

THE SIMPLE PAST: to describe finished actions, states or events in the past

## FORM

There are regular verbs, irregular verbs and special cases

### i) REGULAR VERBS

INFINITIVE: to work

|   |                        |                         |
|---|------------------------|-------------------------|
| + | I <u>worked</u>        | We <u>worked</u>        |
|   | You <u>worked</u>      | You <u>worked</u>       |
|   | He <u>worked</u>       | They <u>worked</u>      |
| - | I <u>didn't</u> work   | We <u>didn't</u> work   |
|   | You <u>didn't</u> work | You <u>didn't</u> work  |
|   | She <u>didn't</u> work | They <u>didn't</u> work |
| ? | Did I work ?           | Did we work ?           |
|   | Did you work ?         | Did you work ?          |
|   | Did it work ?          | Did they work ?         |

## SPELLING

| INFINITIVE | PAST      | INFINITIVE | PAST      |
|------------|-----------|------------|-----------|
| Play       | Played    | Stop       | Stopped   |
| Enjoy      | Enjoyed   | Plan       | Planned   |
| Like       | Liked     | Prefer     | Preferred |
| Die        | Died      | Occur      | Occurred  |
| Study      | Studied   | Enter      | Entered   |
| Try        | Tried     | Limit      | Limited   |
| Travel     | Travelled | Bow        | Bowed     |
| Patrol     | Patrolled | Fax        | Faxed     |

## ii) IRREGULAR VERBS

INFINITIVE: to have

|   |                 |                  |
|---|-----------------|------------------|
| + | I had           | We had           |
|   | You had         | You had          |
|   | He had          | They had         |
| - | I didn't have   | We didn't have   |
|   | You didn't have | You didn't have  |
|   | She didn't have | They didn't have |
| ? | Did I have ?    | Did we have ?    |
|   | Did you have ?  | Did you have ?   |
|   | Did it have ?   | Did they have ?  |

### iii) SPECIAL CASES

#### HAVE GOT

#### CAN

#### TO BE

|   |                |              |             |              |
|---|----------------|--------------|-------------|--------------|
| + | I had got      | I could      | I was       | We were      |
|   | You had got    | You could    | You were    | You were     |
|   | He had got     | He could     | He was      | They were    |
| - | I hadn't got   | I couldn't   | I was not   | We weren't   |
|   | You hadn't got | You couldn't | You weren't | You weren't  |
|   | She hadn't got | She couldn't | She wasn't  | They weren't |
| ? | Had I got ?    | Could I ?    | Was I ?     | Were we ?    |
|   | Had you got ?  | Could you ?  | Were you ?  | Were you ?   |
|   | Had he got ?   | Could she ?  | Was it ?    | Were they ?  |

## LEWIS HAMILTON

'BBC extracts for speakout pre-intermediate - unit12'  
<https://www.youtube.com/watch?v=wfD-6F2rzqs>

- 1) What is Lewis Hamilton's job?
- 2) When does the Formula 1 season start?
- 3) When does the Formula 1 season finish?
- 4) When did Lewis Hamilton first appear on television?
- 5) What did he drive as a teenager?
- 6) When did he start driving in Formula 3?
- 7) When did he start driving in Formula 1?

1) Watch the following video.

'Unit 2 Hustle'

<https://www.youtube.com/watch?v=GJOe7mBLPao>

2) THE PRONUNCIATION OF PAST TENSE FORMS:

-st, -t, -d + ed = / ɪd /

-s, -sh, -ch, -x, -f, -gh, -p, -k + ed = / t /

-b, -v, -l, -m, -n, -ay, -ee, -i, -y, -r, -g, -ge + ed = / d /

*Study the pronunciation rules shown above, then read the passage below aloud.*

This is the story of a British criminal who **travelled** to Brazil and **burgled** a house in Rio De Janeiro. He **waited** until it was dark, then he **climbed** over the wall, **walked** through the garden and **entered** the house. He **located** a valuable painting hanging on the wall, he **removed** it from its frame with a knife and **inserted** the canvas into a cardboard tube. Then a pet monkey **started** screeching and **alerted** the security staff. The burglar **crossed** the garden again and **escaped** over the wall. He **wasted** no time and **travelled** to the airport as soon as he could, **checked** in his luggage, **smuggled** the painting onto the plane and **relaxed** in First Class. When the flight **landed** at Heathrow Airport, the Customs staff **identified** him and **stopped** him. He **accompanied** them to the Customs area where they **searched** him, his luggage and his clothes. They **discovered** nothing incriminating, so he **asked** them if he could leave. The Customs Officer **agreed** to let him go but **ordered** his men to follow him to see where he **intended** to go and what **happened** next.

