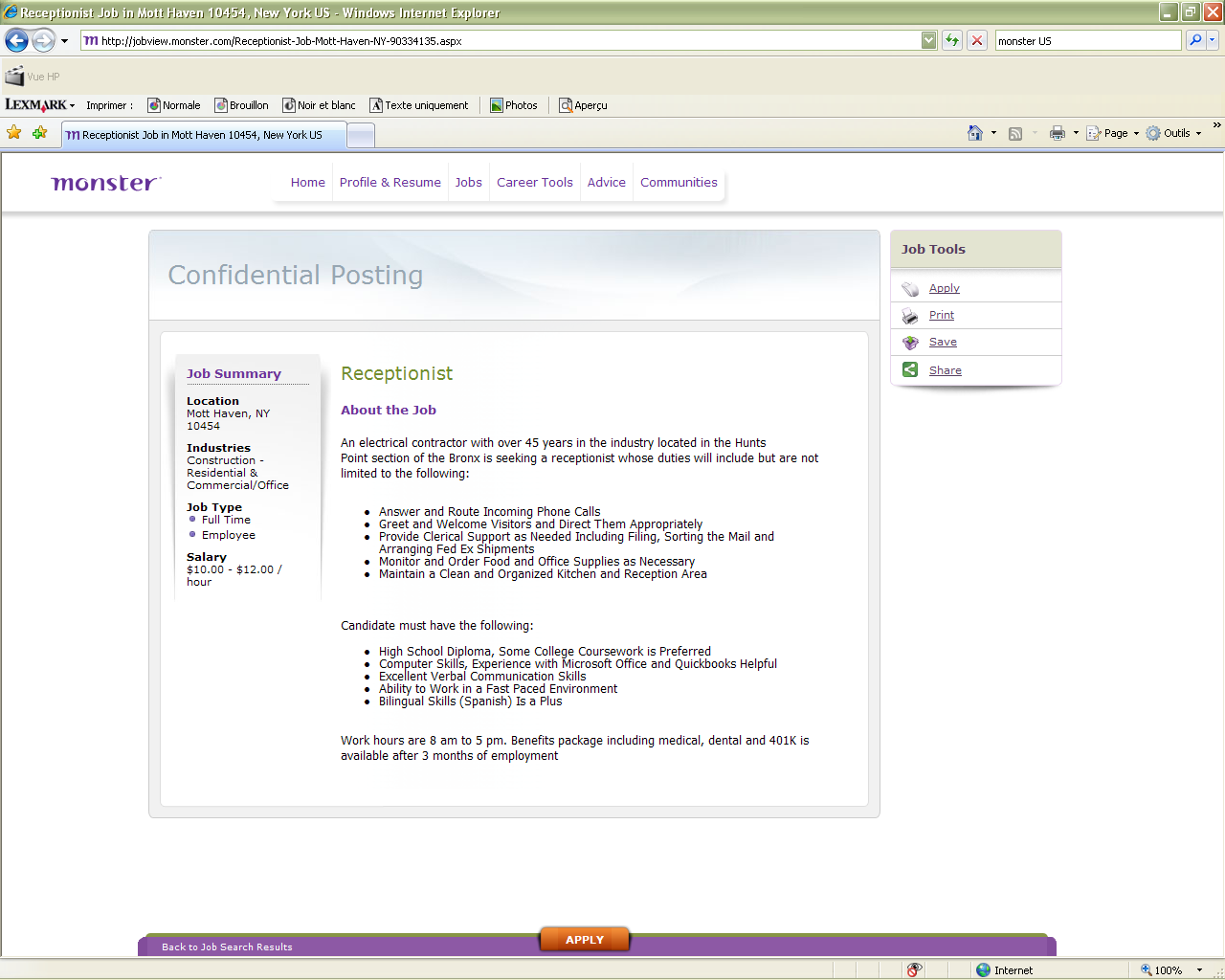
⮊Action! You’re a French student and you want to improve your English by spending a year in New-York. You went on Monster.com website to find a job corresponding to your studies and here is the job description you chose.

