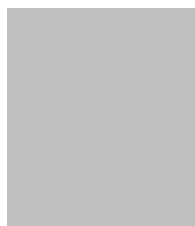


PERSONAL INFORMATION



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

EUROPASS CV 2020 – Compilation Procedure

- 1) Go to: <https://europa.eu/europass/en/create-europass-cv>
- 2) Create your 'Personal Profile' by going to: <https://europa.eu/europass/eportfolio/screen/profile-wizard?lang=en>
- 3) Register online
- 4) Add your Personal Information / Work Experience / Education & Training / Personal Skills to your 'Personal Profile'.
- 5) Then go to 'Create Your CV' <https://europa.eu/europass/eportfolio/screen/cv-editor?lang=en>
Select 'Start From Your Profile'
Click on 'Select Your Entire Profile'
Edit your CV, if necessary, and then 'Choose Your Template'.
Then click on 'Next'
- 6) Then choose a name for your CV and download it as a PDF file by clicking on 'Download'.
- 7) You can update your Europass CV by returning to your 'Personal Profile' whenever you want.

VIDEO CV's

<https://www.youtube.com/watch?v=Mno7uJEhvSE>

1) Dacia Henzell

- a) How old is she ?
- b) Where was she born ?
- c) What is her job ?
- d) What are her qualifications ?
- e) What are her hobbies and interests ?

2) Yang Zeng

- a) Where was she born ?
- b) What subject did she study at university ?
- c) What are her hobbies and interests ?

3) Adam Cox

- a) How old is he ?
- b) Where was he born ?
- c) What was his first job ?
- d) What does he do now ?
- e) What are his hobbies and interests ?

4) Bryony Smith

- a) What is her job ?
- b) In which sector does she work ?
- c) Describe her personal skills:

- d) Describe her linguistic skills:

What to Include in a Video CV

Be professional: Dress as you would for an interview and act professionally throughout. Pay attention to the background of shots, make sure it looks tidy. Shoot the video CV with an HD digital camera and the best microphone you can find, then edit and enhance the images using software.

Prepare a script: Don't improvise your video completely. You want to seem natural and spontaneous but should have a sense of what you want to say and how you want to phrase it. Do not read directly from a script, or from your CV, since that leads to a dull video. The main points to express in the video are what you can offer the company, your major goals, skills, and accomplishments. Think of the video as an advertisement for yourself. Explain why the company should hire you. Most employers want to know about (i) your people skills (are you a team player?); (ii) how reliable you are; (iii) how strongly motivated you are; (iv) the most remarkable results you have obtained, so far; (v) any leadership skills you may have.

Keep it brief: Videos should be between one and two minutes. Anything longer than that is unlikely to be watched. However, there is a lot you can say in 60 to 120 seconds. Introduce yourself clearly and tell the viewer why you're the right person for the job. Remember you only have a few moments to engage them – then you have to keep them interested. Keep your sentences short, clear, simple and optimistic. End with something like, "Thank you in advance for taking the time to read my CV."

Body language is also important. Smile, maintain eye contact with the camera and have a happy, positive disposition.

Know your audience: As you plan your script and filming location, consider who will watch the video, and calibrate accordingly. A video prepared for a vacancy at a local bank might differ from a video intended for a dynamic international Public Relations company.

Show, don't tell: Try to use visuals to illustrate what you're saying in the video script and showcase your talents and skills. For instance, if you're applying for a job where presentations are a major part of the role, you can film yourself assembling a PowerPoint. Or, if any of your presentations were recorded, use that footage in your video resume.

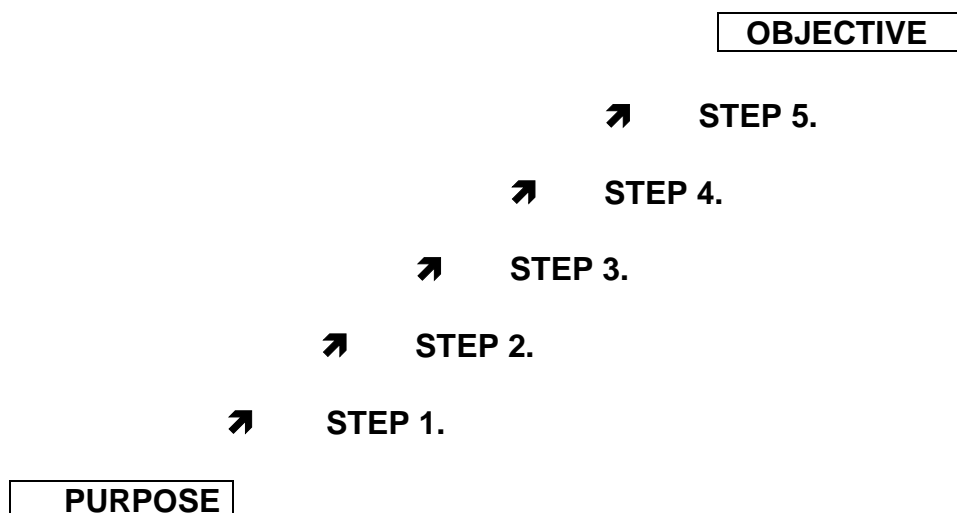
Share with friends and family: Getting feedback from others is an important step. Ask a few people to watch your video and make edits and changes based on their comments. Always keep in mind that once your video is on the Internet, you no longer have control over who sees it or how it's shared. Take feedback from friends and family seriously — if they think it's a mistake, do not share the video.