### Un esempio di memorizzazione “a recitazione”: i verbi irregolari

I fonemi passano dalla memoria a breve termine all'archivio fonologico di lunga durata del cervello tramite un processo che potremmo chiamare “a recitazione” (dall'inglese “rehearsal” (Williams & Burden 1997: 16).

Cerca di memorizzare questi gruppi di verbi irregolari ripetendoli ad alta voce a gruppi di tre o quattro, sfruttando la similitudine tra i suoni e il loro ritmo per fissarli nella tua memoria. A questo punto, copri la seconda e/o terza colonna e metti alla prova la tua conoscenza controllando se, leggendo la forma all'infinito, sei in grado di ricordare le forme corrispondenti per le altre due colonne.

| INFINITIVE | PAST | PAST PARTICIPLE | INFINITIVE | PAST | PAST PARTICIPLE |
|------------|------|-----------------|------------|------|-----------------|
| Cut        | Cut  | Cut             | Ring       | Rang | Rung            |
| Shut       | Shut | Shut            | Sing       | Sang | Sung            |
| Put        | Put  | Put             | Swim       | Swam | Swum            |

|        |        |        |        |        |        |
|--------|--------|--------|--------|--------|--------|
| Let    | Let    | Let    | Sink   | Sank   | Sunk   |
| Set    | Set    | Set    | Shrink | Shrank | Shrunk |
| Spread | Spread | Spread | Drink  | Drank  | Drunk  |

|      |      |      |        |        |        |
|------|------|------|--------|--------|--------|
| Hit  | Hit  | Hit  | Run    | Ran    | Run    |
| Quit | Quit | Quit | Come   | Came   | Come   |
|      |      |      | Become | Became | Become |
| Cost | Cost | Cost | Begin  | Began  | Begun  |

| INFINITIVE | PAST     | PAST PARTICIPLE | INFINITIVE | PAST    | PAST PARTICIPLE |
|------------|----------|-----------------|------------|---------|-----------------|
| Know       | Knew     | Known           | Buy        | Bought  | Bought          |
| Grow       | Grew     | Grown           | Fight      | Fought  | Fought          |
| Blow       | Blew     | Blown           | Bring      | Brought | Brought         |
| Throw      | Threw    | Thrown          | Think      | Thought | Thought         |
| Fly        | Flew     | Flown           | Seek       | Sought  | Sought          |
| Draw       | Drew     | Drawn           | Teach      | Taught  | Taught          |
| Withdraw   | Withdrew | Withdrawn       | Catch      | Caught  | Caught          |

| INFINITIVE | PAST | PAST PARTICIPLE | INFINITIVE | PAST  | PAST PARTICIPLE |
|------------|------|-----------------|------------|-------|-----------------|
| Make       | Made | Made            | Break      | Broke | Broken          |
| Lay        | Laid | Laid            | Wake       | Woke  | Woken           |
| Pay        | Paid | Paid            | Speak      | Spoke | Spoken          |
|            |      |                 | Freeze     | Froze | Frozen          |

|      |      |      |       |       |        |
|------|------|------|-------|-------|--------|
| Say  | Said | Said | Take  | Took  | Taken  |
| Read | Read | Read | Shake | Shook | Shaken |
| Lead | Led  | Led  | Fall  | Fell  | Fallen |
| Meet | Met  | Met  |       |       |        |

|      |      |      |         |         |           |
|------|------|------|---------|---------|-----------|
| Sell | Sold | Sold | Give    | Gave    | Given     |
| Tell | Told | Told | Forgive | Forgave | Forgiven  |
| Hold | Held | Held | Forget  | Forgot  | Forgotten |

|      |       |       |       |       |         |
|------|-------|-------|-------|-------|---------|
| Have | Had   | Had   | Write | Wrote | Written |
| Hear | Heard | Heard | Ride  | Rode  | Ridden  |
|      |       |       | Rise  | Rose  | Risen   |
| Find | Found | Found | Drive | Drove | Driven  |
| Bind | Bound | Bound |       |       |         |

| INFINITIVE | PAST       | PAST PARTICIPLE |
|------------|------------|-----------------|
| Stand      | Stood      | Stood           |
| Understand | Understood | Understood      |