**Find a job in the US.**

**Activity paper 1: Analyze your future job**



🕮 Reading Activity part I.

Step 1: Before sending your CV, you need to analyze this job description; here is some help for you.

Nature of the Job:

Location (2 answers needed):

Specialty of this company:

Full or a part time job:

Step 2: After this short introduction you decide to prepare a summary in French. You just need to answer the following questions in French.

Quels seront mes horaires de travail ? Combien d’heures par jour cela représente-il?

*🖊………………………………………………………………………………………………………*

Quelle sera le montant de ma rémunération?

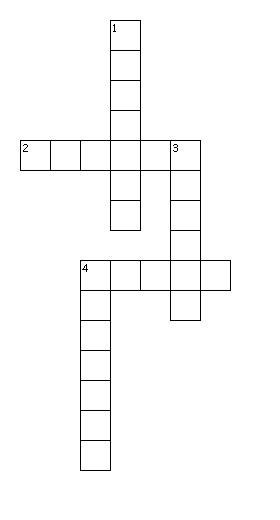
*🖊………………………………………………………………………………………………………*

De combien de parties est composé le corps de l’annonce, quelles sont elles ?

*🖊………………………………………………………………………………………………………*

✪Vocabulary

Read the job description to find the words in English to complete the crossword.

**Find a job in the US**  


Across

2. tâches

4. postuler (déposer une candidature)

Down

1. rechercher

3. compétences

4. capacité

🕮 Reading Activity part II

Read the first part of the job description and circle among the different tasks the ones you will be asked to complete. Each time you find one, give a justification taken from the document.

|  |  |  |
| --- | --- | --- |
| Apporter un café au patron | Téléphoner aux taxis | Maintenir la conversation |
| Faire le ménage dans l’entreprise | Répondre au téléphone et transférer les appels | Gérer les factures |
| Organiser les déjeuners s’occuper des commandes | Organiser les réunions du patron | Se déplacer chez les clients |
| Sourire aux clients | Travail de bureau et gestion du courrier | Saluer et accueillir le public |
| Ranger et tenir propre la cuisine et les salles de réception/réunion | Etre présent les weekends | Conduire la voiture de fonction |

**Find a job in the US.**

**Activity paper 2 : prepare your CV**

⮊Action !: Now you’re ready to apply for your future job, you decide to send your CV. Once your CV is ready, send it to the Company.

✪Vocabulary

Observe the left part of the blank CV and match the English words with their translation in French.

🞏 Compétences sociales

🞏 Compétences en informatique

🞏 Autres compétences

🞏 Identité

🞏 Compétences personnelles

🞏 Compétences organisationnelles

🞏 Parcours scolaire

🞏 Emploi recherché

Personal Information 🞏

Desired job 🞏

Education and training 🞏

Personal skills 🞏

Computer skills 🞏

Organizational skills 🞏

Social skills 🞏

Other skills 🞏

🙻Think

Here are the missing information from the blank CV. You have to cut them and stick them on it.

Receptionist

|  |
| --- |
| 01/09/2002 - 28/06/2005 |
| high school diploma BETC accountancy/secretarial work |
| Accountancy  communication |
| Prince Philip (High school)  Churchbury lane, EN13HQ Enfield (England) |

|  |
| --- |
| 05/01/2007 - 10/08/2010 |
| Receptionist |
| greet and welcome clients  answer incoming call  secretarial work |
| The 15 shop  360 Oxford street, W1 LB3 London (England) |
| merchandising |

|  |  |  |
| --- | --- | --- |
| Brown Mathew | | |
| 57 Regent street  W1B 2EL London (England) | | |
| 020 7153 9000 |  |  |
| m.brown@vodafone.uk | | |
| English | | |
| 04/11/1980 | | |
| Male | | |

