

Student A

Curriculum Vitae

PERSONAL DETAILS

Name Annie Leforge

Nationality ⁽¹⁾ _____

Address 17 Bow Street, San Francisco CA 94663-2321

Telephone ⁽³⁾ _____

Date of birth 19 January 1965

Place of birth ⁽⁵⁾ _____



EDUCATION

September 85 – June 88 Sorbonne University, Paris
Degree in Economics and English

January 89 – December 91 London School of Business, London

⁽⁷⁾ _____

WORK EXPERIENCE

February 92 – November 93 Vins de Lyons, Assistant Buyer, Export Department

December 93 – February 94 ⁽⁹⁾ _____

March 94 – October 96 Bould Brothers Wine Importers, Senior Buyer, London

October 96 – present ⁽¹¹⁾ _____ Director of Marketing

LANGUAGES

French, English

Student B

Curriculum Vitae

PERSONAL DETAILS

Name Annie Leforge

Nationality French

Address (2) _____

Telephone (415) 976 5430

Date of birth (4) _____

Place of birth Lyons, France



EDUCATION

September 85 – June 88 Sorbonne University, Paris

(6) _____

January 89 – December 91 London School of Business, London
Masters in Business Administration

WORK EXPERIENCE

February 92 – November 93 Vins de Lyons, (8) _____

December 93 – February 94 Maison Rouge, Buyer, Export Department

March 94 – October 96 Bould Brothers Wine Importers,

(10) _____

October 96 – present Bennet's Wines, San Francisco, Director of
Marketing

LANGUAGES

(12) _____

Teacher's Notes

Curriculum Vitae Worksheets **21a** and **21b**

Note: Both worksheets are necessary for this activity

ACTIVITY

Groupwork, pairwork: speaking

AIM

To complete a CV.

GRAMMAR AND FUNCTIONS

Past simple

VOCABULARY

education, qualifications, experience, phone number, economics degree, assistant, export department, importer, MBA, senior buyer, director of marketing

PREPARATION

Make one copy of Worksheet 21a and one copy of Worksheet 21b for each pair of students. If you can, get hold of some CVs in English to show the students.

TIME

25 to 35 minutes

PROCEDURE

- 1 Write the words CV - Curriculum Vitae on the board.
- 2 Ask what a CV is and write the best definitions you receive on the board.
- 3 Put the students in groups of about four.
- 4 Ask the students to list what information they would put in a CV. Allow two or three minutes.
- 5 Ask the different groups what they had in their lists and write the items on the board. Drill for pronunciation if necessary.
- 6 If you have example CVs in English, hand them around at this point.
- 7 Write the following on the board:

John Smith studied _____ at _____ University. He graduated in 1995. After university he worked at _____ as a _____ for _____ years.

- 8 Elicit the questions: What did John Smith study? Where did he study? When did he graduate? Where did he work after university? What was his job? How long did he work there?
Drill the questions if necessary.
- 9 Write up the answers in mixed order: programmer, Computer Science, IBM, 1995, Manchester, two years.
- 10 Ask the students to match the answers to the questions.
- 11 Put the students into pairs to practise the questions and answers. Allow a minute or two.
- 12 Put the students into pairs of Student A and Student B and give out the relevant worksheet.
- 13 Establish that the two CVs are not complete. The information missing from Worksheet 21a is in Worksheet 21b and vice versa. Allow a few minutes for reading. Circulate, helping with vocabulary.
- 14 Explain the task. The students should complete the CVs by exchanging information.
- 15 Once you are sure they understand, start the activity. When most pairs have finished, reconvene the class and ask a few checking questions.
- 16 Let the students look at each other's worksheets as a final check.

FOLLOW-UP

With some classes, it may be appropriate for them to prepare their own CVs for homework.

COMMENT

The use of CVs in recruitment is by no means universal. Students from countries which do not use them may find the idea hard to grasp.

In American English a CV is called a resumé.