| INFINITIVE | PAST  | PAST PARTICIPLE |
|------------|-------|-----------------|
| Choose     | Chose | Chosen          |
| Steal      | Stole | Stolen          |
| Eat        | Ate   | Eaten           |

|        |         |           |
|--------|---------|-----------|
| Bite   | Bit     | Bitten    |
| Hide   | Hid     | Hidden    |
| Forbid | Forbade | Forbidden |

| INFINITIVE | PAST  | PAST PARTICIPLE |
|------------|-------|-----------------|
| Keep       | Kept  | Kept            |
| Creep      | Crept | Crept           |
| Sleep      | Slept | Slept           |
| Sweep      | Swept | Swept           |

| INFINITIVE | PAST   | PAST PARTICIPLE |
|------------|--------|-----------------|
| Wear       | Wore   | Worn            |
| Tear       | Tore   | Torn            |
| Swear      | Swore  | Sworn           |
| Show       | Showed | Shown           |

|       |       |       |
|-------|-------|-------|
| Spend | Spent | Spent |
| Send  | Sent  | Sent  |
| Bend  | Bent  | Bent  |
| Lend  | Lent  | Lent  |
| Mean  | Meant | Meant |

|     |     |      |
|-----|-----|------|
| See | Saw | Seen |
| Lie | Lay | Lain |

| INFINITIVE | PAST  | PAST PARTICIPLE |
|------------|-------|-----------------|
| Shine      | Shone | Shone           |
| Win        | Won   | Won             |
| Hang       | Hung  | Hung            |

|       |       |       |
|-------|-------|-------|
| Feel  | Felt  | Felt  |
| Deal  | Dealt | Dealt |
| Build | Built | Built |

| INFINITIVE | PAST     | PAST PARTICIPLE |
|------------|----------|-----------------|
| Be         | Was/Were | Been            |
| Go         | Went     | Gone/Been       |
| Do         | Did      | Done            |

|       |      |      |
|-------|------|------|
| Get   | Got  | Got  |
| Shoot | Shot | Shot |

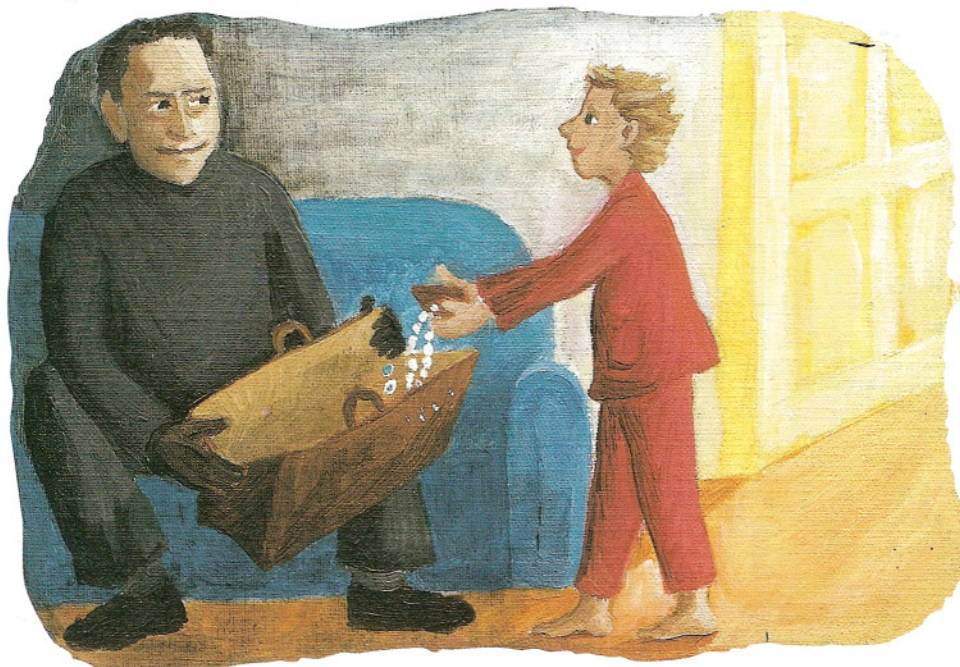
|       |      |      |
|-------|------|------|
| Lose  | Lost | Lost |
| Leave | Left | Left |
| Light | Lit  | Lit  |

|        |        |        |
|--------|--------|--------|
| Sit    | Sat    | Sat    |
| Stick  | Stuck  | Stuck  |
| Strike | Struck | Struck |