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| English | | | | | | | | | | |
|  | Understanding | | | | Speaking | | | | W r i t i n g | |
|  | Listening | | Reading | | Spoken interaction | | Spoken production | |  | |
|  | B1 | Independent user | B1 | Independent user | B1 | Independent user | B1 | Independent user | A2 | Basic User |
| (\*) [Common European Framework of Reference (CEF) level](file:///C:\d:\ootmpoffline2\ECV-48436.odt\%3f%3f%3ffr\preview\linkToGridTable%3f%3f%3f\en) | | | | | | | | | | |
|  | | | | | | | | | | |

|  |  |  |  |
| --- | --- | --- | --- |
|  |  |  | |
|  |
| Europass  Curriculum Vitae | |  | |
|  | |  | |
| Personal information | |  | |
| First name(s) / Surname(s) | |
| Address | |
| Telephone(s) | |
| E-mail(s) | |
| Nationality | |
| Date of birth | |
| Gender | |
|  | |  | |
| Desired employment / Occupational field | |  | |
|  | |  | |
| Work experience | |  | |
| Dates | |
| Occupation or position held | |
| Main activities and responsibilities | |
| Name and address of employer | |
| Type of business or sector | |
|  | |  | |
|  | |  | |
| Education and training | |  | |
|  | |  | |
| **Dates** | |
| Title of qualification awarded | |
| Principal subjects / occupational skills covered | |
| Name and type of organisation providing education and training | |
|  | |
| Personal skills and competences | |  | |
|  | |  | |
| Mother tongue(s) | |  | |
| Other language(s) | |  | |
| Self-assessment | |  |
| European level (\*) | |  |

**Find a job in the US.**

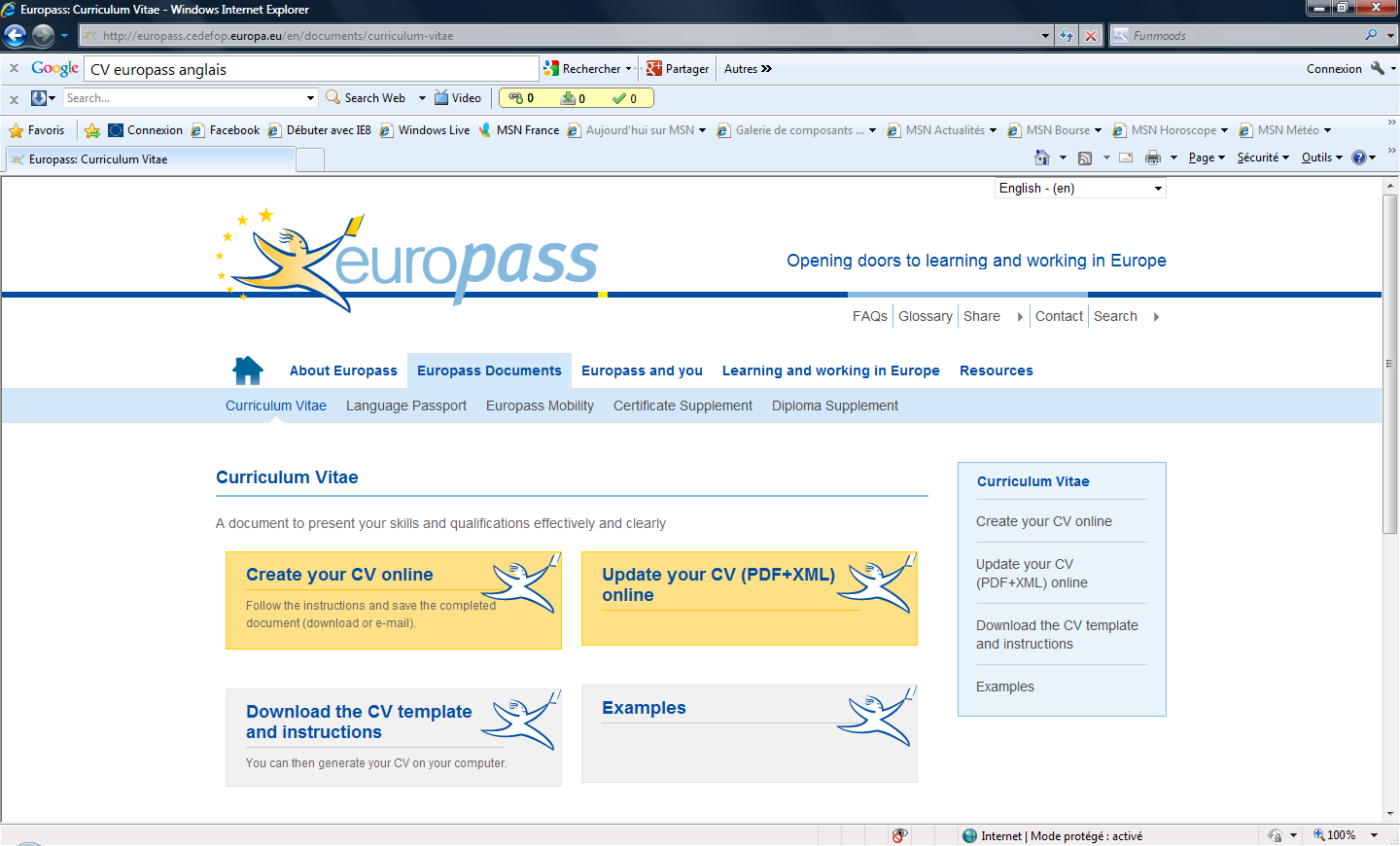
**Activity paper 3: prepare your CV and send it**

