



Kernestofområde/faglige mål	<ul style="list-style-type: none">- Skrive længere, nuancerede og velstrukturerede tekster på engelsk om komplekse emner med høj grad af grammatisk korrekthed,- beherskelse af skriftsproglige normer samt- formidlingsbevidsthed
Uddannelsesgren	STX, HF, HTX, HHX
Årgang	1.g/1.hf
Fag/projekt	Engelsk
Oprindelsessted/-sammenhæng	Udarbejdet i projektet "Mind the gap" – Herning HF og VUC

Personlighedstest, jobansøgning, refleksion

Hvorfor

For det første gør personlighedstesten eleverne klogere på, **hvem de er som person** og dermed får eleverne en anledning til at diskutere hvilken type jobs, de kan se sig selv i. At de dernæst skal skrive en jobansøgning, **træner deres sprog og de faglige kompetencer**, mens de tvinges ind i overvejelser om deres egne styrker i forhold til en potentiel jobsituation.

Refleksionsspørgsmålene inviterer samtidig eleverne til at vurdere, hvorvidt fremmedsprog skal være en del af deres karriere.

Hvornår

Øvelsen egner sig til elever på første årgang. På HF kan øvelsen med fordel knyttes til et POP-forløb

Hvordan

OPGAVEFORMULERING

STEP 1:

The quiz aims to help people decide what sort of work might be suitable for them. Do the quiz with a partner.

(Se bilag)

STEP 2:

- Work out your score.

A = 5 marks

B = 10 marks

C = 15 marks

- Now check the scoring. Do you agree with the result?
- Decide with your partner which of the jobs below would be best for you.

Think about:

- What the jobs involves
- What qualities are needed for the job

STEP 3:

Write a CV and letter of application for the intended job. Follow the instructions below:

A curriculum vitae (CV) is an official document. Therefore, take great care in its production and presentation. A CV gives a BRIEF history of your personal details:

- Education
- Qualifications
- Employment
- Experience
- Interests, etc.

REMEMBER!

'Brief' means a quick overview, not a long story like text. You can add details about you in the 'Letter of Application' that will accompany the CV.

Moreover, when you submit your application, attach copies of certificates, diplomas, references, etc.

Suggested Headings

You can design your own CV document by using the following list of headings.

- Personal
- Information
- Education
- Qualifications
- Employment
- Languages
- Memberships
- Interests

Note:

Please feel free to add or subtract from this list to suit the situation and the advertised position.

For example: Add your language competencies for jobs with an international flavour, e.g. tour guides, receptionists, multi-national companies, etc.

Language:

1. Communicate the facts in as short a way as possible;
2. Correct spelling and layout are essential.

In addition to a CV and references, a prospective employer expects a letter of application in which you have the chance to highlight the skills and other attributes you have that make you the right person for the job.

(Se bilag)

STEP 4:

Afsluttende refleksionsspørgsmål:

1. Hvad betyder det for dig at kunne bruge engelsk eller et andet fremmedsprog i dit fremtidige job?
2. Hvor vigtig er det for dig, at din videre uddannelse giver mulighed for et udenlandsophold?
3. Inden for hvilke videregående uddannelser tror du, du vil være nødt til at læse tekster på engelsk eller andre fremmedsprog?
4. Kan du forestille dig en karriere, hvor der er krav om udstationering?
5. Har du overvejet at flytte til udlandet for et arbejde?
6. Tror du, at dine sprogkundskaber vil få betydning for din fremtidige karriere?
7. Hvad vil være vigtigt for dig at kunne, hvis du skulle arbejde sammen med mennesker med forskellige kulturelle baggrunde?
8. Inden for hvilke erhverv tror du, det er vigtigt at være god til engelsk eller andre fremmedsprog?
9. Hvordan forestiller du dig, det vil være at være ansat på en dansk arbejdsplads, hvor virksomheds sproget er engelsk?

Videre herfra/mulige variationer

Efter personlighedstesten kan eleverne gå på jobindex.dk eller en lignende side og finde aktuelle jobopslag, som de potentielt kan være interesserede i og skrive deres ansøgning målrettet til et specifikt job.

Det kan også være en god idé at få eleverne til at søge på nettet for at undersøge, hvilke uddannelsesmæssige kvalifikationer, der kræves for at opnå det ønskede job.

Bilag til øvelserne:

Bilag til step 1

Kilde: Jacks Newbrook, Judith Wilson, Richard Acklam, "Personality Quiz" (page 130), New first certificate - Gold coursebook, Longman, Pearson Education Limited, Essex England 2004.

PERSONALITY QUIZ

☆ Are you a 'people person'? ☆

1 You have just joined a Keep Fit class. Do you:

- A stand at the back and avoid everyone's gaze?
- B stand in the middle and say hello to the person next to you?
- C join the big group at the front and start chatting?

2 You've been invited to a party but your best friend can't go. Do you:

- A stay at home? There's no way you're going without them.
- B call the person down the street who you've been meaning to make friends with and ask if they want to go with you?
- C go to the party on your own - it'll be fun meeting new people!

