

Professional Workplace Communication: 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.

..... ▾

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.

In this section you will 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.

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

1 2 3 4 5 6 7 8 9 10

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. 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 and the system will record the higher score of the two attempts.

NUMBER OF QUESTIONS: 30

● Choose the correct option.

4. Here is my card, _____ you be interested in talking more about this.

☐ shall ☐ perhaps ☒ should ☐ can

[Next](#)

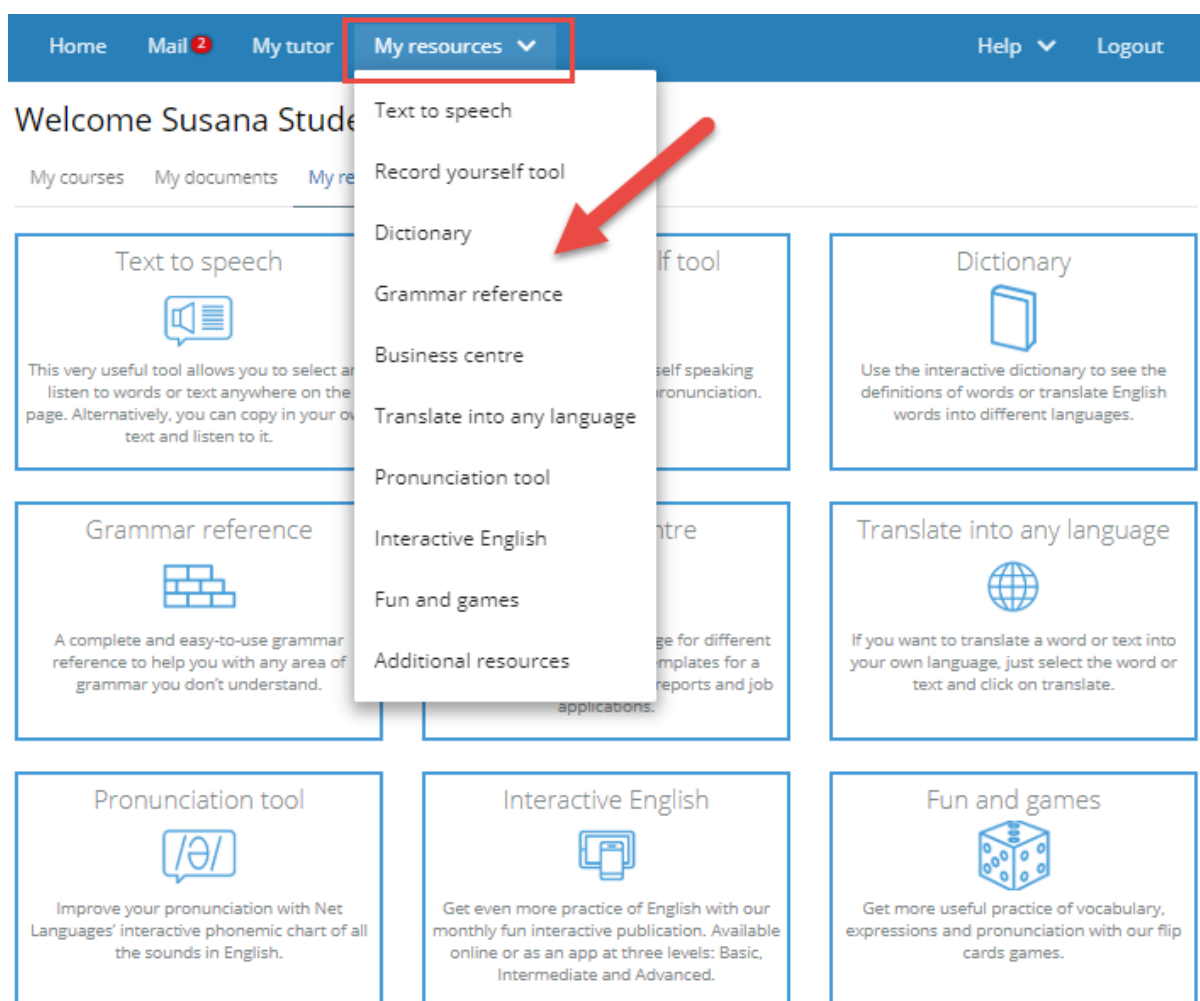
The final test contains **30 questions**.