⮊Action !: Your career coach has just sent you this video to show you what to do during a job interview. Here are some exercises to help you to be ready for the D day.

**WARNING:**

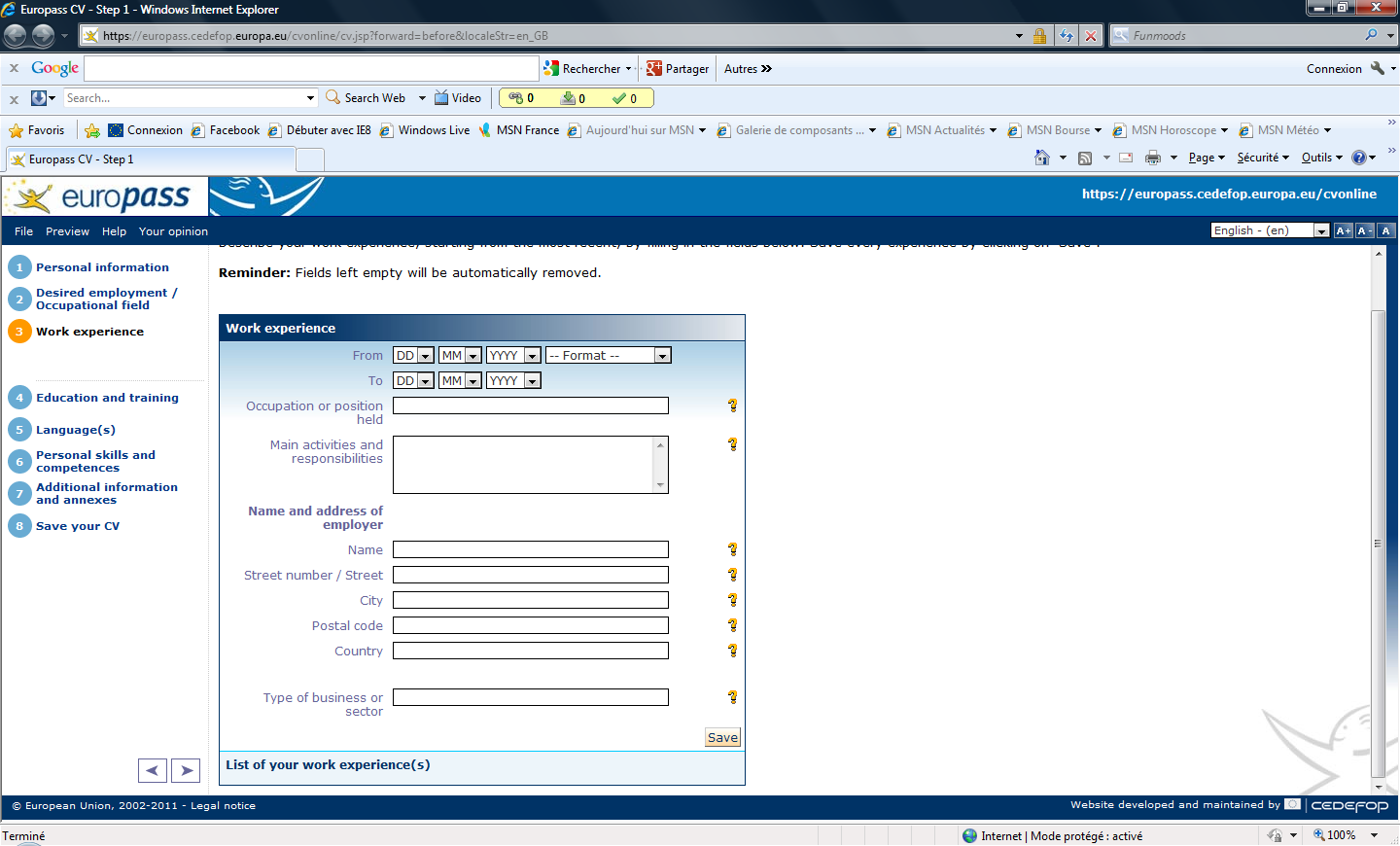
**Votre CV et le mail envoyé au patron de l’entreprise seront évalués.**

