

# Professional Workplace Interaction: Storytelling and Job Search (B2 / B2+)

## ***Study Guide***

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## 1. The structure of the “Storytelling and Job Search” module

The “Storytelling and Job Search” module contains six sections, 6 practice sections and a final test. You will learn and practise essential language and strategies used in the different stages of applying for a job.

### Storytelling and Job Search

#### Contents

- 1. Job application tips, advertisements and descriptions
- Practice 1
- 2. Job types and describing your background
- Practice 2
- 3. Writing a CV and job application email
- Practice 3
- 4. Interview questions and answers
- Practice 4
- 5. Storytelling for job interviews
- Practice 5
- 6. During and after the interview
- Practice 6
- Language Review



### Professional Workplace Communication: Storytelling and Job Search

Learn and practise essential language and strategies used in the different stages of applying for a job.

#### 1. Job application tips, advertisements and descriptions

Read job application tips, analyse job descriptions and advertisements, and learn useful language.

#### 2. Job types and describing your background

Practise describing work positions and your background.

#### 3. Writing a CV and job application email

Study useful language, and practise organising and writing a CV and job application email.

#### 4. Interview questions and answers

Study interview strategies and practise answering interview questions.

#### 5. Storytelling for job interviews

Learn about and practise storytelling for job interviews.

#### 6. During and after the interview

Study how to be proactive during and after an interview.

## Section 1: Job application tips, advertisements and descriptions

### 1. Job application tips, advertisements and descriptions

Read job application tips, analyse job descriptions and advertisements, and learn useful language.

1 2 3 4 5 6 7 8 9

#### 1. Job application quiz.



• Do the job application quiz and practise useful vocabulary.

1. Universities and other tertiary institutions offer different types of \_\_\_\_.

- careers       courses       graduates

2. If you successfully complete a unit of study at a university, you receive a \_\_\_\_ an official title.

- degree       career       graduate

3. If you successfully complete university studies, you \_\_\_\_.

- degree       career       graduate

In this section you will read tips, analyse job descriptions and advertisements and learn useful language.

## Practice 1

### Practice 1

Check what you have learnt so far.

1

• Choose the correct option to complete each sentence.

1. Responsibilities in this job include assisting in the \_\_\_\_ and implementation of an interactive B2B website for the companies of clients.

- development       growing       making       realising

2. I have completed the application \_\_\_\_\_. Who should I give it to?

- form       document       paper       inform

3. I'm thinking of doing a \_\_\_\_ in programming for beginners. It'd be useful for me at work.

- graduate       career       course       grade

This section practises what you have studied in section 1, "Job application tips, advertisements and descriptions".

## Section 2: Job types and describing your background

### 2. Job types and describing your background

Practise describing work positions and your background.

1 2 3 4 5 6 7 8 9 10 11

#### 1. Different jobs.

- Put the letters in order to name the jobs.



1. a d i w e k r o r

Check

In this section you practise describing work positions and your background.

**Practice 2** This section practises what you have studied in section 2, "Job types and describing your background".

## Section 3: Writing a CV and job application email

### 3. Writing a CV and job application email

Study useful language, and practise organising and writing a CV and job application email.

1 2 3 4 5 6 7 8 9 10

#### 1. General advice.



- Read the introduction to information about CV and job application emails. Choose the correct heading for each section.

..... v

It's important to have an up-to-date version of your CV. What's more, you will need a different version of your CV and job application email for each position that you apply for. Each CV should closely match the description and requirements of the job that you are applying for. Writing a CV will help you to organise and record your work skills and experiences. This will be useful for when you do job interviews, too.

In this section you will study useful language, and practise organising and writing a CV and job application email.

**Practice 3** This section practises what you have studied in section 3, "Writing a CV and job application email".

## Section 4: Interview questions and answers

### 4. Interview questions and answers

Study interview strategies and practise answering interview questions.

1 2 3 4 5 6 7 8 9 10 11

#### 1. Interview tips.



- Match each interviewer question to a tip on how to respond to it.

Tell me a bit about yourself.

Refer to the company and what you can do for it.

Can you tell me a little bit about what you did during your studies?

Be ambitious but realistic. Mention lifelong learning.

