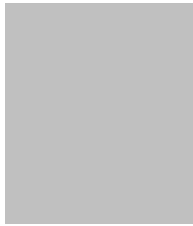


PERSONAL INFORMATION



- 
- 
- 
- 
- 



Sex

| Date of birth

| Nationality

JOB APPLIED FOR

WORK EXPERIENCE

From to

Business or sector

From to

Business or sector

EDUCATION AND TRAINING

From to

From to

PERSONAL SKILLS

Mother tongue(s)

Other language(s)

UNDERSTANDING		SPEAKING		WRITING
Listening	Reading	Spoken interaction	Spoken production	

Levels: A1/A2: Basic user - B1/B2: Independent user - C1/C2 Proficient user
Common European Framework of Reference for Languages

Communication skills

Organizational / managerial skills

Job-related skills

Digital competence

SELF-ASSESSMENT				
Information processing	Communication	Content creation	Safety	Problem solving

Levels: Basic user - Independent user - Proficient user
Digital competences - Self-assessment grid

Other skills

Driving licence

ADDITIONAL INFORMATION

Publications

Presentations

Projects

Conferences

Seminars

ANNEXES

2 Synonyms – adjectives

Write down a synonym for each of the words on the left. Choose from the ones on the right. Number 1 has been done for you.

- 1 glad *happy*
- 2 nice
- 3 wonderful
- 4 awful
- 5 strange
- 6 very big
- 7 optimistic
- 8 funny
- 9 handsome
- 10 dull
- 11 impolite
- 12 intelligent
- 13 quiet
- 14 easy
- 15 cheap

- | |
|--------------|
| silent |
| happy |
| amusing |
| boring |
| rude |
| inexpensive |
| good-looking |
| terrible |
| marvellous |
| hopeful |
| simple |
| huge |
| peculiar |
| clever |
| pleasant |

46 Opposites – more adjectives

Write down the opposite of each of the words on the left. Choose from the ones on the right. Number 1 has been done for you.

- 1 strong *weak*
- 2 generous
- 3 exciting
- 4 innocent
- 5 quiet
- 6 simple
- 7 hard-working
- 8 careful
- 9 deep
- 10 rough
- 11 sharp
- 12 wealthy
- 13 ugly
- 14 happy
- 15 drunk

- | |
|-------------|
| depressed |
| noisy |
| lazy |
| mean |
| poor |
| smooth |
| sober |
| boring |
| attractive |
| complicated |
| weak |
| careless |
| shallow |
| guilty |
| blunt |

THE CONVENTIONAL ORDER OF ADJECTIVES

a) Opinion V Fact

When we place multiple adjectives before a noun, the conventional order is **opinion** first, then **fact**, e.g.

OPINION	FACT	
Expensive	French	restaurants
Elegant	leather	shoes
Delicate	blue-and-white	porcelain

b) Fact Adjectives

The conventional order of **fact** adjectives is:

SIZE SHAPE AGE COLOUR ORIGIN MATERIAL

e.g. **miniature green jade** figures
large square multi-coloured silk scarfs
antique bronze statues
small brown German cars

c) Now put the words below in the conventional order.

- i) a rectangular table wooden large
- ii) blonde straight long hair
- iii) a round Tibetan small teapot
- iv) a silk red blouse new
- v) an legend Chinese ancient

d) Adjectives and **nouns** which are used like adjectives to indicate the type or class of the main noun are placed next to the main noun.

- | | | | | | | | | |
|------|-------------------|--------|-------|---------------|-----|--------|---------------|-----|
| i) A | football | player | ii) A | guard | dog | iii) A | sports | car |
| | rugby | | | guide | | | racing | |
| | basketball | | | sheep | | | family | |
| | tennis | | | rescue | | | police | |

Put the adjectives in brackets in the correct position.