# 1 Bedtime story

Past simple

- 1 Here is a story. The **red words** are verbs in the *Past tense*. Read Part 1 of the story and complete the table.



| Present | Past  |
|---------|-------|
| is      | was   |
| are     |       |
| ask     | asked |
| look    |       |
| open    |       |
| play    |       |
| smile   |       |
| want    |       |
| give    | gave  |
| go      |       |
| have    |       |
| put     |       |
| say     |       |
| see     |       |
| take    |       |

## Part 1

I **was** about five years old. It **was** very late at night, and my parents **were** asleep. I **was** awake because I **wanted** to go to the toilet. I **went** to the toilet, and I **saw** a light under the living room door. So I **opened** the door and **went** in, and I saw a man in the living room. He **was** about 20 years old.

I **looked** at him, and he **looked** at me, and he **smiled** at me and **said**, 'Hi! What's your name?' And I **said**, 'Sam'. 'Do you want to play a game, Sam?' he **asked**, and I **said**, 'Yes.' He **had** a big bag in his hand, and he **said**, 'OK. Let's put things in this bag.'

So we **played** the game. I **gave** things to him, and he **put** them in his bag. I **took** my father's wallet out of his jacket, and I **took** my mother's purse out of her coat, and the man **put** them in his bag.

## Part 2

Then I (1) ..... into my parents' bedroom – very quietly – and (2) ..... their watches and rings, and my mother's earrings, and (3) ..... them to the man.

I (4) ..... him some other things too – the silver knives, forks and spoons, two clocks and some old books – and he (5) ..... everything in his bag. It (6) ..... a great game.

And in the end he (7) ..... , 'OK, Sam. It's bedtime. You go back to bed now. Goodnight.' So I (8) ..... goodnight and (9) ..... back to bed.

- 2 Read Part 2 of the story. Fill the gaps with verbs from the table.



Now listen to Sam telling the whole story.

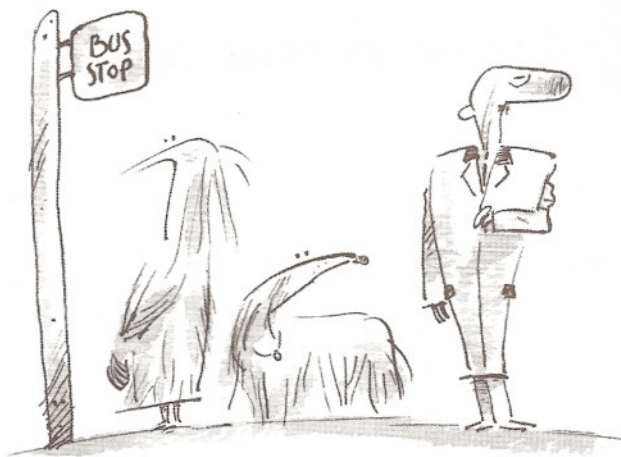
- 3 Cover the text, and try to tell the story yourself. Use the verbs in the table to help you.



## C Past descriptions

Look at these descriptions. Fill the gaps with *was*, *were* and *had*.

- 1 There ..... two people at the bus stop, a man and a woman. They ..... about 50 years old. The woman ..... quite short and ..... long grey hair. The man ..... very tall and ..... no hair at all. They ..... a large dog with them. The dog ..... long grey hair too.



- 2 It ..... a very good hotel. We ..... a lovely room. It ..... a double bed, a sofa, a desk and a TV, and it also ..... a large balcony. On the balcony there ..... three or four chairs, and several plants. There ..... a swimming pool in the hotel garden, and there ..... also two very good restaurants. We ..... a lovely time there!

## Listening: *The next morning*



You will hear the end of the story in Unit 15.1 (*Bedtime story*). Listen and mark the sentences T (= true) or F (= false).



- 1 ☐ My mother was in the living room.
- 2 ☐ She was with a policeman.
- 3 ☐ The policeman asked me questions about the man.
- 4 ☐ I said the man was tall and had dark hair.
- 5 ☐ The policeman showed me a photo of the man.
- 6 ☐ The policeman gave me some money.
- 7 ☐ The policeman smiled and said 'Thank you'.
- 8 ☐ We never saw the man again.
- 9 ☐ We never saw the policeman again.
- 10 ☐ We never saw our knives, forks and spoons again.