Share it via LinkedIn, Facebook, MySpace or send it directly to prospective employers as an MP4 file. Don't mix your personal life with your professional one. If you have information on your Facebook page that you'd prefer employers not to see, don't link your video CV to it.

Don't expect your video CV to replace your traditional CV. Not all employers are interested and others are worried about discrimination issues i.e. hiring candidates because of how they look and sound rather than for their qualifications. However, an effective video can improve your chances of employment.

ORGANIZING THE TEXT: FIVE STEPS FROM PURPOSE TO OBJECTIVE

Every video CV has a **purpose** (e.g. to obtain a job interview) and an **objective** or desired outcome (e.g. an invitation to a job interview). We can divide the progression from **purpose** to **objective** into five basic **Steps**. (See: <https://www.youtube.com/watch?v=pohk2OjsFaY>)



You can use this sequence of **Steps** as a guide for creating your own video CV.

Video CV's: Conventional Order of Steps

Step 1: INTRODUCTION: give a short, confident introduction about yourself including (i) your full name; (ii) your current location; (iii) your current occupation; (iv) your interests.

"Hello, my name is..." / "I'm from..." / "I live in..." / "I am currently working as... in..." / "I'm a graduate student at the University of Macerata" / "I like travelling" / "I enjoy learning foreign languages"

Step 2: ESTABLISHING CREDENTIALS (Bhatia 1993: 62):

(i) Describe your work experience and present situation. Never provide negative information.

"So far, I have worked at/for ..." / "In ... I joined / I was offered / I accepted..." / "While I was... I ..."
/ "During my time as ..." / "I also have experience in..." / "At the moment, I am ..."

(ii) Describe your educational background, qualifications and relevant skills.

"As for my educational background..." / "I have a degree / diploma in... from..." / "I graduated from ... in ... with a degree / diploma in ..."
/ "I completed a degree / diploma in ... in ..." / "As part of my degree course, I ..." / "I am currently..."

(iii) Describe your most impressive achievements so far.

"There are one or two things I am particularly proud of..." / "For example, ...in ... I..." / "From ... to ..., I..."
/ "In ... I obtained..." / "In... I was awarded..." / "In... I won..."

Step 3: SELF PROMOTION: Explain why you want the position and/or why you would be a suitable candidate in terms of (i) your people skills (are you a team player?); (ii) how reliable you are; (iii) how strongly motivated you are; (iv) any leadership skills you may have.

"I am particularly interested in... / "I am sure I would be..." / "I think I would be..." / "I feel I could..." / "I consider myself..." / "I work well in a team. In fact, in... I... and, as a result, we..." / "I am reliable, precise and trustworthy..." / "I work well under stress..." / "I am strongly motivated to achieve my goals. For example, in ... I ..." / "I am self-confident and quite capable of leading a team. For example, in... I ..."

Step 4: REQUIREMENTS: Conclude by requesting an interview.

"So, I am available for interview at any time..." / "I am available for interview from... to..." / "I would really appreciate the opportunity to discuss my application with you at interview" / "If you'd like to arrange an interview, please contact me at the address and telephone number shown on my Curriculum Vitae ..."

Step 5: CONVENTIONAL ENDING:

"Thank you in advance for taking the time to read my CV."

APPENDIX 3: PREPOSITIONS

1) PREPOSITIONS OF PLACE

Look at the prepositions of place shown below. Then put a ● in the right position to illustrate each preposition. (the first one has been done for you).



ABOVE
OVER



ON



IN



UNDER
BELOW



NEXT TO
BESIDE



NEAR



BEHIND



IN FRONT OF



BETWEEN



OPPOSITE



INSIDE



OUTSIDE



ON THE LEFT



ON THE RIGHT

2) PREPOSITIONS OF MOVEMENT

Look at the prepositions of movement shown below. Then put a → going in the right direction to illustrate each preposition (the first five have been done for you).