You have a maximum of **45 minutes** to complete the test.

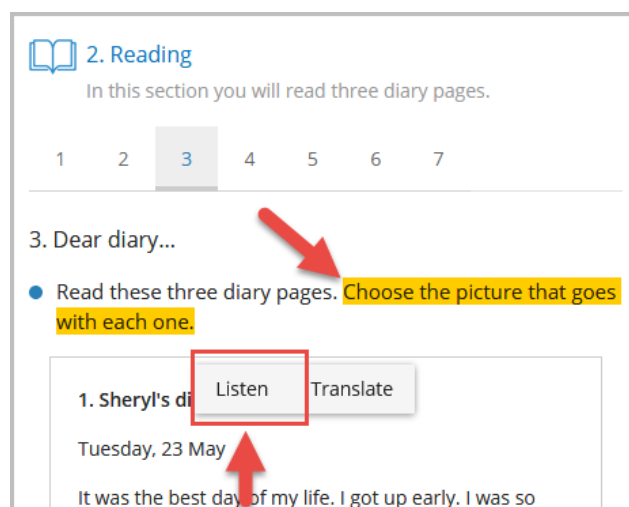
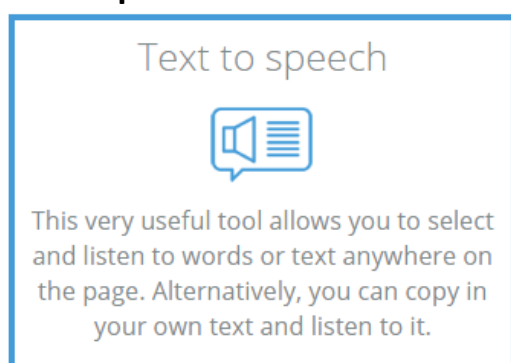
You can have **2 attempts** to submit the final test.

2. Tools and resources

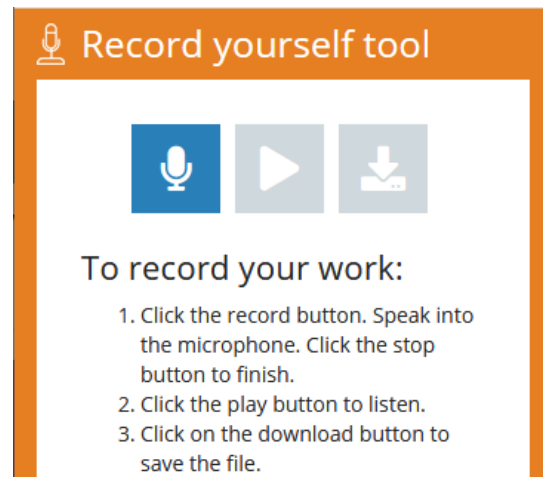
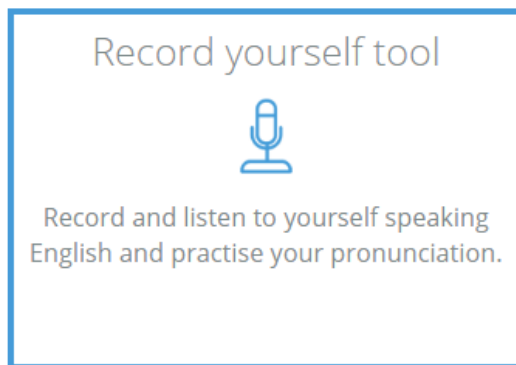
To see the resources available in your course, click on **My resources**.