## Words

Write these words in your language.

- smile (v.) .....
- want .....
- late .....
- light (n.) .....
- game .....
- thing .....
- wallet .....
- purse .....
- silver .....
- quiet .....
- garden .....

## Other words

- .....
- .....
- .....
- .....
- .....
- .....

# Unit 12 Consolidation

## 12A Things to remember: Units 9, 10 and 11

**1** Look at the list of irregular verbs, and the rules for making regular past tenses, on page 56 of your Student's Book. Then read the story and write down the correct past tense verb form for each verb in *italics*.

I (1. *be*) very poor when I first (2. *live*) in Paris. When I (3. *go*) shopping for food, I always (4. *buy*) the cheapest things. I never (5. *travel*) by taxi; I usually (6. *walk*). But I (7. *be*) not unhappy. I (8. *love*) Paris, and people (9. *be*) very kind to me. I (10. *meet*) some people then who are still good friends today.

I only (11. *speak*) a little French, and I (12. *want*) to learn to speak and understand French well. Every day I (13. *get*) up early. Before my French lesson I (14. *read*) a newspaper and (15. *try*) to understand it; then I (16. *look*) up the difficult words in the dictionary and (17. *try*) to learn them. I (18. *go*) to lessons every day, and I (19. *talk*) to everybody I (20. *meet*).

After a few months I (21. *have got*) very little money, so I (22. *start*) a job as a part-time secretary for an American lawyer. The job (23. *not be*) interesting, but my life outside my job (24. *be*) very interesting. I (25. *have got*) friends who (26. *be*) artists, musicians and writers. I (27. *see*) and (28. *hear*) things that were new and interesting every day.

My family (29. *think*) I was coming home at the end of a year. Actually I stayed for five years, and I (30. *love*) every day of those five years. I (31. *come*) home in 1990, and I'm happy I did, but I think of Paris every day.



**2** Write past tense questions for these answers.

1. She told me she was at home.

What did she tell you? OR

Where was she?

2. No, I didn't; I hated it.

3. I came by car.

4. I was quite happy.

5. No, but I liked rock music.

6. 6.30 a.m.

7. My mother was born in Ireland and my father was born in England.

8. We lived in Birmingham.

**3** Be, have, or have got?

1. I ..... not usually hungry in the morning, so I just ..... a cup of coffee for breakfast.

2. My sister ..... a very pretty cat.

3. How tall ..... you?

4. That was a dirty job – I think I'll ..... a shower before supper.

5. I don't know if they ..... any children.

6. 'I' ..... cold!' 'Would you like my sweater?'

7. What colour ..... your car?

8. There ..... too many people in this room.

9. 'I ..... very hungry.' 'I ..... some bread and cheese. Would you like some?'

10. You ..... beautiful eyes, Mark.

11. The children ..... thirsty – have we got anything to drink in the car?

12. I think they ..... artists. They look like artists.

13. I never ..... lunch on Tuesdays – there's not enough time.

14. You ..... your father's nose and mouth.

15. 'Would you like a cold drink?' 'Yes, please. I' ..... hot.'

## VIDEO COMPREHENSION:

'BBC extracts for speakout pre-intermediate - unit 3'

<https://www.youtube.com/watch?v=HLTdg39sQOY>

1) What is the presenter's favourite city ?

2) What did she do at 10.00 ?

3) What did she do at 11.00 ?

4) What did she do at 13.00 ?

5) What did she do at 16.00 ?

6) What did she do at 18.00 ?

7) What did she do at 22.00 ?

WRITING: Now think of the last time you went to a foreign city and write an account of one day that you spent there.



# 41 Irregular verbs crossword 1

Complete the crossword by filling in the past tense of the verbs in the sentences below (see example):

## ACROSS

- 1 My sister ... married on April 26th 1980.
- 2 David ... very well at the party.
- 3 He slipped on a banana skin and ... his leg.
- 4 Do you know who ... the book 'How Green was my Valley'?
- 5 I was late, so I ... all the way.
- 6 He ... off a wall and hurt himself.
- 7 My cousin ... for Great Britain in the Olympic Games when he was only 16.
- 8 I ... three rabbits last weekend.
- 9 We ... to Spain last summer.
- 10 Who ... you to play the guitar, Sally?