☆ Are you a leader or a team player? ☆

3 You've been asked to look after your six younger cousins. Do you:

- A refuse?
- B agree unwillingly and send them to bed immediately so you can watch a video?
- C arrive early with a pile of toys and games to play with them?

4 You are working in a coffee bar on Saturdays and the manager is off sick. Do you:

- A wait for one of the others to tell you what to do?
- B make a list of the jobs to be done and share them out fairly between you?
- C tell the others to do the work while you think up new ways to improve business?

☆ How do you feel about change? ☆

5 You and your friends are planning a holiday. What's your idea of fun?

- A camping out in a local camping area
- B two weeks by the sea with lots of nightlife
- C a round-the-world ticket for three months

6 Which of the following phrases best describes you?

- A You love just being at home.
- B You want to try new things but thinking about it can be a bit scary.
- C You're hungry for adventure. You're not afraid to try anything!

☆ What motivates you? ☆

7 Which of these things would you find the most satisfying?

- A shopping for designer clothes
- B a bike ride on a sunny day
- C painting a mural on your bedroom wall

SCORING

☆ Are you a 'people person'? (Questions 1 and 2)

10 marks You would probably be happiest working alone - you could be self-employed. But you'll still need to work on those people skills!

15-20 marks You're clearly a people person with good communication skills. You might be suited to a career which involves meeting people and talking on the phone.

25-30 marks You are obviously an outgoing, sociable soul. Many jobs in the music business and in advertising require confident go-getters like you.

☆ Are you a leader or a team player? (Questions 3 and 4)

10 marks You probably like to blend in with the crowd. But you need to come out a bit, because the ability to work in a team and share ideas is one of the best skills you can have.

15-20 marks You're probably happy working in a team and sharing responsibilities. You would be suited to a job that needs good team skills, such as nursing.

25-30 marks You are clearly a natural leader and are willing to make that extra bit of effort to improve a situation. Have you ever thought of becoming a manager? A good leader works well in a team, encourages others and carries responsibility well.

☆ How do you feel about change? (Questions 5 and 6)

10 marks You might be a bit unsure about moving away from home to study or work just yet. That's OK - there's no hurry!

15-20 marks You have a healthy attitude to change and you don't mind trying new things.

25-30 marks You treat new things as a challenge. You might be suited to a job that involves lots of travel and meeting new people every day. Models, entertainers and tour guides need these qualities.

☆ What motivates you? (Question 7)

5 marks You might be quite money motivated or interested in a job that's high on glamour. You might be good at setting up your own business or working in fashion.

10 marks You're probably more active and fun loving. A career that involves meeting people and spending lots of time outdoors might suit you.

15 marks You are more motivated by creative fulfilment. A career that allows you to develop your creative potential would suit you.

Bilag til step 3

Structure and rules when writing a letter of application:

Greeting,

The letter of application is written in **formal style and language**:

INTRODUCTION

Paragraph 1

Reason(s) for writing

MAIN BODY

Paragraph 2 - 3 - ...

Development of the subject

CONCLUSION

Final paragraph

Closing remarks

Ending,
(Full) name

- **Formal greetings & endings**
- **Complex sentences:** (*Having spoken to the manager in person, I still feel my requests have not been satisfied.*)
- **Formal words:** (*Please keep me informed regarding any further development. **NOT** Please keep me posted about what's happening.*)
- **Passive voice:** (*A two-week package holiday to St. Martinis has been offered to me by your agency. **NOT** Your agency offers me a two-week package holiday.*)
- **Advanced vocabulary:** (*I feel it is appropriate to explain to you some of the rules and regulations in our company. **NOT** I want to tell you how we work in this company.*)

LETTER OF APPLICATION To apply for a job/a course	Useful language
Greeting or reference	Dear Mr. Jones, /Mrs. Adams, Manager Assistant
INTRODUCTION Paragraph 1 State the reason(s) for writing	I am writing to apply for the position of ... , as advertised in yesterday's newspaper/last week's NY Times ... I am writing in connection with the job of... I am writing with regard to the vacancy in your firm/company/department ...
MAIN BODY Paragraph 2 - 3... Experience & Qualification, education, previous jobs, personal qualities, suitability	Experience I am currently working as ... At present I am employed as ... I was employed as (<i>position</i>) by (<i>company</i>) from (<i>date</i>) to (<i>date</i>) ... During this time, I held the position of .../I was responsible for .../my duties included ... I have received training in ... I have completed an apprenticeship ... Qualifications My qualifications include ... I am presently studying/attending a course ... I am due to take my final examination in June ... I have/hold/obtained a degree/a diploma/a certificate in ... I have successfully/recently completed a course in (<i>subject</i>) at (<i>place</i>) ...
CONCLUSION Final paragraph Closing remarks	I enclose my CV ... Please find enclosed my CV/references from/ a copy of my degree/diploma ...

	<p>I would appreciate a reply at your earliest convenience/as soon as possible. I would be available for an interview at any time/until the end of June ... I would be pleased/happy to supply you with any further information/details ... Please contact me should you have any further questions.</p> <p>I hope you will consider my application and I look forward to hearing from you soon.</p>
Ending, (Full) name	<p>Yours sincerely, / Yours faithfully, Steven Bradley</p>