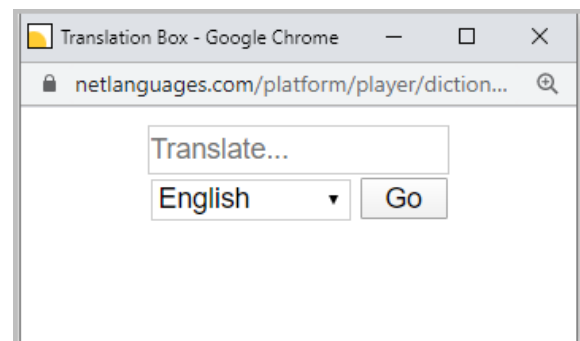
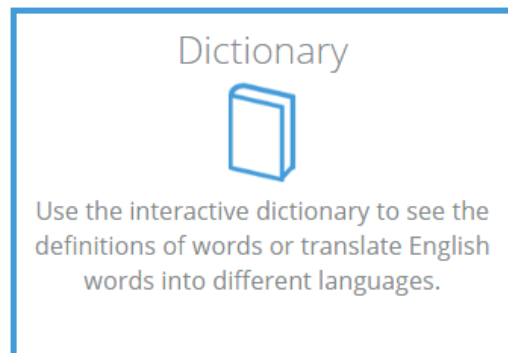
Text to speech



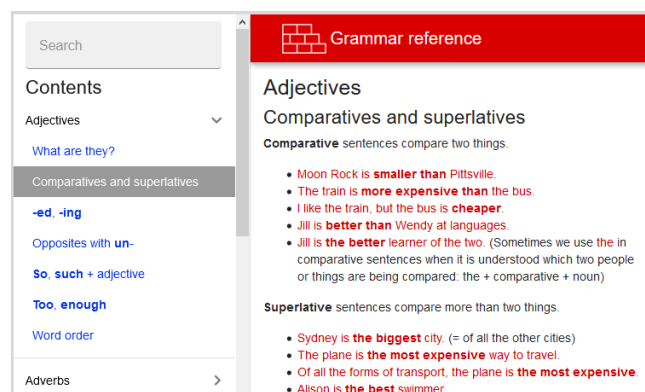
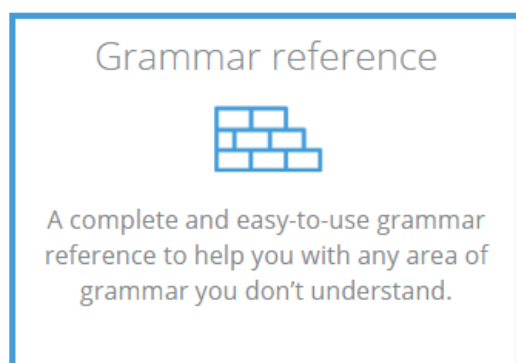
Record yourself tool



Dictionary




Grammar reference




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

Home About Help

All the sounds of English

Click on a sound and do the exercises.

Vowels

i:	ɪ	ʊ	u:
e	ə	ɜ:	ɔ:
æ	ʌ	ɑ:	ɒ

Consonants

p	b	t	d
f	v	θ	ð
m	n	ŋ	h

Pronunciation tool

Home Sounds **Words** Sentences Contrasts Help

/i:/

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

sheep

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.