## DOWN

- a I'm sorry, but I ... to post that letter you gave me.
- b He ... the ball to me.
- c It was cold, so he ... the window.
- d I ... a whole bottle of champagne on my last birthday.
- e A police car ... me on the motorway.
- f I ... a very interesting book last weekend.
- g I ... until 11 o'clock this morning.
- h We had a lovely time in Greece. The weather was really beautiful. In fact, the sun ... all the time.
- i I ... ill this morning so I decided not to go to work.
- j A dog ... her as she was walking through the park

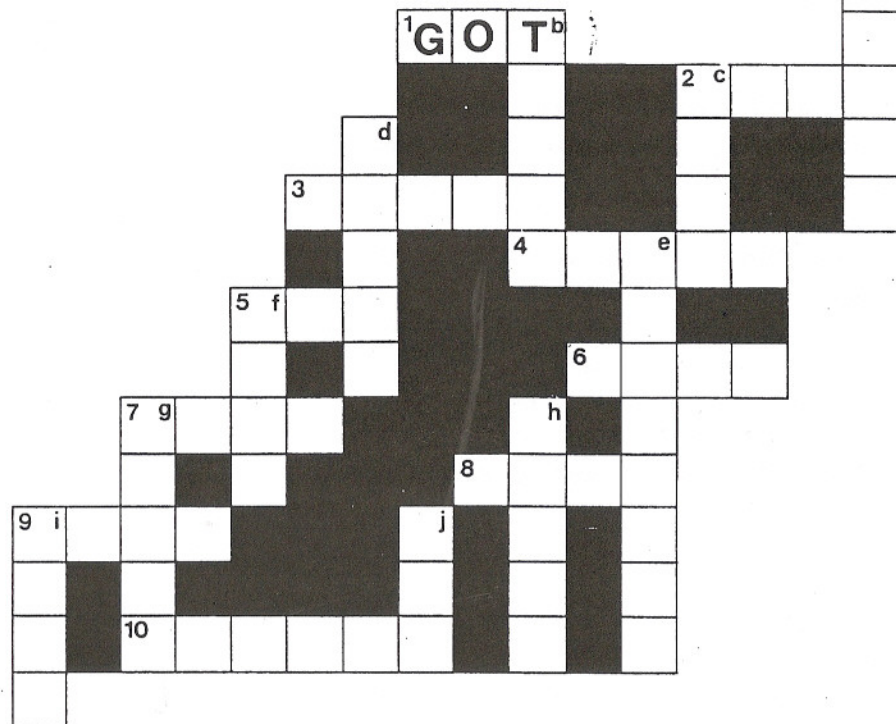
GET  
SING  
BREAK

WRITE  
RUN  
FALL

SWIM  
SHOOT  
FLY  
TEACH

FORGET  
THROW  
SHUT  
DRINK  
OVERTAKE  
READ  
SLEEP

SHINE  
FEEL  
BITE



# 47 Irregular verbs crossword 2

Complete the crossword by filling in the past tense of the verbs in the sentences below (see example):

## ACROSS

- 1 It was so cold last November that the canal ...
- 2 The police finally ... the bank robbers after chasing them for several hours.
- 3 I ... up at 6.30 this morning.
- 4 Mr and Mrs Brown ... from London to Manchester last weekend.
- 5 The child ... his mother's hand as they crossed the road.
- 6 We ... in the park all afternoon.
- 7 We ... up at least fifty balloons for the party.
- 8 My parents ... £35,000 for their house.
- 9 He was so tired that he ... down for a while on the bed.
- 10 Björn Borg ... the ball into the net.

## DOWN

- a She ... a long, white evening-dress to the party.
- b I ... a £5 note on my way to work this morning.
- c We ... English all the time when we were on holiday.
- d He ... his wife at a disco.
- e The child ... her finger while playing with a knife.
- f The thieves ... in the doorway until the police had gone past.
- g He ... his girlfriend a ring for her birthday.
- h The teacher ... a map of Spain on the blackboard.
- i My cousin ... an actor in 1964.
- j I thought you ... you would help me.
- k My brother ... his boat himself.

