

## 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:

## VIDEO CV's

### PRESENTATION

1) First, watch some examples of a video CV: <https://www.youtube.com/watch?v=Mno7uJEhvSE>



### 2) What to Include in a Video CV (Alkhalafat 2024)

**Be professional:** Dress as you would for an interview and act professionally throughout. Pay attention to the background, make sure it looks tidy. Shoot the video CV with the best quality smartphone you can find, then edit and enhance the images using post-production software.

**Prepare a script:** Don't try to improvise your video. You want to seem natural and spontaneous but you should know what you want to say and how you want to phrase it. Do not read directly from a script or from your CV, either. It sounds dull. 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-a-half and two-and-a-half minutes. Anything longer than that is unlikely to be watched. However, there is a lot you can say in 90 to 150 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:** Smile and maintain eye contact with the camera. Try to appear happy, confident and positive.

**Know your audience:** As you plan your script and background 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 Public Relations company.

**Show and tell:** Use visuals to illustrate what you're saying 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 CV.

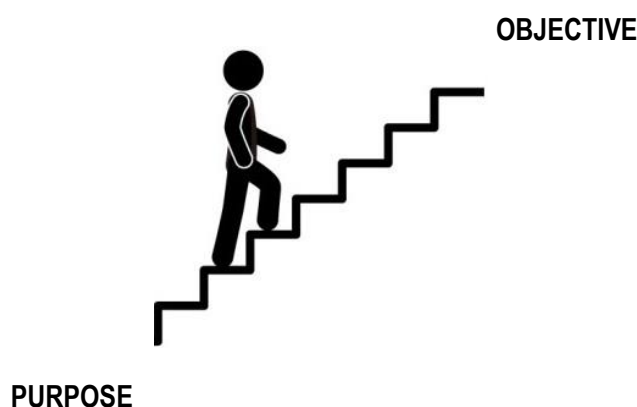
**Share it with friends and family:** Getting feedback from others is an important step. Ask a few people to watch your video and make edits and changes based on their comments. Always bear in mind that once your video is on the Internet, you no longer have control over who sees it or how it's shared.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

**Share it via LinkedIn, attach it to your Europass CV or send it directly to prospective employers as an MP4 file.** Do not mix your personal life with your professional one. If you have information on your social media platforms that you'd prefer employers not to see, don't link your video CV to them.

**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 and demonstrates your familiarity with cutting-edge digital technology.

### 3) 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.

**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."*

**4) COMPOSITION, EDITING AND DIFFUSION**

Now compose your own video CV. Write the script, practise your presentation, then film it on your mobile phone, edit the footage until you are satisfied with the results, and attach the MP4 file to your Europass CV or LinkedIn page.

## 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).

●

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
ABOVE OVER	ON	IN	UNDER BELOW	NEXT TO BESIDE	NEAR	BEHIND
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	//	<input type="checkbox"/>	<input type="checkbox"/>	
IN FRONT OF	BETWEEN		OPPOSITE	INSIDE	OUTSIDE	
<input type="checkbox"/>	<input type="checkbox"/>					
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).

↑	↓	↶	↷	↻	<input type="checkbox"/>	
UP	DOWN	TO THE LEFT	TO THE RIGHT	AROUND	ONTO	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		//
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 / 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 the Internet / TV / Facebook / You Tube / DVD / 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 1<sup>st</sup> / 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>
WITHIN	<i>"His passport will expire within ten days / within six weeks / within nine months / within a year."</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:

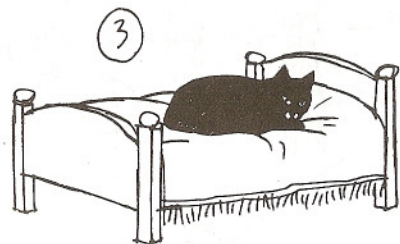
in	through	inside
on	in front of	under
next to	opposite	outside
behind	over	between



The post office is  
..... the  
bank and the library.



The lion is  
..... the cage.



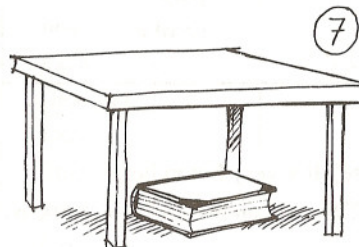
The cat is  
..... the bed.



The car is parked  
..... the phone box.



He is standing  
..... a tree.