UP



DOWN



TO THE LEFT



TO THE RIGHT



AROUND



ONTO



OFF



OVER



UNDER



INTO



OUT OF



THROUGH



ACROSS



ALONG



FROM



TOWARDS / TO



PAST

3) IN, AT, ON & BY

IN	<i>the world / the solar system / the galaxy / the universe Asia / Europe / America / Australia / Antarctica / Africa Italy / England / the United States / the EU / the Eurozone Tuscany / Sicily / Lombardy / Piedmont / Sardinia / Apulia / the Marche Venice / Milan / Rome / Turin / Naples / Genoa / Florence / Padua / Mantua Downing Street / Via Don Minzoni a house / an apartment / a block of flats / a hotel / a palace the attic / the cellar / the basement / the kitchen / the toilet / the living room prison / hospital / court / the police force / the air-force / the army / the navy a car / a Fiat 500 / a van / a caravan / a camper-van</i>
AT	<i>school / college / university home / work / the office 10 Downing Street / Via Don Minzoni 11 / Buckingham Palace / the White House the seaside / a disco / a party the cinema / the restaurant / the theatre / the stadium / a gallery / a museum the station / the airport / the bus station / the bus stop Platform 4 / Gate number 10 / Bay 12 / the next stop</i>
ON	<i>holiday / the beach / an island / a farm the ground floor / the first floor / the second floor / the top floor TV / Facebook / You Tube / DVD / CD-ROM / video / the radio / stage / the screen / the monitor a bicycle / a motorbike / a horse / a camel / an elephant / foot</i>
BY	<i>lorry / truck / road / train / rail / plane / air / ship / sea / car / motorbike / bicycle</i>

4) PREPOSITIONS OF TIME

IN	<i>the spring / the summer / the autumn / the winter the morning / the afternoon / the evening January / February / March 2015 / the 1990's / the nineteenth century / the Middle Ages / prehistoric times "See you in two weeks' time" "The train arrives in five minutes"</i>
AT	<i>night / the weekend / the time four o'clock / 5.30 / midday / noon / midnight / breakfast time / lunchtime Christmas / New Year / Easter</i>
ON	<i>Monday / Tuesday / Wednesday Christmas Eve / New Year's Eve / Easter Sunday May 1st / my birthday / our wedding day / our honeymoon</i>
FOR	<i>ten minutes / two hours / three days / a long time</i>
SINCE	<i>last night / 1973 / I was a child / we were married</i>
WHILE	<i>you were out / I was watching TV / they were having breakfast</i>
BY	<i>"Your car will be ready by tomorrow / by Friday / by five o'clock."</i>
FROM TO / UNTIL / TILL	<i>from 9.00 to / until / till 12.00</i>
BEFORE / DURING / AFTER	<i>"He wrote during the 1920's, after WWI but before WWII"</i>

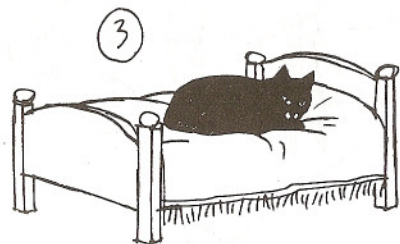
4 Prepositions of place

Look at the drawings and fill in the missing prepositions in the sentences below. Use each of the following once only:

in	through	inside
on	in front of	under
next to	opposite	outside
behind	over	between



The post office is the bank and the library.



The cat is the bed.



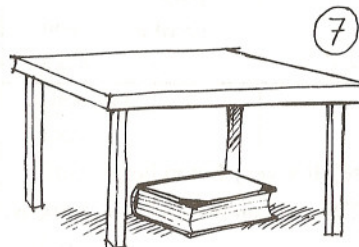
The lion is the cage.



The car is parked the phone box.



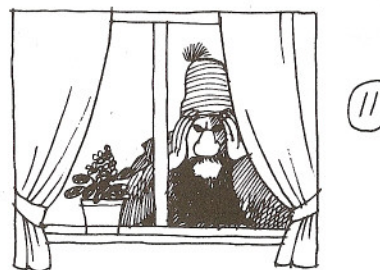
He is standing a tree.



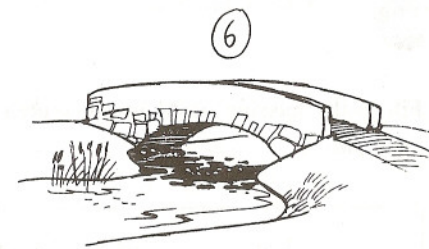
The book is the table.



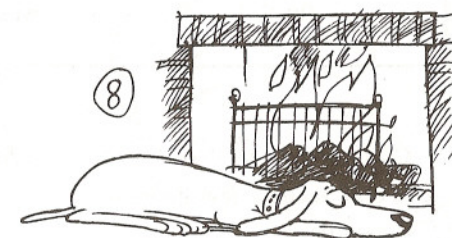
The flowers are a vase.



There's a man the window.



The bridge is the river.



The dog is lying down the fire.