1. First go on google and type: CV europass English
2. Then open the first page you click on this link Don’t forget to click on English here



***don’t forget to save here after each page***

***click on this symbol to continue your CV***



1. When your CV is completed save it under a word page, then save it on your class account.
2. Avant de soumettre votre CV vérifiez les points suivants:

|  |  |
| --- | --- |
| Critères | O-N |
| J’ai rempli les différentes rubriques de manière précise en réutilisant le vocabulaire vu en cours |  |
| J’ai su mettre en avant mes qualités et compétences |  |
| La présentation de mon CV est soignée et il est correctement complété |  |

**Find a job in the US.**

**Activity paper 4: Send an email to your boss**

⮊Action !: : You must now send your CV to the company. First you need to write an email and attach your CV to it.

Write your email.

Evalué sur /10 avec le CV

Longueur demandée 55 mots

1. Saluer le récepteur
2. Vous présenter et expliquez pourquoi vous souhaitez venir travailler à New-York
3. Dire que vous envoyez votre CV
4. Concluez votre mèl
5. Signer
6. Ajouter votre CV en pièce jointe
7. Envoyez votre CV à l’adresse suivante : Adresse à créer pour l’exercice

Critères de réussite et d’évaluation de la tâche (mail)

|  |  |
| --- | --- |
| Critères | O-N |
| J’ai respecté les différentes étapes (1 point non divisible). |  |
| J’ai respecté la longueur demandée (pénalité). |  |
| J’ai décrit avec clarté les raisons qui me poussent à aller à l’étranger, en donner deux ( 2 points). |  |
| J’ai réussi à m’exprimer en termes simples et corrects (2 points). |  |
| J’ai réussi à me présenter de manière claire et complète (1 points). |  |

Critères de réussite CV

|  |  |
| --- | --- |
| Critères | O-N |
| J’ai rempli les différentes rubriques de manière précise en réutilisant le vocabulaire vu en cours (3 points) |  |
| J’ai su mettre en avant mes qualités et mes compétences (2points) |  |
| La présentation de mon CV est soignée et correctement complétée (1 point) |  |

**Find a job in the US.**

**Activity paper 5: How can I make a good impression?**

⮊Action !: Your career coach has just sent you this video to show you what to do during a job interview. Here are some exercises to help you to be ready for the D day.