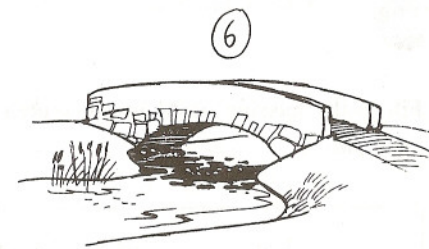
The book is  
..... the table.



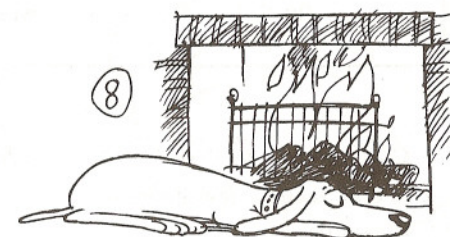
The flowers are  
..... a vase.



There's a man  
..... the window.



The bridge is  
..... the river.



The dog is lying down  
..... the fire.



The cinema is  
..... the restaurant.

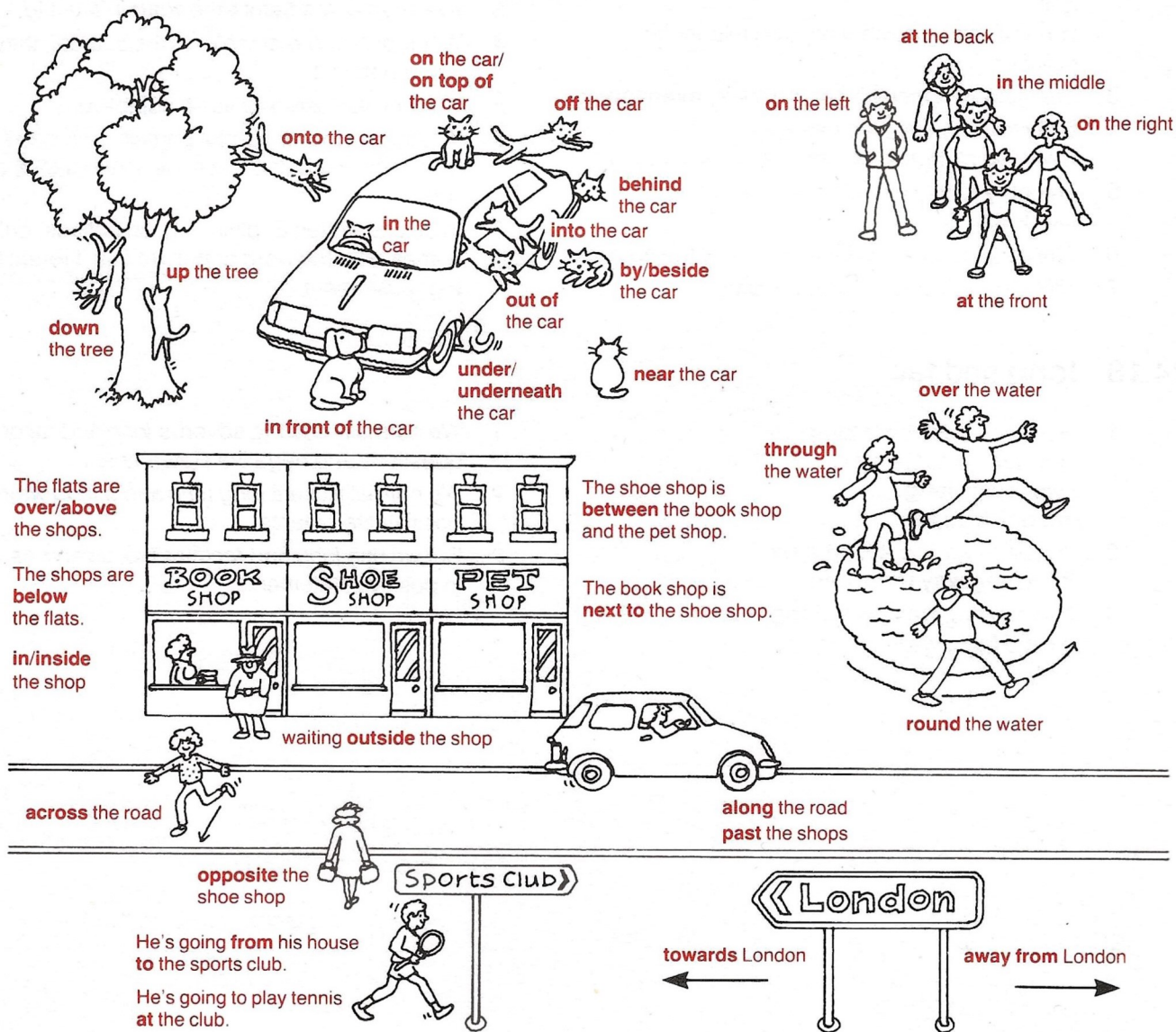


They walked home  
..... the park.



