de vista e intenções do(a) autor(a). **Produção escrita:** planificar e elaborar uma atividade de escrita de acordo com o tipo e função do texto e o seu destinatário. **COMPETÊNCIA ESTRATÉGICA** **Utilizar a literacia tecnológica para comunicar e aceder ao saber em contexto:** Comunicar online a uma escala local, nacional e internacional; demonstrar autonomia na pesquisa, compreensão e partilha dos resultados obtidos, utilizando fontes e suportes tecnológicos.	

Título/Tema(s) do Bloco

Job interview

A. Circle the correct option.

1. In a job interview,

a) arriving 5 minutes late is ok.
b) there's no problem answering a phone call.
c) don't criticise your former employer.

2. One of the mistakes in a job interview is to:
a) talk about your future goals.
b) boast about it on social media.
c) identify your weaknesses.

B. Answer the questions.

1. What should you do in a job interview?

2. What should you avoid doing?

CREATING A CURRICULUM VITAE

A. Circle the correct option.

1. The easiest and more efficient way of creating a CV is:

a) writing it by hand.

b) using an online site.

2. A CV with one or two mistakes:

a) should be totally avoided.

b) is acceptable.

c) is as good as one with no mistakes at all.

**B. Create your own CV. You are given an example.**

Don't forget:

• Include your personal information (name, address, phone number, e-mail);

• Include work experience and education;

• Keep your CV real- it should be no more than two pages;

• Don't leave gaps;

• Keep it current;

• Check and correct mistakes;

• Use keywords, bullet points and an easy-to-read layout.

europass

Curriculum Vitae   Replace with First name(s) Surname(s)
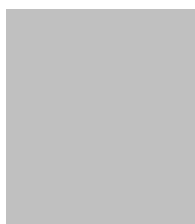
PERSONAL INFORMATION   Replace with First name(s) Surname(s)
[All CV headings are optional. Remove any empty headings]

📍 Replace with house number, street name, city, postcode, country

📞 Replace with telephone number   📱 Replace with mobile number

✉ State e-mail address

🌐 State personal website(s)

💬 Replace with type of IM service Replace with messaging account(s)

Sex Enter sex | Date of birth dd/mm/yyyy | Nationality Enter nationality/-ies

**JOB APPLIED FOR
POSITION
PREFERRED JOB
STUDIES APPLIED FOR**

Replace with preferred job / job applied for / studies applied for / position (delete non relevant headings in left column)

WORK EXPERIENCE
[Add separate entries for each experience. Start from the most recent.]

Replace with dates (from - to)   Replace with occupation or position held

Replace with employer's name and locality (if relevant, full address and website)

▪ Replace with main activities and responsibilities

Business or sector Replace with type of business or sector

EDUCATION AND TRAINING
[Add separate entries for each course. Start from the most recent.]

Replace with dates (from - to)   Replace with qualification awarded   Replace with

European
Qualification
Framework (or other)
level if relevant

Replace with education or training organisation's name and locality (if relevant, country)

▪ Replace with a list of principal subjects covered or skills acquired

PERSONAL SKILLS

[Remove any headings left empty.]

Mother tongue(s)   Replace with mother tongue(s)

Other language(s)

UNDERSTANDING		SPEAKING		WRITING
Listening	Reading	Spoken interaction	Spoken production	
Enter level	Enter level	Enter level	Enter level	Enter level
Replace with name of language certificate. Enter level if known.				
Enter level	Enter level	Enter level	Enter level	Enter level
Replace with name of language certificate. Enter level if known.				

Replace with language (row 1), **Replace with language** (row 3)

Levels: A1/2: Basic user - B1/2: Independent user - C1/2 Proficient user
Common European Framework of Reference for Languages

Communication skills   Replace with your communication skills. Specify in what context they were acquired. Example:
▪ good communication skills gained through my experience as sales manager

Organisational / managerial skills   Replace with your organisational / managerial skills. Specify in what context they were acquired. Example:
▪ leadership (currently responsible for a team of 10 people)

Job-related skills   Replace with any job-related skills not listed elsewhere. Specify in what context they were acquired. Example:
▪ good command of quality control processes (currently responsible for quality audit)

Computer skills   Replace with your computer skills. Specify in what context they were acquired. Example:
▪ good command of Microsoft Office™ tools

Other skills   Replace with other relevant skills not already mentioned. Specify in what context they were acquired. Example:
▪ carpentry

Driving licence   Replace with driving licence category/-ies. Example:
▪ B

ADDITIONAL INFORMATION

Publications
Presentations
Projects
Conferences
Seminars
Honours and awards
Memberships
References

Replace with relevant publications, presentations, projects, conferences, seminars, honours and awards, memberships, references. Remove headings not relevant in the left column.
Example of publication:
▪ How to write a successful CV, New Associated Publishers, London, 2002.
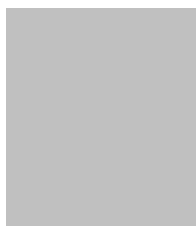Example of project:
▪ Devon new public library. Principal architect in charge of design, production, bidding and construction supervision (2008-2012).

Curriculum Vitae

PERSONAL INFORMATION

Sex | Date of birth /   / | Nationality

JOB APPLIED FOR
POSITION
PREFERRED JOB
STUDIES APPLIED FOR

WORK EXPERIENCE

EDUCATION AND TRAINING

PERSONAL SKILLS

Mother tongue(s)

Other language(s)

UNDERSTANDING		SPEAKING		WRITING
Listening	Reading	Spoken interaction	Spoken production	

Levels: A1/2: Basic user - B1/2: Independent user - C1/2 Proficient user
Common European Framework of Reference for Languages

Communication skills

Organisational / managerial skills

Job-related skills

Computer skills

Other skills

Driving licence

ADDITIONAL INFORMATION

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References