- 1 a beautiful table (wooden / round)
- 2 an unusual ring (gold)
- 3 an old house (beautiful)
- 4 black gloves (leather)
- 5 an American film (old)
- 6 a long face (thin)
- 7 big clouds (black)
- 8 a sunny day (lovely)
- 9 an ugly dress (yellow)
- 10 a wide avenue (long)
- 11 a lovely restaurant (little)
- 12 a red car (old / little)
- 13 a new sweater (green / nice)
- 14 a metal box (black / small)
- 15 a big cat (fat / black)
- 16 long hair (black / beautiful)
- 17 an old painting (interesting / French)
- 18 an enormous umbrella (red / yellow)

a beautiful round wooden table

ADJECTIVE / COMPARATIVE / SUPERLATIVE

1) SPELLING: adjectives fall into six categories

i	High	Higher	The Highest
	Clean	Cleaner	The Cleanest
ii	Large	Larger	The Largest
	Late	Later	The Latest
iii	Big	Bigger	The Biggest
	Hot	Hotter	The Hottest
iv	Dirty	Dirtier	The Dirtiest
	Shiny	Shinier	The Shiniest
v	Good	Better	The Best
	Bad	Worse	The Worst
	Far	Farther	The Farthest
		Further	The Furthest
	Some	More	The Most
		Less	The Least
	Few	Fewer	The Fewest
vi	Expensive	More Expensive	The Most Expensive
	Famous	More Famous	The Most Famous

2) Video Comprehension:

Watch the Top Gear video: <https://www.youtube.com/watch?v=h8R7kZGvAUk>

It's petrol vs petrol vs petrol vs electric as the new Tesla Model 3 Performance takes on the BMW M3, the Mercedes C63 S and the Alfa Romeo Giulia Quadrifoglio in a drag race and handling tests.

The Tesla Model 3 Performance

The BMW M3

The Mercedes C63 S

The Alfa Romeo Giulia Quadrifoglio

3) Now compare the four cars above using the adjectives shown below:

Fast, noisy, manoeuvrable, comfortable, good handling, quick, far, stylish, good-looking, beautiful, nice to drive, agile, nimble, lazy, soft, ugly, economical, good/bad for the environment.

MAKING COMPARISONS

Adam	Bill	Charles	David
20	30	20	15

Adam is **older than** David

Charles is **younger than** Bill

Bill is **the oldest**

David is **the youngest**

Adam is **as old as** Charles

David is **not as old as** Bill

Now make comparisons between the TESLA Model X and the Dodge Challenger Hellcat using adjectives like:

fast clean economical good-looking expensive fashionable heavy spacious
cool far technologically advanced noisy large family-friendly big

'Top Gear Top 40: #45 - Parkour vs Peugeot'

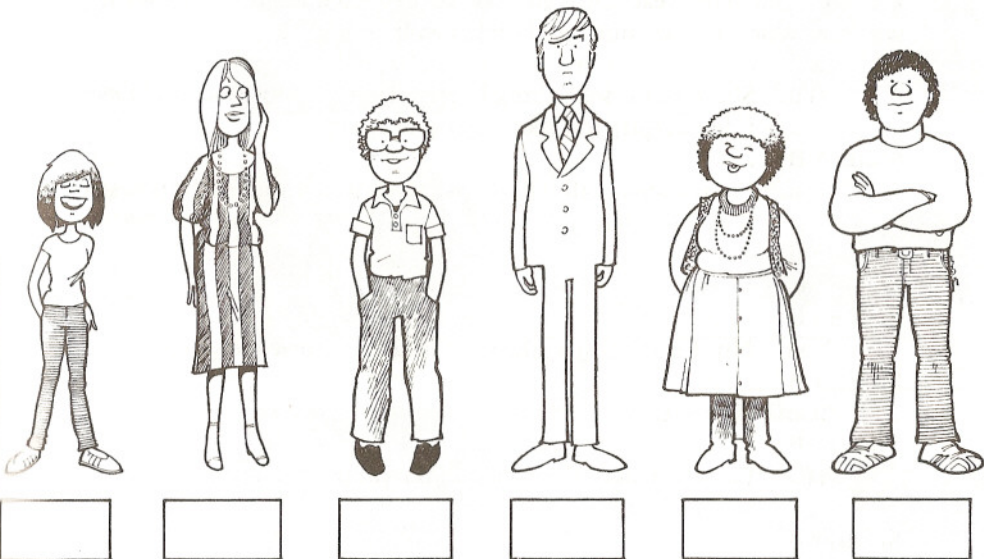
<https://www.youtube.com/watch?v=FMh7hw5Kkco>

