



Name:

Datum:

## Mixed exercises: What's next?



Partneraufgabe	Hier brauchst du deine Begleitperson beim Bearbeiten des Lernbriefs:				Legt eure gemeinsamen Zeiten für diesen Lernbrief fest:
	Anfang	Mitte	Ende	egal	
1b	X				
3b		X	X		

### Ziele

- ▶ Du verstehst Stellenangebote aus dem englischen Sprachraum.
- ▶ Du sprichst über verschiedene Berufe.
- ▶ Du kennst den formalen Aufbau eines CV (Lebenslauf) und weißt, worauf es beim Verfassen eines *cover letter* (Motivationsschreiben) ankommt.
- ▶ Du kennst die Unterschiede zwischen einem englischen CV und einem deutschen Lebenslauf.

Alle Audio-Dateien zu den **Hörverstehensaufgaben** im vorliegenden Lernbrief und für den gesamten Kurs findest du hier:



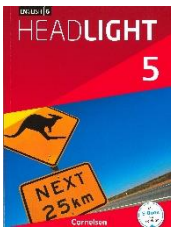
<http://e.pc.cd/oPYy6aIK>

Scanne den QR-Code oder tippe die Link-Adresse in deinen Browser ein und gib das Passwort „**Flex-Fernschule**“ ein, um dir die Audio-Dateien herunterzuladen oder direkt anzuhören.

# What's next?



- Exercise 1:** a) Teacher? Cook? Or florist? What do I want to become one day? There are so many jobs and it is usually not easy to choose the right one. **Scan the job adverts on pages 60/61 and find as many jobs as you can. Make a list.** Add your idea of a dream job, too.



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Found at least eight professions? Great! Go on 😊



- b) Pick one job from the adverts. Read it carefully. Describe to your partner what this person does. Taking notes first might help:

What do you call someone who \_\_\_\_\_

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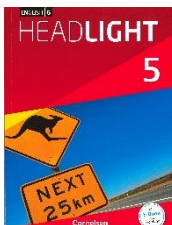
Can your partner guess the right answer? Perfect!  
Now change roles.

- c) What do you want to become one day? Write down ideas if you are not sure yet.

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**Exercise 2:** a) Different jobs require different duties.



Look again at the adverts on page 60/61. Choose three jobs. Complete the table with the information in the adverts.

job	formal qualification or training?	character traits <sup>1</sup> , skills and/or experience?	alone or in a team?	inside or outside?	days or nights?	with people/kids/equipment/computers?
<i>teaching assistant</i>	<i>no information</i>	<i>communication skills, experience working with young children</i>	<i>team</i>	<i>no info</i>	<i>days</i>	<i>young children</i>
<b>b) I asked:</b> _____						

**b) Ask someone about his or her job. This can be a family member, a friend or your partner. Add the results to the table above.**

<sup>1</sup> = Charaktereigenschaften  
© Flex-Fernschule 2020

**Exercise 3:** A The perfect job.



Jana and Luca are both looking for a job and require your help as a job counsellor.

a) Read both speech bubbles, then choose either Jana or Luca.

Hello, I'm Jana and 18 years old. I have just finished my A Levels. I'm interested in sports and computers. I even attended the IT class for two years. Others say I am very reliable, polite and I have a very good taste in styling. I think my strengths are staying calm in any situation and I'm very organized. I've been working in a daycare center since I was 16.

Now I'm looking for a job, where I can make good money.



Hi, my name is Luca, I'm 21 years old. I've been working in a hotel for a year now and I'm looking for a new job, because I don't want to work shifts anymore. I always got tips because I was very friendly and my excellent language skills were very helpful in my job. Actually I liked working with people. What I really liked about my old job, was organizing the monthly barbecue party.

I have no experience in working with children. But I am very patient and sometimes help my little sister with her homework.



b) Take notes:

- What are Jana's/Luca's qualifications, experiences, skills?
- What are they looking for in their future job?