Before you begin!

✪Vocabulary

Put the following words under the right picture.

**Handshake/Greeting/Outfit/Shoulder/Elbow/Face**

[](http://www.google.fr/imgres?imgurl=http://onetinyspark.files.wordpress.com/2008/07/men-outfit-720-zoom.jpg&imgrefurl=http://onetinyspark.wordpress.com/2008/07/15/thom-browne-floods-washington-dc/&usg=__7snH7YIPQwr6GGtN10iBkfrz6SU=&h=1071&w=500&sz=65&hl=fr&start=8&zoom=1&um=1&itbs=1&tbnid=QluDFVy4nmwCmM:&tbnh=150&tbnw=70&prev=/images?q=men+outfit&um=1&hl=fr&rls=com.microsoft:fr:IE-SearchBox&rlz=1I7DVXA_fr&tbs=isch:1)

[](http://www.google.fr/imgres?imgurl=http://www.zimmer.co.uk/web/images/products/surgery/shoulder_surgery9.jpg&imgrefurl=http://www.zimmer.co.uk/z/ctl/op/global/action/1/id/531/template/PC/navid/10383&usg=___8pkw5JFGVJkTvJUy8CAN8pmUdE=&h=300&w=450&sz=37&hl=fr&start=48&zoom=1&um=1&itbs=1&tbnid=KEmio2GZCEviOM:&tbnh=85&tbnw=127&prev=/images?q=shoulder&start=40&um=1&hl=fr&sa=N&rls=com.microsoft:fr:IE-SearchBox&rlz=1I7DVXA_fr&ndsp=20&tbs=isch:1)

Hello, how are you ?

[](http://www.google.fr/imgres?imgurl=http://tasteslikemyelbow.com/images/20080413163335_elbow.gif&imgrefurl=http://tasteslikemyelbow.com/&usg=__CuF0f8h25fNq_ZOpNhE_HX-Qj-o=&h=403&w=451&sz=10&hl=fr&start=6&zoom=1&um=1&itbs=1&tbnid=AHny_l7qr88CoM:&tbnh=113&tbnw=127&prev=/images?q=elbow&um=1&hl=fr&rls=com.microsoft:fr:IE-SearchBox&rlz=1I7DVXA_fr&tbs=isch:1)

…………………….. …………………….. …………………….. ……………………..

[](http://www.google.fr/imgres?imgurl=http://www.legaljuice.com/Handshake%20hurts%20hand%20shake%20painful%20pain%20bad.GIF&imgrefurl=http://www.legaljuice.com/2008/02/an_illegal_handshake.html&usg=__geAvnTra_lXnMOW7xqw4zGJ9taM=&h=364&w=407&sz=6&hl=fr&start=3&zoom=1&um=1&itbs=1&tbnid=qTIfkewBerYhFM:&tbnh=112&tbnw=125&prev=/images?q=handshake&um=1&hl=fr&rls=com.microsoft:fr:IE-SearchBox&rlz=1I7DVXA_fr&tbs=isch:1)

[](http://www.google.fr/imgres?imgurl=http://i170.photobucket.com/albums/u248/mrswolf_2007/120%20Caft%20Recipes/draw.jpg&imgrefurl=http://auctions.overstock.com/item/43574148&usg=__CXhHmXUDd7TME6SDY73hqWIq6jo=&h=271&w=255&sz=12&hl=fr&start=23&zoom=1&um=1&itbs=1&tbnid=ZRLlSSgFyqFj_M:&tbnh=113&tbnw=106&prev=/images?q=face+drawing&start=20&um=1&hl=fr&sa=N&rls=com.microsoft:fr:IE-SearchBox&rlz=1I7DVXA_fr&ndsp=20&tbs=isch:1)

…………………….. ……………………..