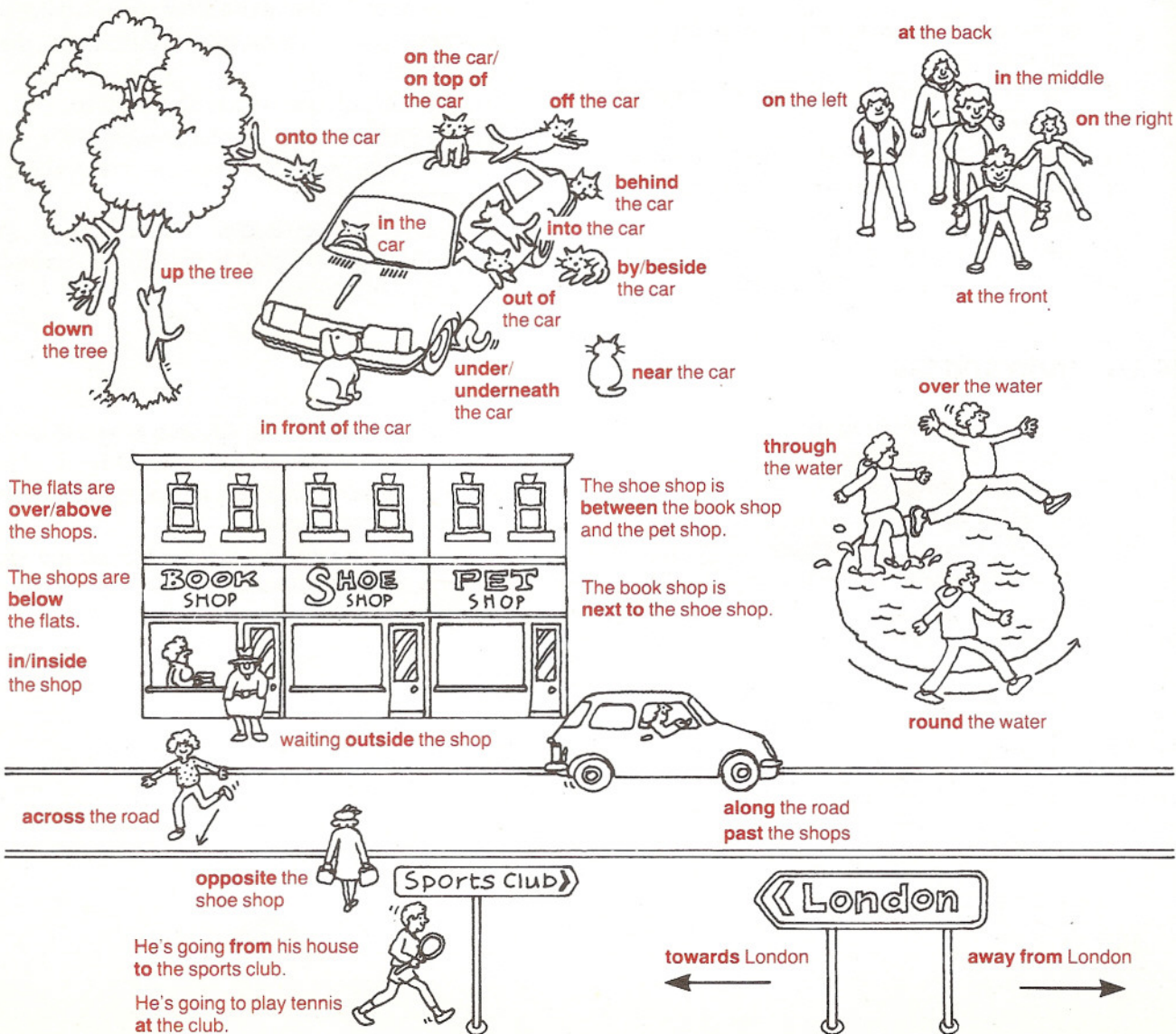


The cinema is the restaurant.



They walked home the park.