**Practice 4** This section practises what you have studied in section 4, "Interview questions and answers".

## Section 5: Storytelling for job interviews

## 5. Storytelling for job interviews

Learn about and practise storytelling for job interviews.

1 2 3 4 5 6 7 8 9 10

In this section you will learn about and practise storytelling for job interviews.

### 1. Vocabulary: Storytelling for job interviews.



#### What is storytelling?

**Storytelling** can be a valuable **asset** in job interviews, helping you effectively communicate your experiences, **skills**, and qualifications. In this section we will look at some basics of storytelling for job interviews:

**Practice 5** *This section practises what you have studied in section 5, "Storytelling for job interviews".*

## Section 6: During and after the interview

### 6. During and after the interview

Study how to be proactive during and after an interview.

1 2 3 4 5 6 7 8

#### 1. Review.



● Choose the correct options to complete sentences from previous sections.

1. After I ..... I immediately applied for different jobs.
2. I ..... my secondary education five years ago.
3. The final project I ..... involved innovative e-commerce solutions.
4. Well, I see ..... as quite conscientious and methodical.
5. I find it much more ..... to work with other people.


**Practice 6** *This section practises what you have studied in section 6, "During and after the interview".*

## Language review

Language review

### Language Review


Here you can see and print the [Language review](#) for this unit or module. The Language review is a summary of the vocabulary, grammar and useful phrases you have studied.



In this section you can download the Language Review, a summary of language practised in this module.

## Final test

Final Test

 **Final Test information**  
**TEST TIME:** 45 minutes.  
You have **45 minutes** to complete this Final Test. You can see the test timer at the top of this page.  
**You can only submit the test twice.**  
**NUMBER OF QUESTIONS:** 30

● Choose the correct option to complete each sentence.

1. We also use discounts and giveaways, sponsoring events and \_\_\_ kind of thing.

- these       what       that       the

2. We need to \_\_\_ the credibility of our brand.

- enhance       multiply       engage       rise

44:48

The final test contains **30 questions**.  
You have a maximum of **45 minutes**  
to complete the test.  
You can have **2 attempts** to submit  
the final test.



## 2. Tools and resources

To see the resources available in your course, click on **My resources**.

The screenshot shows the top navigation bar with 'Home', 'Mail 2', 'My tutor', 'My resources' (highlighted with a red box), 'Help', and 'Logout'. Below the navigation bar, a dropdown menu for 'My resources' is open, listing the following options: Text to speech, Record yourself tool, Dictionary, Grammar reference, Business centre, Translate into any language, Pronunciation tool, Interactive English, Fun and games, and Additional resources. A red arrow points from the 'Dictionary' option in the dropdown to the 'Dictionary' card in the grid below. The grid consists of nine cards, each with an icon and a brief description of the tool's function.

### Text to speech

**Text to speech**

This very useful tool allows you to select and listen to words or text anywhere on the page. Alternatively, you can copy in your own text and listen to it.

**2. Reading**  
In this section you will read three diary pages.

1 2 3 4 5 6 7

**3. Dear diary...**


- Read these three diary pages. Choose the picture that goes with each one.

1. Sheryl's diary  
Tuesday, 23 May  
It was the best day of my life. I got up early. I was so


The 'Listen' button is highlighted with a red box, and a red arrow points to it from the instruction above. Another red arrow points to the text 'Choose the picture that goes with each one.' in the instruction.




## Record yourself tool

Record yourself tool



Record and listen to yourself speaking English and practise your pronunciation.

 Record yourself tool






To record your work:

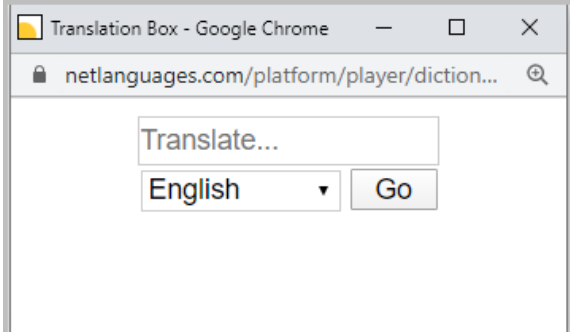
1. Click the record button. Speak into the microphone. Click the stop button to finish.
2. Click the play button to listen.
3. Click on the download button to save the file.

