

# Bad CV

Age Group: Young Adults/ Adults

Level: Entry 3 and lower Level 1

Time: 1 hour

Skill focus: Reading CVs to obtain meaning, writing own CV.

Sub skills: Proof reading, reading between the lines, IT skills.

Materials: A copy of the worksheet for each student.

Curriculum References: Rt/E3.8a (Read for meaning) -  
Rw/E3.2a (be aware of cultural conventions on forms.)

1. Talk to students about what a CV is. Explain that it's a document containing all your work experience and education that helps employers to know about you quickly. Do they have them in their country? Have they got their own CV? Explain the way we write a CV using the headings: **Name, Address, DOB, Work Experience, Education, Skills**
2. Pass out the copy of the CV and questions. Students will no doubt point out that some of the spellings are wrong. In question ten it's their job to correct the whole CV. Work through the answers after reading the bad CV together and checking learners understand. Answers: **1.** 29 **2.** 12345 Main Street, Leeds **3.** Phone, email or write. **4.** Taxi driver **5.** Factory worker **6.** Killing chicken and managing a small team. **7.** 5 GCSEs **8.** 1990 **9.** Choose from list **10.** See below.
3. Question ten is an open question and you will need to answer it as a group. There are various spelling mistakes in the CV: *street, experience, interests, and date*. Capital letters are missing: *Leeds, Valley*. There are also many mistakes with in the layout. The email address is too big, the name is too big. Students might point out more, as this is a subjective area. A lot of the content is also inappropriate. *Killing Chickens* is not a good way to explain work in a chicken factory; *Production Line Worker* might be better. Similarly, the interests are not quite the right thing to write in a CV. Explain to students that although 'chatting with friends' is a good pastime, by putting it on a CV it looks as they are work-shy people

Students might also feel that there is not enough on this CV, Mr Andrews could have said much more about himself. Indeed, there is a ten-year gap from 1990-2000.

4. You might like to follow this activity up by having students write their own CV. Students might have trouble remembering what years they did what and they will have to approximate any education in other countries to a UK equivalent. They will also need reasonably good IT skills to do this

CS 21/04/04.

# RICH ANDREWS

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DATE OF BIRTH 12/05/74

## EXPERIENCE

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2002-2004 valley Chicken factory Main Road, Leeds

- Killing chickens.
- Managing small team.

2001-2002 Nice Flower Factory Smalltown, Leeds

- Packing Flowers

2000-2001 Quick Cabs Terry Street, Leeds

- Driving a taxi around Leeds

## EDUCATION

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1985-1990 Big School, Leeds Leeds

- 5 GCSEs including Maths and English

## INTERESTS

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Playing music, football, pinball, chatting with friends, going to the pub, boxing, sleeping when it's raining outside.

## Answer the questions about Rich Andrews.

1. How old is he?
2. Where does he live?
3. What should you do if you want to contact him?
4. What was his first job?
5. What is his job now?
6. What are his duties in his job now?
7. What qualifications does he have?
8. When did he finish school?
9. Write down two of his hobbies.
10. Can you find any mistakes in this CV? Put a circle round any of the mistakes.