

LANGUAGE REVIEW

Storytelling and Job Search module (LAN4102)

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 ...*

Verb in infinitive form – describing purpose, why you do something

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 recognised...

Lessons learned

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