## Dictionary

Dictionary



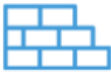
Use the interactive dictionary to see the definitions of words or translate English words into different languages.



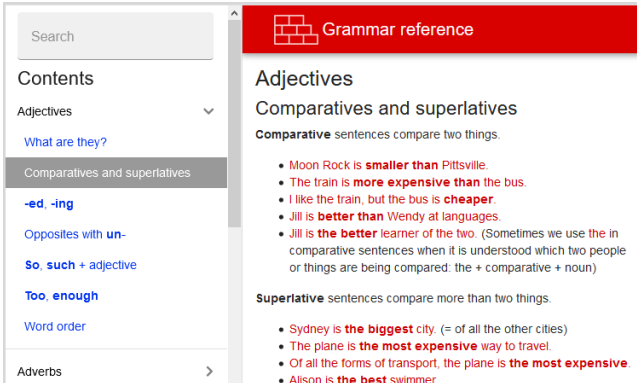
Translation Box - Google Chrome  
 netlanguages.com/platform/player/diction...  
 Translate...  
 English Go

## Grammar reference

Grammar reference



A complete and easy-to-use grammar reference to help you with any area of grammar you don't understand.



Search

**Grammar reference**

Contents

- Adjectives
- Comparatives and superlatives
- ed, -ing
- Opposites with un-
- So, such + adjective
- Too, enough
- Word order
- Adverbs

**Adjectives**

**Comparatives and superlatives**

**Comparative** sentences compare two things.


- Moon Rock is **smaller than** Pittsville.
- The train is **more expensive than** the bus.
- I like the train, but the bus is **cheaper**.
- Jill is **better than** Wendy at languages.
- Jill is **the better** learner of the two. (Sometimes we use the in comparative sentences when it is understood which two people or things are being compared: the + comparative + noun)

**Superlative** sentences compare more than two things.


- Sydney is **the biggest** city. (= of all the other cities)
- The plane is **the most expensive** way to travel.
- Of all the forms of transport, the plane is **the most expensive**.
- Alison is **the best** swimmer.

## Business centre

Business centre



Business tips, useful language for different business situations, and templates for a variety of texts like memos, reports and job applications.


 Business centre

- Useful business language
- Business tips
- Useful business links
- Interesting reading
- Interesting videos
- Writing templates for business
- Phone message samples


## Translate into any language

=You can select any text on a page, listen to it spoken, and translate it into any language.

Translate into any language



If you want to translate a word or text into your own language, just select the word or text and click on translate.

 2. Reading

In this section you will read three diary pages.

1 2 3 4 5 6 7

3. Dear diary...

- Read these three diary pages. Choose the picture that goes with each one.

1. Sheryl's diary

Tuesday, 23 May

It was the best day of my life. I got up early. I was so

**Listen** **Translate**

## Pronunciation tool

Pronunciation tool



Improve your pronunciation with Net Languages' interactive phonemic chart of all the sounds in English.

Pronunciation tool netlanguages<sup>o</sup>

Home About Help

---

All the sounds of English

- Click on a sound and do the exercises.

Vowels

i:	ɪ	ʊ	u:	Iə
e	ə	ɜ:	ɔ:	ʊə
æ	ʌ	ɑ:	ɒ	eə

Consonants


p	b	t	d	tʃ
f	v	θ	ð	s
m	n	ŋ	h	l

Pronunciation tool netlanguages<sup>o</sup>

Home Sounds Words Sentences Contrasts Help

/i:/

- Listen to the word. Repeat the word. Record yourself. Compare.




sheep

Stopped


Stopped

Stopped



beach

Stopped



eagle

Stopped

## Interactive English

### Interactive English



Get even more practice of English with our monthly fun interactive publication. Available online or as an app at three levels: Basic, Intermediate and Advanced.

## Interactive English

Issue 267 - The ups and downs of multitasking



**Basic**  
Vocabulary: Activities  
Podcast: The ups and downs of multitasking



**Intermediate**  
Podcast: The ups and downs of multitasking  
Comprehension: Check your understanding



**Advanced**  
Podcast: The ups and downs of multitasking  
Comprehension: Check your understanding



## Fun and games

### Fun and games



Get more useful practice of vocabulary, expressions and pronunciation with our flip cards games.