FREEZE

CATCH

WAKE

DRIVE

HOLD

SIT

BLOW

PAY

LIE

HIT

WEAR

FIND

SPEAK

MEET

CUT

HIDE

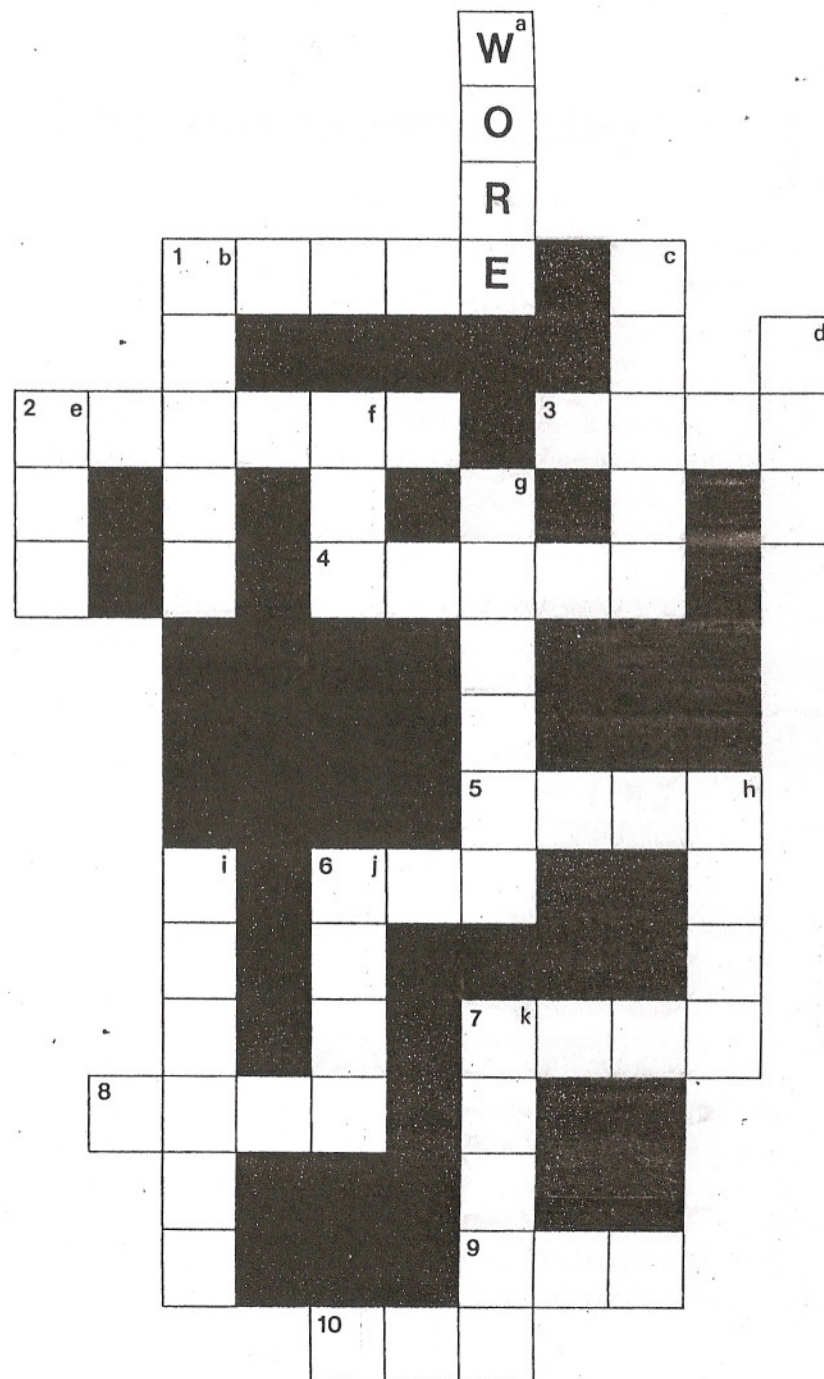
BUY

DRAW

BECOME

SAY

BUILD



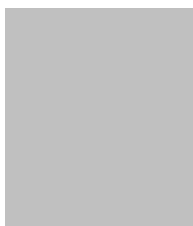
## NELSON MANDELA

'Speakout Elementary Unit 6'

<https://www.youtube.com/watch?v=jcaQ39tlzLE>

- 1) In which year was Nelson Mandela born ?
- 2) How old was he when his father died ?
- 3) When did he go to university ?
- 4) When did he join the African National Congress (ANC) ?
- 5) When did he become a lawyer ?
- 6) When did he go to prison ?
- 7) For how many years did he stay in prison ?
- 8) When did he leave prison ?
- 9) When did free and fair elections finally take place in South Africa ?
- 10) When did Nelson Mandela become South Africa's President ?
- 11) For how many years was Nelson Mandela South Africa's President ?
- 12) When did he retire ?
- 13) When did he die ?
- 14) How old was he when he died ?
- 15) Where did he ask to be buried ?

