

Taking the First Step

Objectives

In this unit, you'll learn to talk about:

- How to find an internship
- How to write a CV
- Advice on internships
- Attending a careers fair

Warm-up

1 Tick the most important thing to you in a job.

- | | |
|---|---|
| <input type="checkbox"/> Getting rich | <input type="checkbox"/> A good work-life balance |
| <input type="checkbox"/> Helping others | <input type="checkbox"/> Good colleagues |
| <input type="checkbox"/> Being famous | <input type="checkbox"/> Other: _____ |



2 Listen to the recording and complete the following sentences.

- 1 For Speaker A, the most important thing is to have _____.
- 2 Speaker B wants a job where he can _____.
- 3 Speaker C wants to get _____ by working in finance.

3 Discuss the following questions with a partner.

- 1 What would be the best job for you? Why?
- 2 What can you do to help you get your dream job?



Watching & Speaking 1

Looking for an internship

Before Watching

1 Look at the advice about standing out in the job market. Rank the advice in order of importance.

- 1 Make sure your CV highlights your key skills.
- 2 Get some work experience.
- 3 Go to open evenings and careers fairs.
- 4 Visit recruitment websites.
- 5 Create a professional online profile.



2 Which of the things in Exercise 1 have you done? Discuss it with a partner.

Resource Bank

How did you find...?

Have you tried looking at...?

I got my first internship by...

Have you got any advice on...?

What are the most important things to...?

What about...?

... is a good idea.

I've worked as...

Create an online...

Watching & Understanding



3 Watch the video about looking for an internship. Tick the advice Mia gives to Li Fei.

- | | |
|--|---|
| <input type="checkbox"/> Visiting recruitment websites | <input type="checkbox"/> Contacting companies he knows |
| <input type="checkbox"/> Contacting the careers office | <input type="checkbox"/> Speaking to friends and family |

4 Watch again and complete the following sentences.

- 1 I tried a couple of _____ for graduate recruitment.
- 2 Most of the websites let you _____ for free.
- 3 Especially contact someone who has _____ or who is now _____.
- 4 You just need to _____. The more contacts the better.

5 Discuss the following questions with a partner.

- 1 What websites do you know for finding an internship?
- 2 What is the most helpful advice you have been given for finding an internship?

6 Work in groups. Create a list of top tips on how to find an internship.

Top Tips

1 _____

2 _____

3 _____



Listening & Speaking 1

Writing a CV

Before Listening

1 Look at the things an employer may look for on a CV. Tick the ones that you think are the most important.

- | | |
|--|--|
| <input type="checkbox"/> Educational background | <input type="checkbox"/> Contact information |
| <input type="checkbox"/> Desire to succeed | <input type="checkbox"/> Good spelling and grammar |
| <input type="checkbox"/> Qualifications and skills | <input type="checkbox"/> Work experience |
| <input type="checkbox"/> Other: _____ | |

- 2 Compare your choices in Exercise 1 with your partner's and give your reasons.

Resource Bank

You need to start with... You need to match... to...
It's important to include... Don't forget to...
Make sure... It's best not to...
Focus on... Limit your CV to...

Listening & Understanding



- 3 Listen to the talk on writing a CV. Decide whether the following statements are true (T) or false (F).

- 1 Employers spend a long time looking at a CV.
 2 You should use a general CV to apply for different jobs.
 3 Employers will not find out the lies on a CV.
 4 You should pay attention to the spelling and grammar on your CV.

- 4 Listen again and complete the notes.

- 1 Start with your _____ first.
2 Match your _____ to the job.
3 Use _____ language.
4 Don't ever tell _____.
5 Make your CV no longer than _____ and choose a(n) _____ design.

- 5 Brainstorm ideas for things you could include under each heading. Then make brief notes.

Work experience

Qualifications

Achievements

- 6 Work in groups. Show your ideas from Exercise 5 to your group members and listen to their advice.



Watching & Speaking 2

Asking for advice on internships

Before Watching

- 1 How can your college help you find an internship? Discuss it with a partner.

Resource Bank

I'd like to get an internship for...

I was wondering whether...

Our department offers...

Is there anything else...?

How do I register for...?

If you book an appointment with..., you may...

Watching & Understanding



- 2 Watch the video and tick the advice the professor gives to Li Fei.

- | | |
|---|--|
| <input type="checkbox"/> Checking the college's programme | <input type="checkbox"/> Meeting final-year students |
| <input type="checkbox"/> Attending a careers fair | <input type="checkbox"/> Emailing a company the CV |
| <input type="checkbox"/> Speaking to a careers advisor | <input type="checkbox"/> Asking friends for help |

- 3 Watch again and match Li Fei's plans to his intended outcomes.