# 25 Prepositions

## 25.1 Prepositions of place and movement

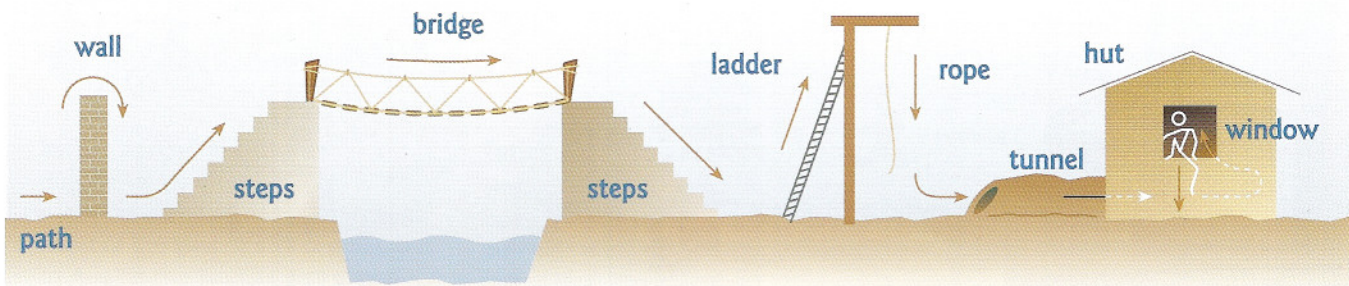




# 1 From A to B

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

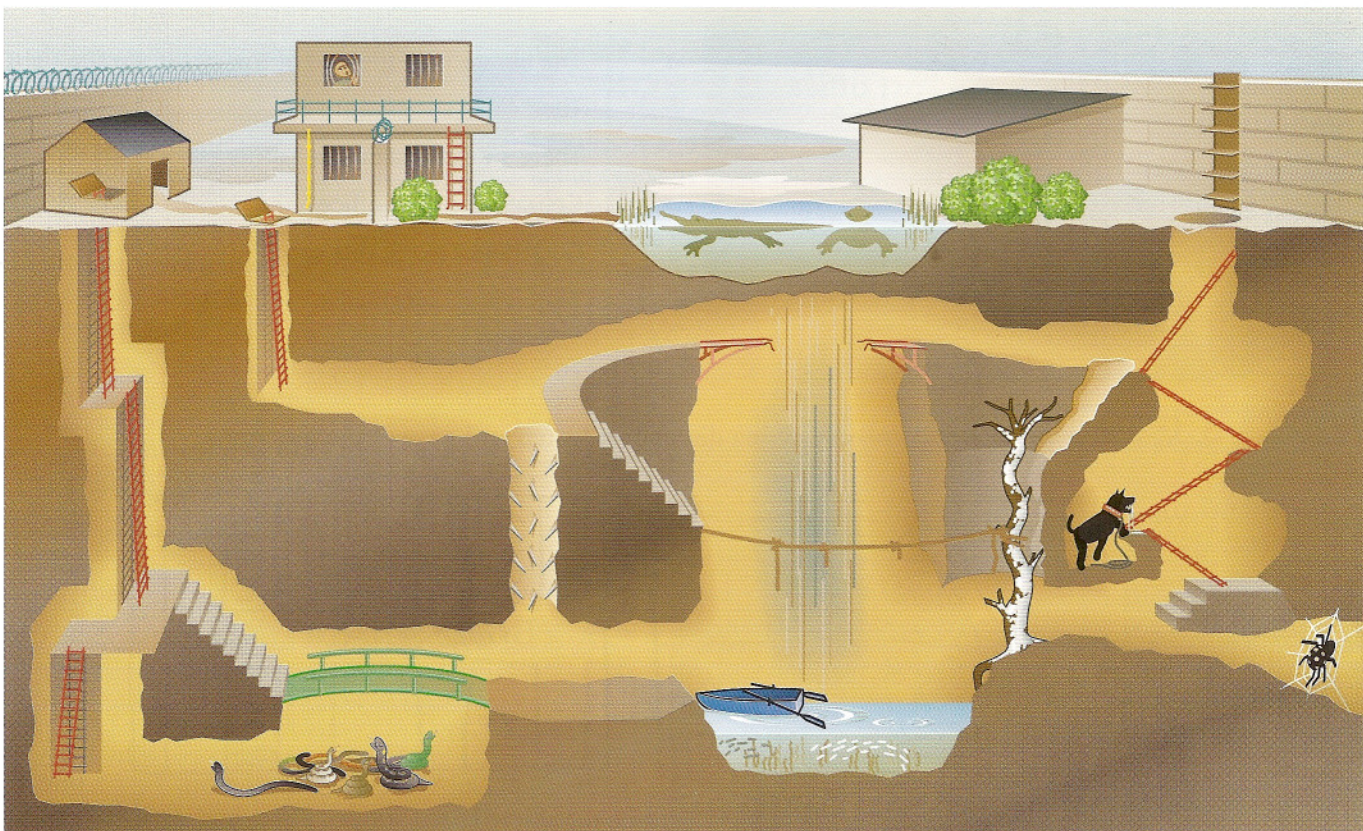
up	into	over	through
down	out of	across	along



