

LANGUAGE REVIEW – Storytelling and Job Search module

VOCABULARY

**Nouns**

an achievement  
 an asset  
 an ability  
 an application form  
 a background  
 a candidate  
 a career  
 a competency  
 a course  
 a CV  
 a degree  
 a graduate  
 human resources  
 an intern  
 an internship  
 an interview  
 a job listing  
 an obstacle  
 an outcome  
 a qualification  
 a requirement  
 a role  
 a skill  
 staff  
 storytelling  
 a trade

**Verbs**

apply for a job  
 be promoted  
 get a job  
 graduate  
 have an interview  
 highlight  
 retire  
 set up a business  
 showcase

**Phrases with get**

get a job  
 get promoted  
 get bored  
 get away  
 get something done

**Adjectives**

challenging  
 confident  
 conscientious  
 hard-working  
 instructive  
 interested  
 methodical  
 productive  
 satisfying  
 stimulating

**Different jobs**

accountant  
 aid worker  
 architect  
 buyer  
 cabin crew  
 engineer  
 environmental scientist  
 human resources officer  
 journalist  
 lawyer  
 librarian  
 nurse  
 pharmacist  
 project manager  
 publicist  
 veterinary technician  
 web developer

**Job task verbs**

advise  
 deal with  
 develop  
 enhance  
 evaluate  
 keep records  
 produce  
 provide  
 support

GRAMMAR

**Verb forms**

*I **am writing** to express ...*

Present continuous – describing an action at time of "speaking"

*I **have studied** ...*

Present perfect – describing a completed action with no reference to time

*Last year I **worked** ...*

Past simple – describing a completed action with a reference to time

*From experience I **have learnt** ...*

Present perfect – describing an experience (with no reference to time)

*I am looking forward to **hearing from** ...*

Verb in *-ing* form – a verb following a preposition

*I will contact you next week **to confirm** that ...*

## USEFUL PHRASES

### A job application email

Dear ...,  
 I'm writing to express my interest in ...  
 listed on ... .  
 I have a Higher Diploma in ...  
 I have studied the ... website in detail  
 and ... .  
 I am very much looking forward to  
 hearing from you and ... .  
 Yours sincerely,

### Job interview

I completed a degree in ...  
 I've always been interested in ...  
 My studies were an excellent grounding  
 in ...  
 Now I am looking for an opportunity to  
 put what I've learnt into practice ...

### Candidate questions

What are you looking for in the ideal  
 candidate?  
 What kind of management style does the  
 company have?  
 What kind of projects might I be working  
 on?  
 What resources are available for this  
 position?  
 Could you give me some background on  
 why this position is available?  
 Is there anything you would like me to  
 clarify?  
 What is the next step in the process?

### Job interview sentence starters

I find it very stimulating to ...  
 I think it's important to ...  
 I believe that there is/are always ...  
 I have been looking for an opportunity  
 like this for some time.  
 I like to keep in touch with the  
 developments ...  
 I feel confident that I can meet the  
 challenge of a position like this one.  
 Currently I am ...  
 I have also worked ...  
 Above all, I think ...  
 In addition, ...  
 In the past, I ... . However, now I ...

## The STAR method for storytelling

Structure your stories using the STAR method (Situation, Task, Action, Result). This provides a clear framework for presenting your experiences:

- Situation: Set the scene by describing the context.
- Task: Explain your responsibilities and the challenges you faced.
- Action: Detail the specific steps you took to address the situation.
- Result: Conclude with the positive outcomes and impact of your actions.

## Storytelling sentence starters

### Introduction

In my previous role at...  
 I was tasked with...  
 Recognizing the opportunity for innovation, I...

### Situation

Our market research revealed...

The product was losing its appeal.  
Morale within the marketing team was low, ...

**Task**

As the newly appointed Marketing Manager, my task...  
It was a complex challenge that...  
The situation required a comprehensive...

**Action**

I initiated a collaborative brainstorming session...  
We conducted analysis into...  
Using this information, we...  
To increase engagement, I...  
Simultaneously, I implemented a...

**Result**

Within six months, we witnessed...  
Sales increased by...  
The collaborative efforts of the team were recognized...

**Lessons learned**

This experience taught me...  
It reinforced my belief that...  
and with the right strategy, ...