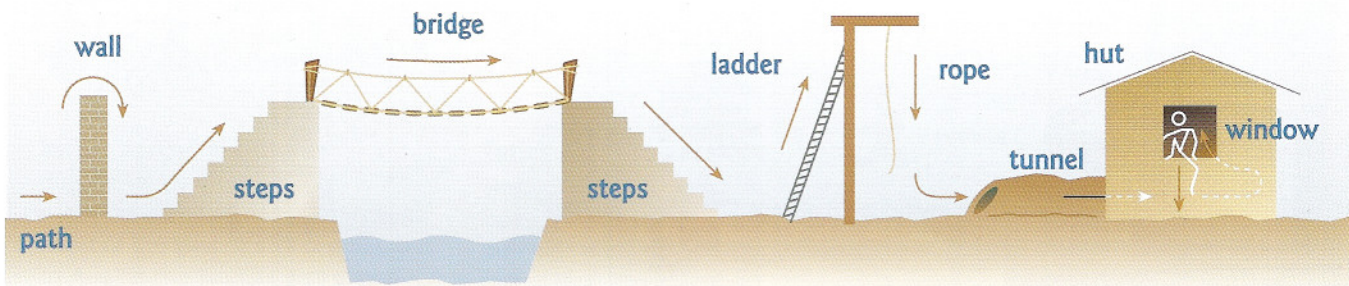
25.1 Prepositions of place and movement



1 From A to B

1 Where does the person go? Use words from the box.

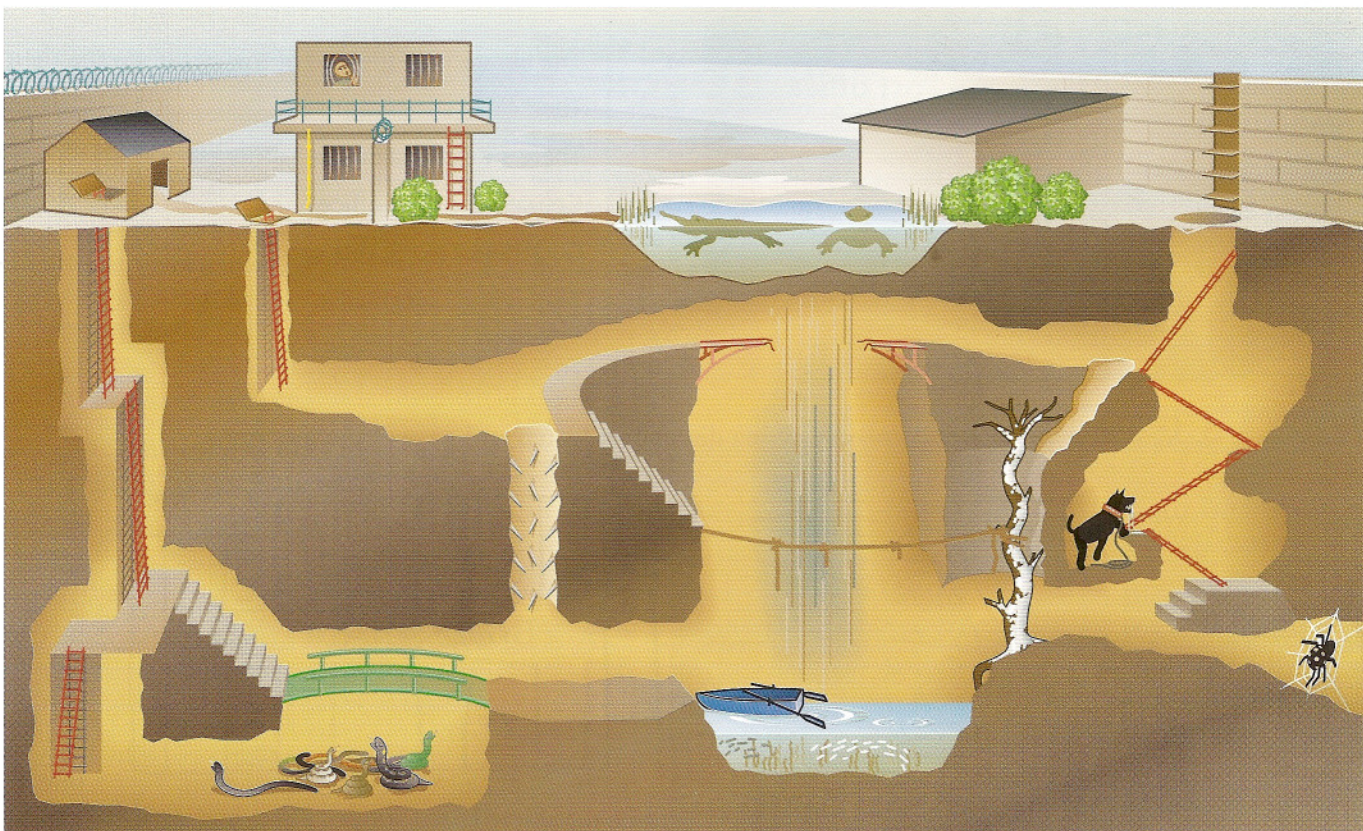
up	into	over	through
down	out of	across	along



2 Look at this picture. How does the prisoner escape?

He goes ...

He climbs ...