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

He goes ...

He climbs ...

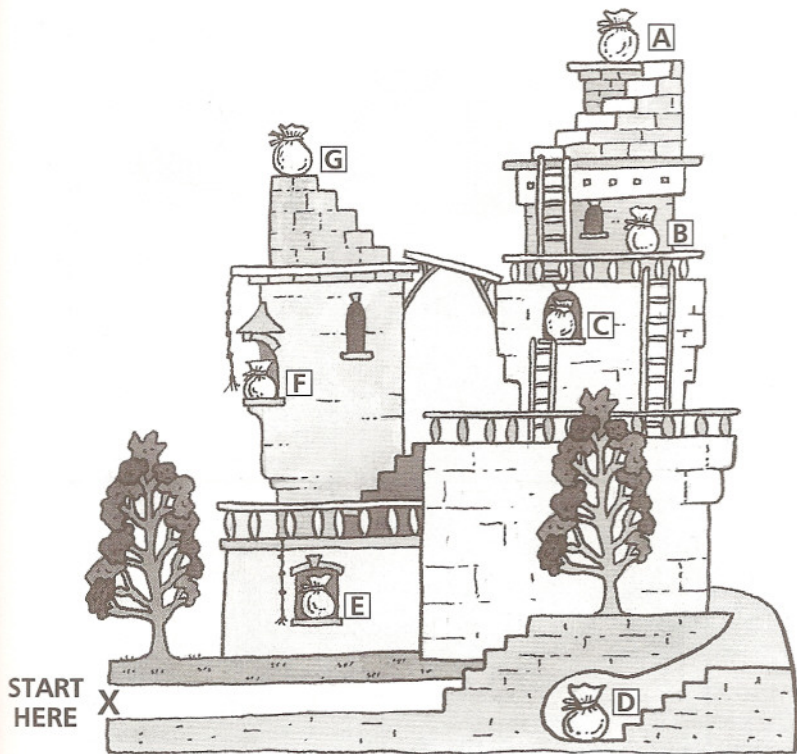


# Listening: *Bags of gold*



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

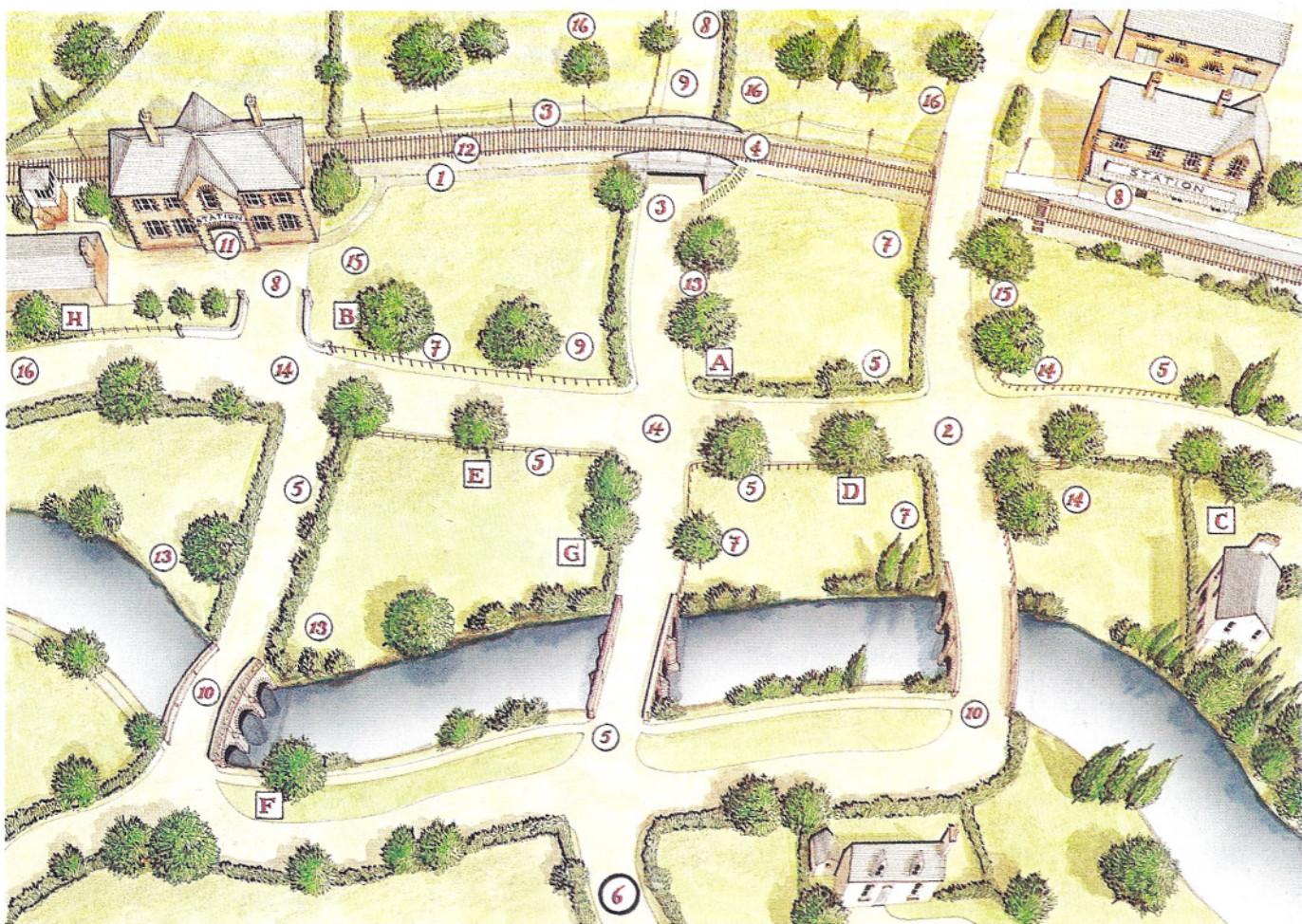
[https://www.youtube.com/watch?v=ZXsQAXx\\_ao0](https://www.youtube.com/watch?v=ZXsQAXx_ao0)

Now watch the auto-tuned version

[https://www.youtube.com/watch?v=gJscrxxl\\_Bg](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



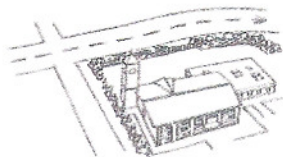
Turn right ..... the bridge.

2



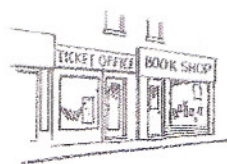
The newsagent is ..... the bank.

3



Follow the road ..... the school.

4



The ticket office is ..... the book shop.

5



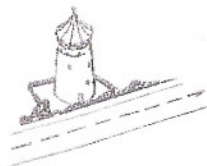
Go straight ..... at the crossroads.

6



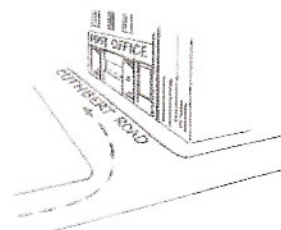
Walk ..... the square.

7



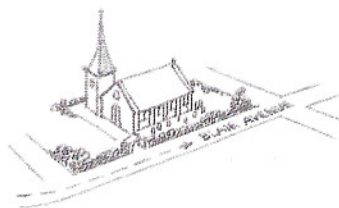
You will see the tower ..... your left.

8



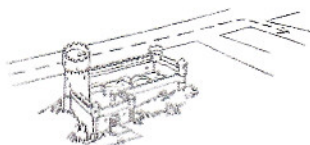
Turn left ..... Cuthbert Road.  
The Post Office is a little way  
..... the right.

9



Go ..... Blair Avenue ..... you see the church.

10



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

## 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](https://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 8<sup>th</sup> 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>