- | | |
|---|---|
| 1 Look through the website. | a Have a better understanding of the benefits and challenges in each company. |
| 2 Attend the event. | b Get to know the companies and the online application process. |
| 3 Book an appointment with the careers advisor. | c Find out a wider range of options. |

- 4 What questions would you ask the final-year students if you were Li Fei? Discuss it with a partner.

5 Work in pairs. School-enterprise cooperation has become increasingly popular among vocational colleges. Conduct a survey among college staff with the following questions.

- 1 What companies has our college established partnerships with?
- 2 What internships do the companies offer?



Listening & Speaking 2

At a careers fair

Before Listening

1 Look at the advice on what you should do before going to a careers fair. Which do you think is the most important?

- 1 Search for information about the companies that will attend the careers fair.
- 2 Think carefully about which company you would like to work for.
- 3 Prepare the right questions to ask the recruiters.
- 4 Prepare enough copies of your CV.

2 What do you want to know about an intern position? Discuss it with a partner.

Resource Bank

Could you tell me how many positions you have?

When does the position start?

Could you tell me if it is a paid internship?

How many hours a week would I work?

Could I just ask how long the contract is?

How do I apply for the position?

Listening & Understanding



3 Listen to the conversation and complete the notes.

Number of positions: _____

Maths score needed: _____

Contract length: _____

Wage: _____

Weekly working hours: _____

4 Discuss the following questions with a partner.

- 1 Do you think internships should be paid? Why or why not?
- 2 Should the intern position be related to your major? Why or why not?
- 3 Do you think scores are important in looking for a job? Why or why not?
- 4 What kind of job do you want to apply for?

5 Work in pairs. Act out the conversation between an applicant and a recruiter at a careers fair.

Student A

Play the role of an applicant.

- Ask the recruiter the contract length, wage and working hours of the position.
- Answer the recruiter's questions.

Student B

Play the role of a recruiter.

- Answer the applicant's questions.
- Ask the applicant his/her major and English scores.



Communication Skills

Asking indirect questions

When asking people questions, it is a good idea to use an indirect question as it is considered more polite. For example, use “Can I ask what time the meeting will finish?” rather than “What time will the meeting finish?”



- 1 Listen to the two conversations. Which conversation has more indirect questions?
- 2 Pay attention to the responses of the person working at the careers fair in the two conversations. What is the difference?
- 3 Work in pairs. Take turns to ask and answer questions about intern positions. Think about the following aspects.

Start date

Wage

Holidays

Weekly working hours



Cultural Experience

Hierarchy at work

- 1 Read the description of management styles in the UK. Underline the parts that are similar to China.

British managers often have a close relationship with their teams. There is not a strong hierarchy in day-to-day interactions. However, they will still make strong decisions when needed. British managers often find it difficult to be direct and will give instructions in an indirect way. When they say something like “Are you sure that’s the best way?” they mean, “That’s the wrong way. Don’t do it.”

- 2 Discuss whether hierarchy is important at work in Chinese culture. How is it different or similar to British culture?



Group Project

Creating an ideal internship

You are going to work together to create an ideal internship.

- 1 Work in groups. Use the following headings to discuss what makes an ideal internship.

Company

Working hours

Experience

Job prospects

Wage

- 2 Read the internship advert below. Work together to create an advert for your ideal internship.

ABC Consulting

We are looking for six candidates to take part in a 12-week internship. During the internship you will:

- Work across all departments in our company, gaining knowledge and skills of a range of areas.
- Be paid for your travel costs to and from work.
- Have the chance to showcase your skills leading to a possible future role in our company.

The ideal candidate should:

- Be happy to work long hours.
- Be happy to do basic administration tasks.
- Be happy to do any tasks the management assigns.

- 3** Divide your group into two subgroups. One subgroup are recruiters. The other subgroup are applicants looking for an internship.

Recruiters

- Sit with your advert and wait for applicants to read your advert.
- Answer any questions the applicants have about the internship.
- Ask questions to find out information about each applicant, such as experience, education and qualifications.

Applicants

- Move around the room reading the adverts.
- Ask the recruiters for more information about their positions.
- Answer the recruiters' questions on your experience, education, qualifications, etc.

- 4** Recruiters choose the best applicant and applicants choose the best internship.

Scripts



UNIT
1

Warm-up

Speaker A: Work is not that important to me. I just want a job that gives me enough money to have a flat and provide for my family. It is far more important to have a good work-life balance than anything else.

Speaker B: I want to help others in my job. I'd like to work for a company that is making a difference in the world.

Speaker C: My dream job mainly involves getting rich. I want to work in finance. I've already had a part-time job and I've saved some money to buy shares.