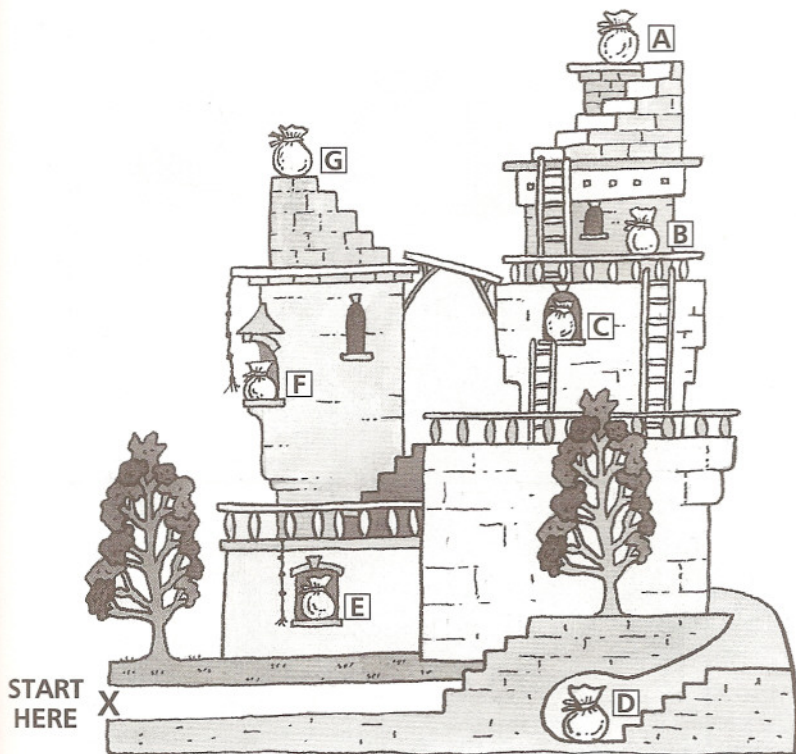


Listening: *Bags of gold*



Listen to the directions and find the bags of gold.
Which bags are they?

1 = 2 = 3 = 4 =



THE IMPERATIVE

FORM:

+ **Sit** down

Be quiet

Please **wait** here

Please **follow** me

— **Don't** **talk**

Don't **smoke**

Please **don't** **touch**

Please **don't** **go**

USE:

We use the imperative

(i) to give instructions, e.g.

“**Insert** your card, **enter** your PIN number, **collect** your money”

(ii) to give advice, e.g.

“**Don't** **keep** your PIN number with your card”

(iii) to give warnings, e.g.

“**Be** careful ! **Look** out!”

(iv) to give orders, e.g.

“**Sit** down, **be** quiet and **don't** **move**”

Watch Shia LaBeouf's Motivational Speech:

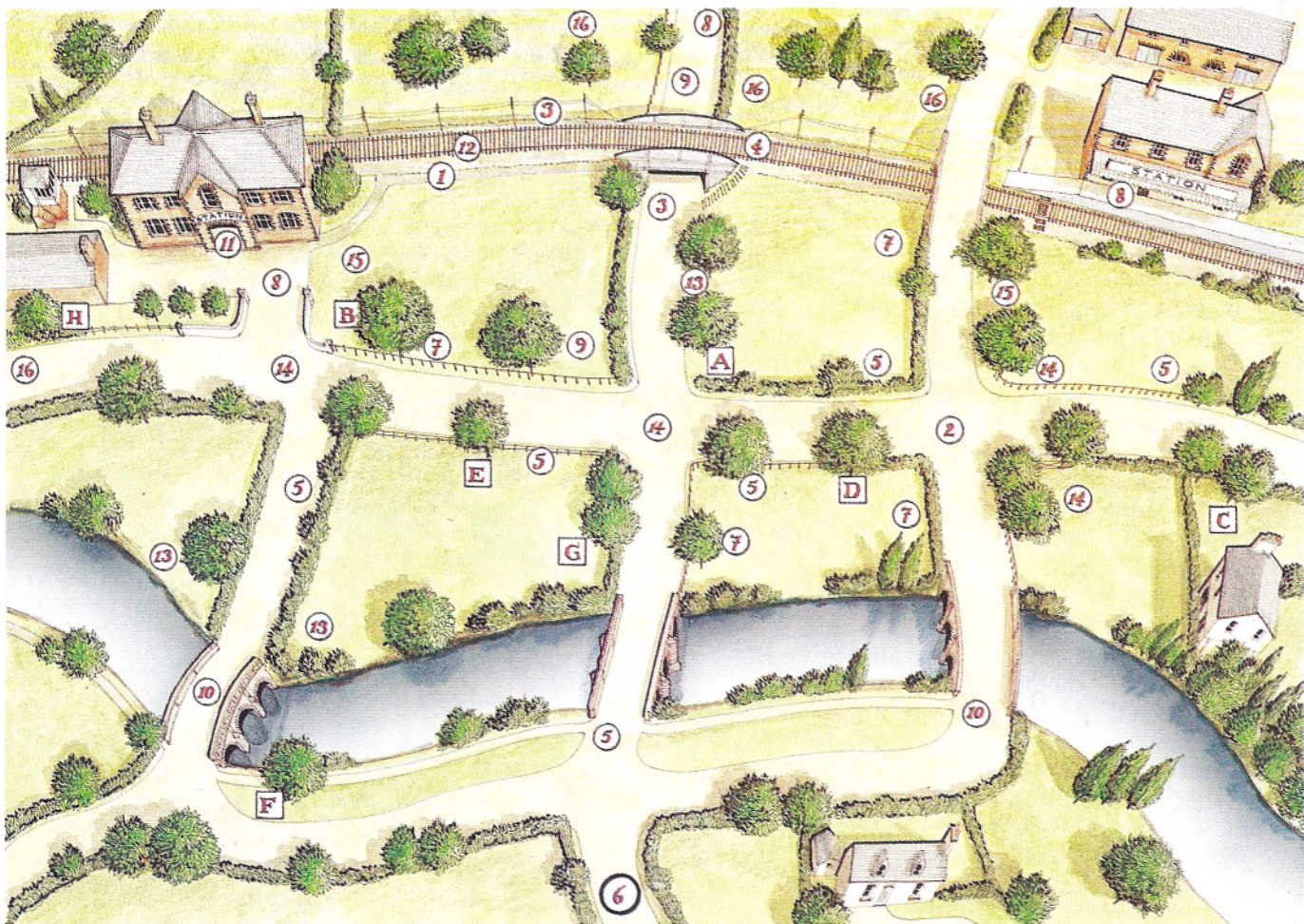
Shia LaBeouf "Just Do It" Motivational Speech