## 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

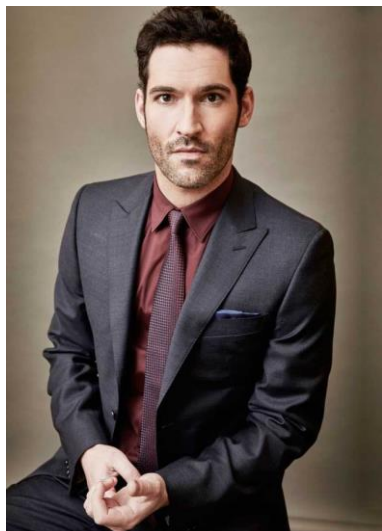
Seminars

## ANNEXES



## PERSONAL INFORMATION

## Davide Golia



 Via Nazario, 55, Grottammare (AP), 63066, Italy

 3478256901

 [d.golia@studenti.unimc.it](mailto:d.golia@studenti.unimc.it)

Sex Male | Date of birth 26/07/1991 | Nationality Italian

## PREFERRED JOB

## Restaurant Manager

## WORK EXPERIENCE

July 2020-September 2021

**Head Chef**

Hotel Splendido, Grottammare (AP)

Duties and responsibilities:

- Preparing appetizers, pasta dishes, main courses and desserts at the Hotel Splendido

**Business or sector** Catering

July 2018-June 2020

**Waiter**

Café Venezia. Grottammare (AP)

Duties and responsibilities:

- Taking orders, serving meals, serving drinks, cleaning tables

**Business or sector** Catering

July 2012-June 2018

**Barman**

Bar Lume. Grottammare (AP)

Duties and responsibilities:

- Taking orders, serving drinks, cleaning tables

**Business or sector** Catering

June 2010-June 2012

**Shelf filler**

Auchan s.p.a. Grottammare (AP)

Duties and responsibilities:

- Placing stocks on supermarket shelves and in display cabinets

**Business or sector** Retail

## EDUCATION AND TRAINING

- 2012-2017 5-Year University Degree in Economics**  
 University of Macerata  
 Economics Department, Piazza Strambi 1, 62100 Macerata (MC)  
[www.EconomiaEdiritto@unimc.it](mailto:www.EconomiaEdiritto@unimc.it)  
 Principal Subjects Studied: Economics, Finance, International Trade, Insurance, Maths, Statistics
- 2006-2011 High School Diploma (Classical Studies)**  
 Liceo Classico Statale Giacomo Leopardi, Via Ricci 2, San Benedetto del Tronto (Italy)  
[www.LiceoLeopardiSanBenedetto.com](http://www.LiceoLeopardiSanBenedetto.com)  
 Principal Subjects Studied: English, French, Latin, Greek, Italian Literature, Maths, Philosophy

## PERSONAL SKILLS

**Mother tongue(s)** Italian

| Other language(s) | UNDERSTANDING                                                    |         | SPEAKING           |                   | WRITING |
|-------------------|------------------------------------------------------------------|---------|--------------------|-------------------|---------|
|                   | Listening                                                        | Reading | Spoken interaction | Spoken production |         |
| English           | B2                                                               | B2      | B1                 | B1                | B1      |
|                   | Replace with name of language certificate. Enter level if known. |         |                    |                   |         |
| French            | A1                                                               | A2      | A1                 | A1                | A1      |
|                   | Replace with name of language certificate. Enter level if known. |         |                    |                   |         |

Levels: A1/2: Basic user - B1/2: Independent user - C1/2 Proficient user  
 Common European Framework of Reference for Languages

**Communication skills** ▪ Discrete communication skills gained thanks to my experience in organizing culinary events

**Organisational / managerial skills** ▪ Leadership (I was the editor-in-chief of my High School newspaper)  
 ▪ Charisma (I was elected Student representative at the University of Macerata)

**Job-related skills** • Good sense of humour, endurance, the ability to organize teams and work under pressure

**Computer skills** ▪ good command of Microsoft Office 365™ tools (Word, PowerPoint etc.)  
 ▪ good command of spreadsheet software, e.g. Excel

**Other skills** ▪ I can manage websites effectively  
 ▪ I can ride a horse  
 ▪ I can sail a boat  
 ▪ I can handle professional audio-visual equipment for presentations

**Driving licence** ▪ Clean driving licence, Type B