Watching & Speaking 1

Li Fei: Hi, Mia. Any plans for the summer?

Mia: I'm trying to find an internship. I have a couple of possibilities, but nothing has been confirmed yet.

Li Fei: How did you find the internship information?

Mia: I tried a couple of websites for graduate recruitment. They have some internship programmes. Have you tried looking at these websites?

Li Fei: No, not yet. I'm getting terribly behind.

Mia: You can find some opportunities on these websites. Most of them let you upload your CV for free.

Li Fei: I haven't even got a CV! What should I put on it?

Mia: Well, your education, any work experience relevant to the position, and the personal achievements that might show your skills.

Li Fei: I need to go about making my CV. What about friends or family? Have they been helpful?

Mia: Definitely! Especially contact someone who has done an internship or who is now working. They might be able to help you find a placement.

Li Fei: I think my elder brother has a lot of contacts. Perhaps he could help.

Mia: Great idea. Perhaps one of his friends works for a business that is looking for interns. You just need to network. The more contacts the better.

Li Fei: Good idea!

Listening & Speaking 1

Your CV is your first chance to make a good impression. Employers only spend a few seconds looking at a CV, so you need to follow some basic rules to stand out.

You need to start with your employment first, if you've had any, and then your education. Each section should start with your most recent information, for example, your college and then high school. You can write a general CV, but it is important to change your CV for each job. You need to match your skills to the job you are applying for and highlight them differently each time. Also use positive language. Words such as *achieved*, *motivated* and *promoted* all help make you sound like a positive and successful person. The most important though is to always tell the truth. Don't ever tell a lie. Employers will find out the truth. Try to make your CV no longer than two pages and choose a clean and simple design. Lastly, check your spelling and grammar carefully for mistakes.

Watching & Speaking 2

Li Fei: I was wondering whether you had time to answer a few questions.

Professor: Sure.

Li Fei: I'd like to get an internship for the summer. Could you give me some advice?

Professor: Our department offers you the opportunity to take part in an internship programme. There are a number of 12-week placements this summer in the companies we have good contacts with.

Li Fei: What companies are the internships in?

Professor: A whole range. I can send you a link to the website by email. It also explains the online application process.

Li Fei: Great! Thank you. Is there anything else I could do?

Professor: Next week there is an opportunity to meet with final-year students who did an internship last summer. You can ask them questions about their experience with each company.

Li Fei: That sounds interesting. I may get a better understanding of the

benefits and challenges in each company from their experience.
How do I register for that event?

Professor: You don't need to register. Just turn up on the day.

Li Fei: OK. Any other tips?

Professor: The careers office has far wider contacts than we do. If you book an appointment with the careers advisor, you may get to know a wider range of options.

Li Fei: That's great. Thank you so much.

Listening & Speaking 2

Nick: Hi, I was wondering whether you had time to answer a few of my questions.

HR Assistant: Of course. Take a seat. How can I help you?

Nick: Could you tell me how many intern positions are available for this summer?

HR Assistant: We have 20 positions. We want to have people who might be interested in working for our company after graduation. What are you studying?

Nick: Accounting. I'm good at maths and would actually prefer an office-based job working with data.

HR Assistant: That's fine. We take people from all sorts of majors, as long as they have good maths skills. The candidates need to have a minimum score of 80% in their maths exams. What scores do you have in your maths exams?

Nick: Above 90% in all of them.

HR Assistant: Excellent!

Nick: Can I just ask how long the contract is?

HR Assistant: It's a 12-week position.

Nick: Could you tell me if it is a paid internship?

HR Assistant: We pay a small wage, enough to cover your expenses. It's £100 a week.

Nick: How many hours a week do I work?

HR Assistant: It's the same as a normal employee, so it's 40 hours a week.

Nick: How do I apply for the position?

HR Assistant: There's an online application to complete. You also need to upload your CV. We will choose some candidates for group interviews.

Nick: Wow!

HR Assistant: It's competitive! We have a lot of applicants and we really want to find the right employees for our company.

Communication Skills

Conversation A

A: How many positions do you have?

B: We have 12 positions this summer.

A: When do they start?

B: They start on 1 July.

A: How much is the wage?

B: £100 a week.

A: How do I apply?

B: It's on the website.

Conversation B

A: Excuse me, I wonder if you can tell me how many positions you have.

B: We have 12 positions this summer.

A: Could you tell me when they start?

B: Of course. They start on 1 July.

A: Is it OK to ask how much the wage is?

B: Sure. It's not a lot. It's £100 a week. It should be enough to cover your expenses we hope.

A: Is it possible to tell me how I apply?

B: Certainly. I'll take you through the steps on my laptop now.