

B1 EAP Speaking and Writing

Aim: To practise discussion and negotiation skills
To encourage sts to give rationales for their decisions
To write a curriculum vitae

Length of lesson: 90 mins

Level/age: B1 Lower Intermediate

Materials: 10-12 pictures of cars and people – from magazines or downloaded from Internet. Make sure you have a range of car types and a mixture of young-old, male-female people
Download or write an example CV to show sts
2 Job Adverts

Preparation: Stick pictures on card and number cars from 1-10 (12), and put letters from A-J (L) on people pictures
Stick all pictures around walls
Photocopy job adverts.

Procedure:

1. Put sts in pairs. Point to pictures on wall and tell students they have to walk round in their pairs and decide which person drives which car. There should be plenty of discussion and negotiating taking place. Sts need to make a note of the corresponding number and letter for each person/car and why they have chosen to put them together. Stop the activity when most people have finished – or you can set a time limit if you prefer. Everyone returns to their seats.
2. Pairs take it in turn to feedback some of their ideas and see if others agree with them. They need to give rationales for their choices. Discuss the rationales, which were most convincing, which were factual, which were opinion, etc.
3. In their pairs sts have 5-8 mins to discuss what goes into a CV. T should monitor and prompt here. Board ideas, then together with the class draw up a definitive list of the most important things to include. Project or give out your example CV (with the layout you want the sts to follow) and compare the content with your list of most important things to include on the board. Should anything be added/deleted?
4. Pairs choose one of the cars and its owner and write a CV for this person based on the life style they think they have from the pictures. Put CVs on wall sts can walk round and read each other's and guess which person it is describing.

5. General feedback from sts on CVs. T gives feedback on language and any errors s/he has noticed and makes suggestions to improve CVs.

Follow-up: Sts write their own CVs for one of the attached jobs for homework. Next lesson you could set up job interviews with pairs interviewing each other for the jobs.

Contributed by Jan Young, Oxford
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Job Adverts

Job advert 1

Helsinki Hotel - Glasgow

We are a large hotel in Glasgow looking for a **Professional Sleeper** to sleep in a different bedroom each day to test the comfort of our mattresses, duvets and pillows.

Essential skills:

- ability to sleep in new and different places
- good communication skills
- ability to write reports

Essential qualities:

- reliable
- honest
- organised
- motivated
- general good health

Interested? Send your CV to be considered for interview.

Job advert 2

Furry Friends Veterinary Services - Edinburgh

We are looking for a **Small Animal Vet** to become a member of our busy, dedicated team based in Edinburgh.

Essential skills:

- experience of working with animals
- ability to think outside box
- ability to work in a team
- ability to work independently

Essential qualities:

- ambitious
- hard-working
- punctual
- sociable
- organised

Interested? Send your CV to be considered for interview.