- 1) Which sport do the 'two young men in silly trousers' practise ?
- 2) How does James May describe the new Peugeot 207 ?
- 3) How does it differ from the previous version of the 207 ?
- 4) How far is it from the edge of Liverpool to the Liver Building in a car ?
- 5) What was James May's average speed throughout the race ?
- 6) Who won the race ?

5 A Who's who?

Here are six people plus some information about them:

		Peter			
--	--	-------	--	--	--



Peter is a year older than Sally.
Mary is fatter than both Julie and Sally.
John is twenty-one next birthday.
The tallest person is a year younger than John.
Julie is the oldest – she is three years older than Mary.

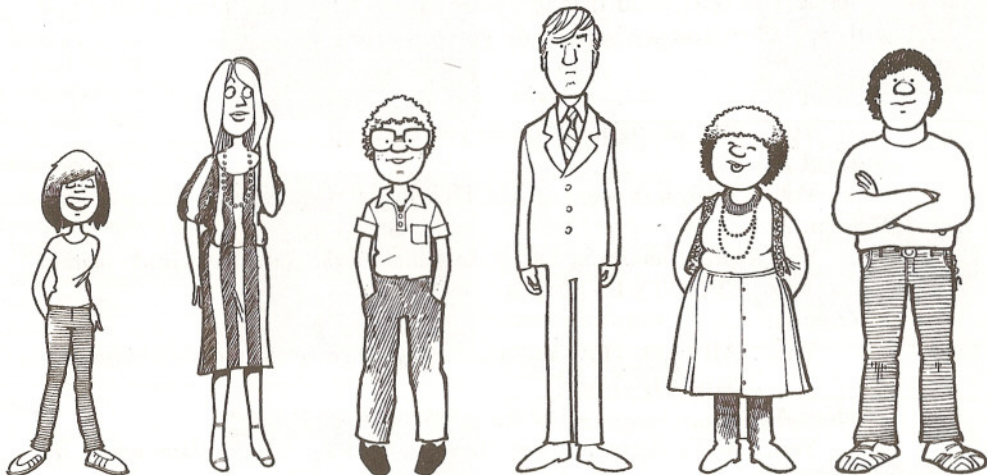
Student B also has information about the six people. Work together to see if you can work out their names and their ages. (Write them in the boxes.)

You are allowed to read out the information you have about the six people but you must not let Student B see your book.

5 B Who's who?

Here are six people plus some information about them:

--	--	--	--	--	--



				18	
--	--	--	--	----	--

Sally is the youngest.

Peter is taller than Mary but shorter than Mike.

Mary is fatter than both Sally and Julie.

Julie's hair is longer than Sally's.

The thinnest person is only 16.

Student A also has information about the six people. Work together to see if you can work out their names and their ages. (Write them in the boxes.)

You are allowed to read out the information you have about the six people but you must not let Student A see your book.

15.3 Outstanding features

large	long	wet	old	famous
high	deep	warm	great	important

Fill the gaps with superlative forms.
Use words from the box.

The mountain in Britain is Ben Nevis (1343 m).

Britain's football stadium is Hampden Park, in Glasgow. It can hold around 65,000 people.

The place in Britain is the Lake District. It has about 440 cm of rain a year.

Britain's place name is Llanfairpwllgwyngyllgogerychwyrndrobwllllantysiliogogoch. It's a small village in Wales.