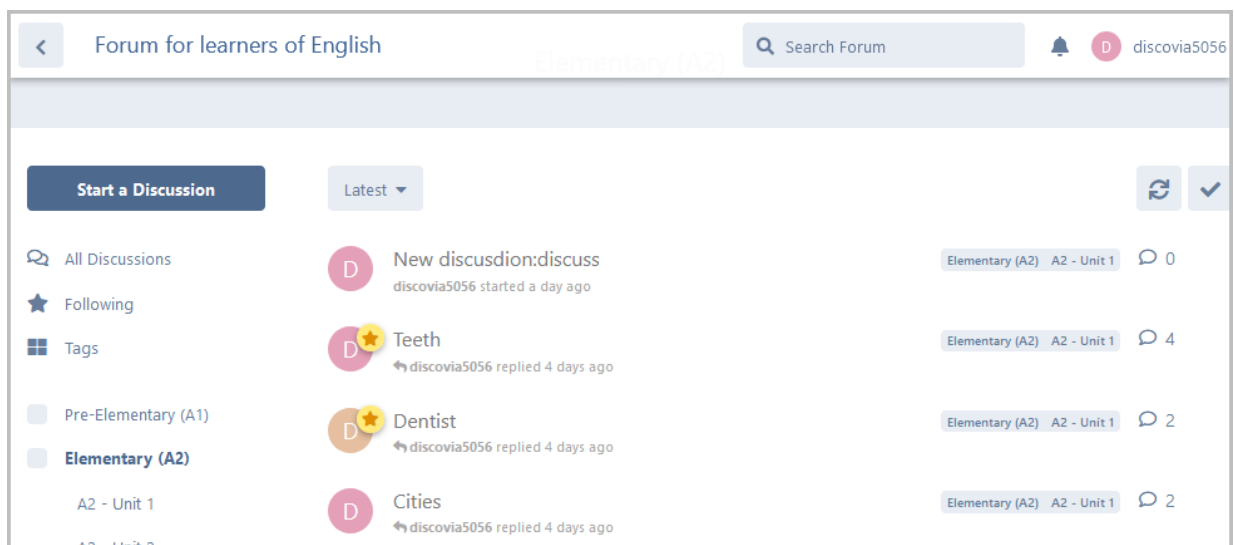
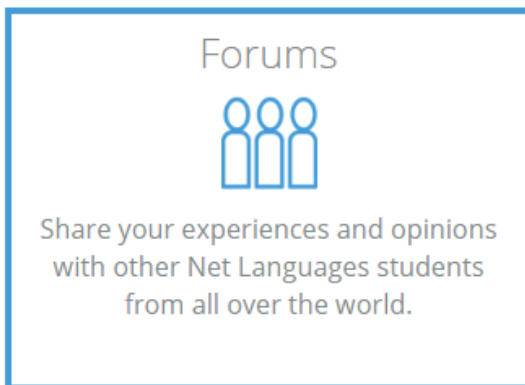
Fun and games

Collocations

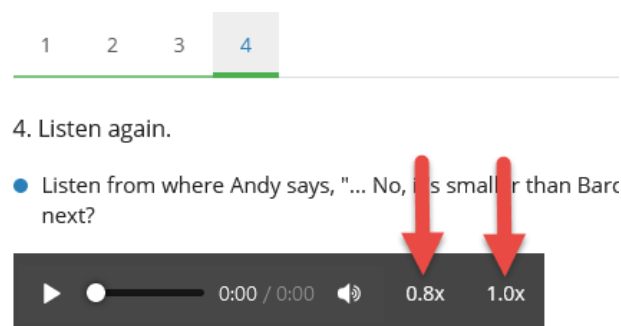
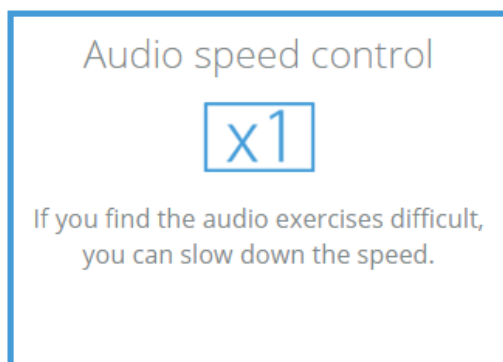
What's the word in the centre? It can be used with all the other words in the wheel. Click on the card to see the answer.

Click to flip

Forums



Audio speed control



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