https://www.youtube.com/watch?v=ZXsQAXx_ao0

Now watch the auto-tuned version

https://www.youtube.com/watch?v=gJscrxxl_Bg

1 Treasure hunt. The treasure is buried under one of the trees, at A, B, C, D, E, F, G or H. Follow the clues and find it. Start by reading clue number 6.



1. Go to the nearest railway station. Go into the station.
2. Keep straight on until you see the next clue.
3. Climb up on to the railway line.
4. Turn left and walk along the railway line until you see the next clue.
5. Turn right. Go to the nearest crossroads and turn right. The treasure is under the second tree on the right.
6. Go straight on over the bridge to the crossroads.
7. Walk back and read the last clue again.
8. Go into the nearest field. The next clue is under the first tree on the right.
9. This clue says the same as number 13.
10. Walk along the river bank to the next bridge.
11. Get on the next train; get off at the other station.
12. There's a train coming. Turn to your left and get off the railway line.
13. Go under the bridge. The next clue is just on the other side.
14. Turn left and go to the second tree on the right.
15. Go straight out of the field and take the shortest way to the river by road. The next clue is at the crossroads.
16. You're lost.

Fill in the missing words in the sentences. There are several possibilities for some of them.

1



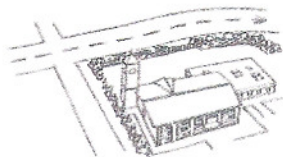
Turn right the bridge.

2



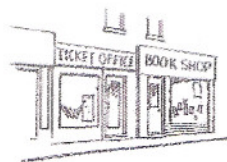
The newsagent is the bank.

3



Follow the road the school.

4



The ticket office is the book shop.

5



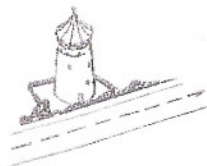
Go straight at the crossroads.

6



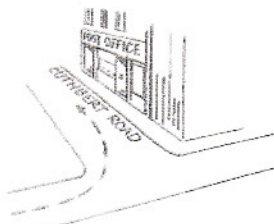
Walk the square.

7



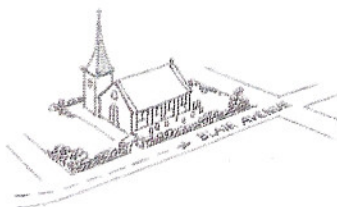
You will see the tower your left.

8



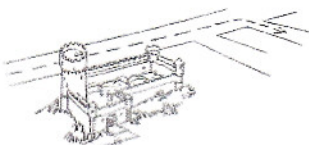
Turn left Cuthbert Road.
The Post Office is a little way
..... the right.

9



Go Blair Avenue you see the church.

10



Take the second the right
..... the castle.

Section 1: Routine tasks

4 Dates and times

Fill in the missing prepositions in the sentences below. Choose from the following. Sometimes, more than one preposition can be used.

at	by	during	for	in	on	until
----	----	--------	-----	----	----	-------

- I have an appointment to see Mr Clark 2 o'clock Friday 16th.
- Mr Frost is in New York the moment and I'm unable to make any arrangements he returns.
- She's due back in the office a few minutes if the meeting ends time.
- He's away two weeks, but Ms Brunnel is dealing with the matter.
- I'm afraid the office will be closed Christmas four days but this time you can ring our emergency number.
- I'll confirm the details Tuesday morning the latest.
- Could you send me details of the conference the same time?
- I'm sorry Barry can't make it the morning but the afternoon would be possible.
- They would like you to speak the beginning of the conference.
- Mrs Charme doesn't work Tuesdays.
- You'll receive the papers the next few days and then we can arrange a meeting a week's time.



Cardinal Points



1) Use prepositions and the names of the cardinal points to describe the location of the following:

Where is Cingoli? *Cingoli is right in the centre of the Marche region.*

Where is Urbino? *Urbino is in the north of the Marche region.*

Where is Ascoli Piceno?

Where is Ancona?