The River Severn is the river in Britain (354 km).

Chepstow Castle is the castle in Britain. It was built in 1067.

Penzance, in Cornwall, is the place in Britain. The average temperature is 11.5°C.

The lake in Britain is Loch Ness (229 m). It's also the, because of the 'Loch Ness monster'.

The red deer is the wild animal in Britain. It lives mainly in the Highlands of Scotland.

Scotland's poet was Robert Burns (1759–96). He wrote many poems in Scots dialect.

The English writer, William Shakespeare, was born in Stratford-on-Avon in 1564. His play is probably Hamlet.

The university in Britain is Oxford. It was founded in 1167.

JOB INTERVIEWS

DISCUSSION:

- 1) How should you prepare for a job interview?
- 2) What sort of questions do they ask candidates at a job interview?
- 3) How should you behave at a job interview?

Man at Work

'John Peter Sloan - Speak Now! For Work 2/20' 3'.48"-10'.50" only
<https://www.youtube.com/watch?v=EvsYd9zydEg>

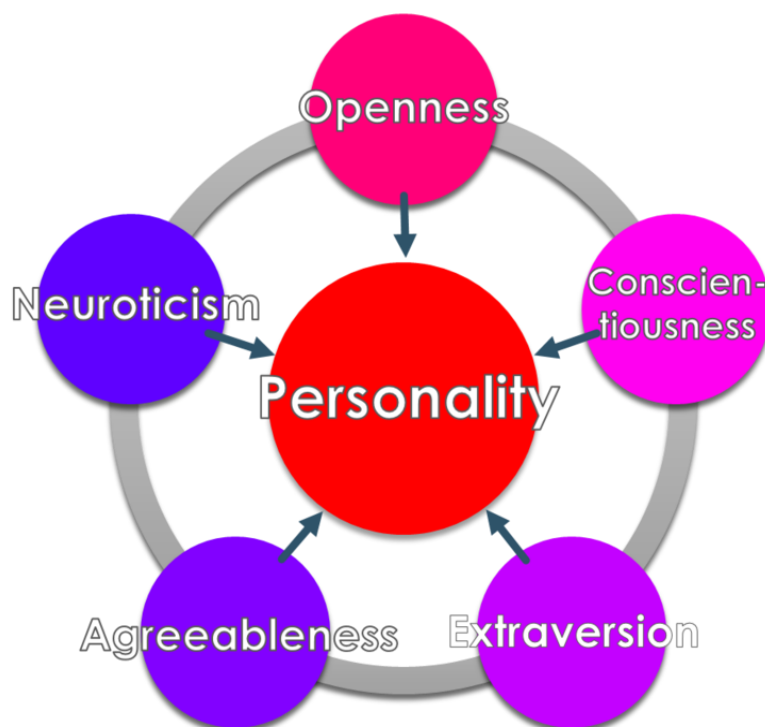
- 1) What sort of job is Andrea Lanza applying for?
- 2) What experience does he have?
- 3) Why did he leave his last job ?
- 4) How did Andrea find out about the job vacancy?
- 5) What questions does Andrea have?
- 6) What is the salary that Andrea asks for?

How to describe yourself
in an application letter
and/or a job interview:

- Accomplished
- Accountable
- Adaptable
- Adept [at something]
- Ambitious
- Analytical
- Articulate
- Assertive
- Attentive
- Authentic
- Balanced
- Bilingual
- Brave
- Calm
- Candid
- Capable
- Careful
- Cheerful
- Collaborative
- Committed
- Communicative
- Community-minded
- Compassionate
- Confident
- Conscientious
- Consistent
- Constructive
- Cooperative
- Courageous
- Creative
- Cultured
- Curious
- Customer-focused
- Daring
- Decisive
- Dedicated
- Dependable
- Detail-oriented
- Determined
- Diligent
- Diplomatic
- Direct
- Discerning
- Driven
- Dynamic
- Easygoing
- Efficient
- Encouraging
- Energetic
- Enterprising
- Entrepreneurial
- Ethical
- Experienced
- Extroverted
- Fair
- Fast
- Fearless
- Flexible
- Friendly
- Genuine
- Goal-oriented
- Hardworking
- High-achieving
- Honest
- Imaginative
- Impartial
- Independent
- Innovative
- Integrity
- International
- Introverted
- Inventive
- Judicious
- Knowledgeable
- Leader
- Level-headed
- Loyal
- Mature
- Mediator
- Methodical
- Meticulous
- Mindful
- Motivated
- Multilingual
- Objective
- Observant
- Open-minded
- Optimistic
- Organized
- Outgoing
- Particular
- Passionate
- Patient
- Perceptive
- Perfectionist
- Persevering
- Persistent
- Personable
- Persuasive
- Positive
- Practical
- Pragmatic
- Precise
- Proactive
- Problem solver
- Productive
- Professional
- Punctual
- Quick
- Rational
- Receptive [to criticism]
- Reflective
- Reliable
- Resolute
- Resourceful
- Respectful
- Responsible
- Results-driven
- Revenue-focused
- Self-disciplined
- Self-reliant
- Self-starter
- Sensible
- Serious
- Skilled
- Strategic
- Successful
- Tactful
- Team player
- Tech-savvy
- Tenacious
- Thorough
- Tidy
- Tolerant
- Trustworthy
- Understanding
- Unique
- Upbeat
- Versatile
- Visionary
- Worldly

The Big Five Factors Governing Your Personality

Five factors which describe how you interact with the world, who you are and how you live.



Openness to experience: (*inventive/curious* vs. *consistent/cautious*). Appreciation for art, emotion, adventure, unusual ideas, curiosity, and variety of experience. Openness reflects the degree of intellectual curiosity, creativity and a preference for novelty and variety a person has. It is also described as the extent to which a person is imaginative or independent, and depicts a personal preference for a variety of activities over a strict routine. High openness can be perceived as unpredictability or lack of focus. Moreover, individuals with high openness are said to pursue self-actualization specifically by seeking out intense, euphoric experiences, such as skydiving, living abroad, gambling, etc. Conversely, those with low openness seek to gain fulfillment through perseverance, and are characterized as pragmatic and data-driven—sometimes even perceived to be dogmatic and closed-minded.

0	1	2	3	4	5	6	7	8	9	10
<i>dogmatic</i>	<i>consistent</i>	<i>cautious</i>	<i>curious</i>	<i>inventive</i>	<i>unpredictable</i>	<i>unfocused</i>				



Conscientiousness: (*efficient/organized* vs. *easy-going/careless*). A tendency to be organized and dependable, show self-discipline, act dutifully, aim for achievement, and prefer planned rather than spontaneous behavior. High conscientiousness is often perceived as stubbornness and obsession. Low conscientiousness is associated with flexibility and spontaneity, but can also appear as carelessness and lack of reliability.

0	1	2	3	4	5	6	7	8	9	10
<i>careless</i>	<i>spontaneous</i>	<i>easy-going</i>	<i>flexible</i>	<i>organized</i>	<i>efficient</i>	<i>stubborn</i>	<i>obsessive</i>			



Extraversion: (*outgoing/energetic* vs. *solitary/reserved*). Energy, positive emotions, assertiveness, sociability and the tendency to seek stimulation in the company of others, and talkativeness. High extraversion is often perceived as attention-seeking, and domineering. Low extraversion causes a reserved, reflective personality, which can be perceived as aloof or self-absorbed.

0	1	2	3	4	5	6	7	8	9	10
<i>self-absorbed</i>	<i>solitary</i>	<i>reserved</i>	<i>outgoing</i>	<i>energetic</i>	<i>attention-seeking</i>	<i>domineering</i>				



Agreeableness: (*friendly/compassionate* vs. *challenging/detached*). A tendency to be compassionate and cooperative rather than suspicious and antagonistic towards others. It is also a measure of one's trusting and helpful nature, and whether a person is generally good-tempered or irascible. High agreeableness is often seen as naivety or submissiveness. Low agreeableness personalities are often competitive or challenging people, which can be seen as argumentative or untrustworthy.