🖭 Listen and look

***First listening***

Listen to the document and answer the questions by choosing the right answer.

1. This document is:
2. A job interview b) someone giving advice c) someone applying for a job
3. Can you give the name of the lady speaking?
4. Judy James b) Jude Idjames c) July Djames
5. What is her occupation (job) ?
6. Boss of “body” company b) She has no job (she is unemployed) c) body language expert
7. Can you list the 5 points she is speaking about in this video?

1)…………………………………………………………………………………

2)………………………………………………………………………………….

3)…………………………………………………………………………………

4)…………………………………………………………………………………

5)…………………………………………………………………………………

***Second listening***

Listen to the first advice 3 times and complete the text with what you hear (A2-B1).

**Make a great entrance:**

Take a few …………………….before you get into a …………………………...

You’ve got about three …………………… to impress people when you first walk in. Bring your …………………………………back and down and put a…………….. on your …………………….

Too many walk entrance are looking ………………… so when you walk in just scan the room and look …………………………, that would create a very good impression if you get that wrong, people don’t usually hang around to find out what you ‘re really like.

***Third listening***

**Handshake**

Circle in the list below the elements that are important for a good handshake :

With a good handshake you show you are happy

Never give a handshake to anyone, it’s dirty

You give so much information about yourself with a handshake

You must give a firm handshake

Never look the person in the eyes, it’s impolite

Always smile at people

Look the person in the eye

***Forth listening***

**Posture**

Circle in the list below the elements that are important to practice posture :

Sit down in front of your mirror

Ask your sister to help you

Put the outfit you will wear for your job interview

Fold your arms

Get a chair and sit well back, you ‘ll look confident

Prepare your big muscles

**Find a job in the US.**

**Activity paper 6: Job interview.**

⮊ Action: In pairs, prepare a job interview. One student is the boss of the electrical company, the other is the candidate applying to the job.

|  |  |
| --- | --- |
| Critères de réussite | Oui-Non |
| Niveau B1 | |
| Nous nous sommes salués en utilisant les formules de politesse adaptées. |  |
| Nous avons pris congé de manière adaptée. |  |
| Nous avons réussi à échanger des informations sur des sujets familiers (ici le monde professionnel). |  |
| Les questions posées par le patron sont bien posées. |  |
| Les réponses sont construites et correctes. |  |
| Le temps de parole de chacun-e est bien réparti. |  |
| Nous avons réutilisé les conseils de la vidéo sur l’attitude à adopter lors d’un entretien. |  |
| L’oral était naturel et non lu. |  |
| Nous avons maintenu la conversation en anglais tout le long. |  |
| Nous nous sommes impliqués lors de la prestation orale et nous l’avons fait sérieusement. |  |

**Find a job in the US.**

**Activity paper 6: Job interview.**

⮊ Action: In pairs prepare a job interview. On student is the boss of the electrical company, the other is the candidate applying to the receptionist job.

|  |  |
| --- | --- |
| Critères de réussites | Oui-Non |
| Niveau B1 | |
| Nous nous sommes salués en utilisant les formules de politesse adaptées. |  |
| Nous avons pris congé de manière adaptée. |  |
| Nous avons réussi à échanger des informations sur des sujets familiers (ici le monde professionnel). |  |
| Les questions posées par le patron sont bien posées. |  |
| Les réponses sont construites et correctes. |  |
| Le temps de parole de chacun-e est bien réparti. |  |
| Nous avons réutilisé les conseils de la vidéo sur l’attitude à adopter lors d’un entretien. |  |
| L’oral était naturel et non lu. |  |
| Nous avons entièrement maintenu la conversation en anglais. |  |
| Nous nous sommes impliqués lors de le la prestation orale et nous l’avons fait sérieusement. |  |