Fun and games
Box

Collocations

What's the word in the centre? It can be used with all the other words in the wheel. Click on the card to see the answer.


Click to flip

<

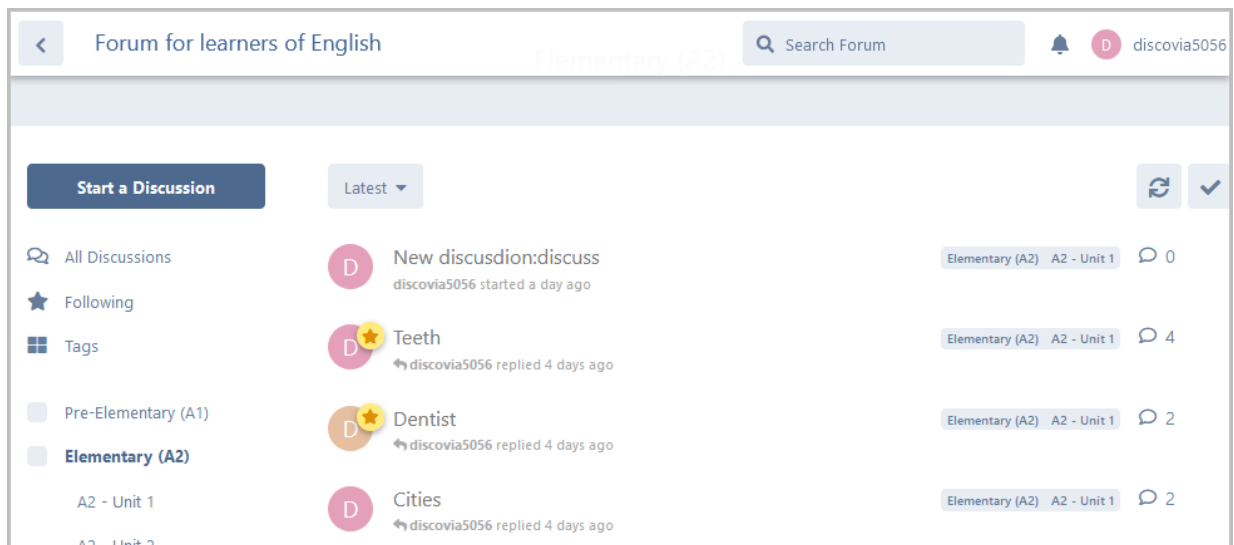
>

## Forums

### Forums



Share your experiences and opinions with other Net Languages students from all over the world.



## Audio speed control

### Audio speed control

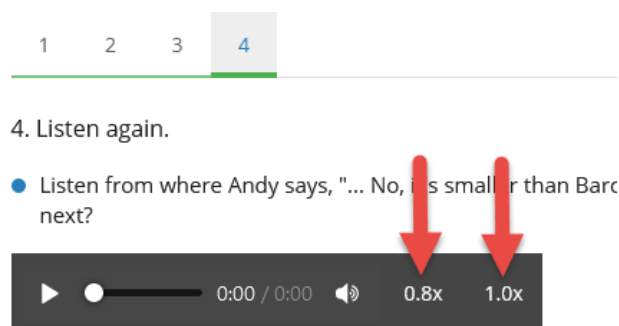
x1

If you find the audio exercises difficult, you can slow down the speed.

1 2 3 4

4. Listen again.

- Listen from where Andy says, "... No, it's smaller than Barcelona next?"



## Additional resources

### Additional resources



Access useful online resources and practise listening and reading with learning materials and authentic sources.



### Additional resources

Video material

Listening material

Online reading

For elementary learners:

#### Pick of the month

- **Star Wars Day**  
May 4th is Star Wars day. Find out why.

#### Food

- **Pink chocolate**  
A new colour for chocolate.
- **Insect ice cream**  
A new flavour for your ice cream. Would you eat it?

## 4. Assessment

Marks are awarded as follows for this module:

Test	Marks
Final test	30
Total score	30