0	1	2	3	4	5	6	7	8	9	10
<i>challenging</i>	<i>suspicious</i>	<i>detached</i>	<i>cooperative</i>	<i>friendly</i>	<i>compassionate</i>	<i>submissive</i>				



Neuroticism: (*sensitive/nervous* vs. *secure/confident*). The tendency to experience unpleasant emotions easily, such as anger, anxiety, depression, and vulnerability. Neuroticism also refers to the degree of emotional stability and impulse control and is sometimes referred to by its low pole, "emotional stability". A high need for stability manifests itself as a stable and calm personality, but can be seen as uninspiring and unconcerned. A low need for stability results in a reactive and excitable personality, often very dynamic individuals, but they can be perceived as unstable or insecure.

0	1	2	3	4	5	6	7	8	9	10
<i>confident</i>	<i>secure</i>	<i>calm</i>	<i>stable</i>	<i>sensitive</i>	<i>nervous</i>	<i>insecure</i>	<i>excitable</i>	<i>unstable</i>		



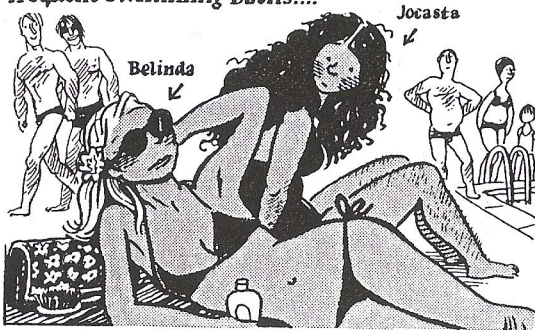
Now, try this Big Five personality test: <https://www.outofservice.com/bigfive/>

The Silent Three

OFF THE DEEP END



On hot afternoons, Jocasta Wright, (an art student), & Belinda Weber (taking A Levels in French & Spanish), frequent swimming baths....



Jocasta SWIMS:

I'm a STRONG swimmer - I LOVE being out of my DEPTH...



Belinda sunbathes:

I can't SWIM... I HATE getting my HAIR wet and my MASCARA runs & the CHLORINE makes my eyes all RED.



Whilst Jocasta sports herself in the pool.....

...Belinda lies blissfully:



And she does LIE too! Belinda's always telling MEN she's an ACTRESS ...or a COURIER....



..or, sometimes, she pretends to be FRENCH: "Ai dunt spik Eengteesh ver waal." THAT really turns the blokes on!



But what really BUGS me - she always pretends to be THICK ...she thinks it's ATTRACTIVE...never lets on she's INTELLIGENT...always COOING and SIMPERING. ARTIFICIALLY DUMB blondes make me want to THROW-UP!



Today, Belinda is a MODEL....



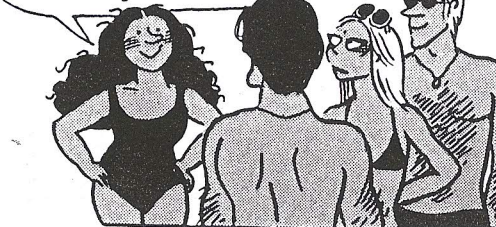
Yeah, I've just been doing a modelling job in Martinique

My left foot!

All over-tan, eh?

But just after she got back from Martinique, she began taking 2 A Levels... & she's got 8 O-Levels... & she's probably going to university....

and they say her translations of Heberto Padilla are highly competent...



You COW, Jocasta! I don't want them to know I'm a SWOT! ...it's so UNSEXY.



I just think it's time you learnt to SWIM....

...otherwise you'll spend your whole life in the SHALLOW END.