Where is San Benedetto del Tronto?

Where is Fabriano?

Where is the Monti Sibillini National Park?

Where is Pesaro?

Where is Sant'Angelo in Vado?

2) Use prepositions and the imperative to answer the following questions:

How do you get to Senigallia from Urbino?

How do you get to the Monti Sibillini National Park from Ancona?

How do you get to Ascoli Piceno from Falconara airport?

3) How would you translate these words into your own language?

A university town	A port	A seaside resort	A skiing resort
A cultural centre	A ferry terminal	A religious centre	A historical town
A village	A town	A city	An airport
			An industrial town

4) How would you describe the following places and their location?

- (a) Loreto (b) Ancona (c) Urbino (d) Pesaro (e) Macerata (f) Ascoli Piceno
 (g) San Benedetto del Tronto (h) Fabriano (i) Fano (j) Falconara

FROM POLE TO POLE

Speakout Pre-intermediate Unit 5 with text

www.youtube.com/watch?v=Z4AvWqY_K5s&list=UUP6px6Y2N4lyCRkdI7dW5aA&index=115

- 1) Where did Michael Palin's journey start ?
- 2) How long did it take the rail-bus to get from sea level to 10,000 feet ?
- 3) How did the passengers feel at this point ?
- 4) How long did it take the rail-bus to get to Bolivia ?
- 5) What was the rail-bus's final destination ?
- 6) What was its average speed on the journey ?

NOW WRITE A DESCRIPTION OF MICHAEL PALIN'S JOURNEY USING THE INFORMATION ABOVE PLUS APPROPRIATE PREPOSITIONS OF PLACE, MOVEMENT & TIME

PREPOSITIONS OF PLACE, MOVEMENT & TIME

1) Complete this passage using appropriate prepositions.

Marco Polo was born Venice 1254 and is famous for travelling the city now known as Beijing his father and his uncle. The three-year journey involved going the Pamir mountains on foot and riding the Gobi Desert on camels. When they finally arrived the court of Kublai Khan, Marco became the Mongol Emperor's envoy and, the next twenty years, travelled all over South East Asia on imperial business. His career in China lasted 1292, when the three Venetians decided to return home. His story is still well-known today because he composed an account of his travels, 'A Description of the World', with the help of Rustichello of Pisa a long period of imprisonment by the Genoese. Legend has it that, lying on his death bed, his final words were: "I have not told you half of what I saw and what I did !"

2) Complete this passage using appropriate prepositions.

..... five o'clock the morning September 8th 2010, two armed robbers entered the BP petrol station Edinburgh, locked the cashier the basement and drove with £400. Since they came Glasgow, they did not know their way around Edinburgh and twenty minutes driving in circles, arrived back the same petrol station ask directions. The attendant, who had just escaped the basement, was alarmed to see the two criminals coming the cashier's window once again. "They obviously didn't recognise me or the petrol station," he remembered. "They wanted me to tell them the way Fort William, so I asked them wait a couple of minutes I found them a road map." the two men sat patiently, the attendant went the manager's office and phoned the police. Both robbers were sent prison and will remain there 2026.

3) Complete this passage using appropriate prepositions.

..... September 2008, the New York bank robber, Eugene Peabody parked his car the Chase Manhattan bank Wall Street and ran the building a scarf his face and a revolver his hand. Unfortunately he was wearing the wrong shoes and, as his foot hit the edge the carpet, he tripped and slid the marble floor. As he did so, his scarf fell, revealing his face. Scrambling hastily his feet, he ran the cashier's desk but slipped again the polished floor and had to hang the counter to keep his balance. he was doing this, he dropped his gun and the customers and staff burst laughing. He then ran, slipped and crawled of the bank to find a policeman waiting him his car. Apparently, he had left it a no parking zone.

PERSHING FERRETTI

Go to this website: <https://www.pershing-yacht.com/en-us/>

- 1) What does Pershing Ferretti make?
- 2) Where is their head office?
- 3) Where is their nearest shipyard?
- 4) How do you get there from Falconara airport?

“When you get the plane Falconara airport, get your hire car and take the E55 motorway Chiaravalle Pesaro. Turn the motorway Marotta. Then turn left and take Via Valcesano Pergola. The Pershing Ferretti showroom will be your left. If you park your car the car park, come the reception desk the ground floor and ask Mr Massimo Bongusto, he will be delighted to take you a tour the premises and show you our latest models. I should warn you that Mr Bongusto is usually very busy the mornings 9 a.m. 11.30 a.m. Mondays and Tuesdays, so it might better to arrive lunch. He would then be free a couple of hours to take you the showroom and answer all your questions, in which case, I imagine that your visit will be over 5 p.m. If you could possibly email me let us know when your flight lands Italy, and phone me just you leave the airport, I can make all the arrangements this end.”

For more information about the Ferretti company, check out this website:

<https://www.ferrettigroup.com/en-us/Corporate>