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- B** A new job.  
**a)** Read this advert for film and TV extras and take notes in the table below.

## KOMPARENEN GESUCHT

**TÄTIGKEIT:** RAUM BERLIN

**DREHTAGE:** 1. – 5. DEZEMBER (5 TAGE; 2-3 STUNDEN TÄGLICH)

**VERGÜTUNG:** 40 EURO PRO DREHTAG

**FÜR EINE REALITY-SENDUNG.** EINE AMERIKANISCHE FAMILIE ZIEHT VON NEW YORK NACH BERLIN UM. ES GEHT UM FREUNDSCHAFTEN, ABER AUCH UM MOBBING UND AUSEINANDERSETZUNGEN. DIE DARSTELLENDEN SPRECHEN ENGLISCH UND DEUTSCH.

**VORAUSSETZUNGEN:** DU BIST ZWISCHEN 14-19 JAHRE ALT UND WOHNST IN DEUTSCHLAND. REISE- UND ÜBERNACHTUNGSKOSTEN WERDEN NICHT ÜBERNOMMEN. DU SPRICHEST FLIEßEND DEUTSCH UND GUTES ENGLISCH. DREHERFAHRUNG SIND VON VORTEIL.

**BEWERBUNG:** E-MAIL, BITTE AUF ENGLISCH AN DAS AMERIKANISCHE TEAM:  
 AMERICANLIFE@CASTING100.COM

**EINSATZORT:** BERLIN

<b>job title</b>	<i>film and TV extra</i>
<b>type of show</b>	
<b>skills needed</b>	
<b>experience</b>	
<b>where?</b>	
<b>when?</b>	
<b>workload</b>	
<b>pay</b>	



Use your dictionary if you can't guess the words.



b) **Tell your partner about it.**  
**Would you like the job? Why (not)?**  
Take notes if needed.

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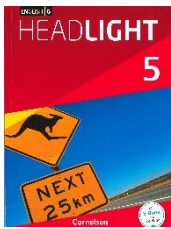
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SKILLS FILE 12  
**MEDIATION SKILLS** page 181 might help.

Selling yourself.

Many companies have adverts online that you can check on when you're looking for a new job. If you find a job interesting, you can apply for it by writing an email or a letter. Usually you will also have to send your CV (short for Latin *curriculum vitae* = course of life) to the company. Now you will learn more about CVs.

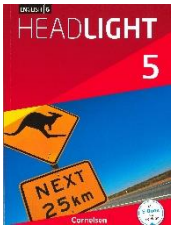


### Curriculum vitae (CV)

Dies ist ein Lebenslauf, der auf ein bis zwei Seiten die persönlichen Fähigkeiten, Ausbildung und Arbeitserfahrung von Bewerbern beschreibt. Im Englischen wird ein CV – anders als im Deutschen – umgekehrt chronologisch aufgebaut: Es beginnt also mit der aktuellsten Arbeitsstelle und dem höchsten Schul- oder Bildungsabschluss. Weitere Unterschiede lernst du in den Einsendeaufgaben kennen. Los geht's 😊



**Exercise 4:**



a) Paul is applying for a job. Look at his CV, then look at the adverts on pages 60/61. Which job is he applying for? How do you know?

**Paul Schulz**

address: Goethestraße 37, 78467 Konstanz  
mobile: +49151 321 50717      email: paulschulz23@gerlink.de

1) \_\_\_\_\_  
I am a confident and enthusiastic student with good communication and social skills. I have some work experience and would like to experience other cultures and learn new skills.

2) \_\_\_\_\_  
- strong team member                      - good organizational skills  
- friendly and polite                      - good English and basic French

3) \_\_\_\_\_  
2012 to present:      Sophie-Scholl Gesamtschule, Konstanz  
2008 to 2012:      Gaisentahl Grundschule, Ulm

4) \_\_\_\_\_  
Ski resort:      ski hire shop assistant (part-time on weekends)  
Summer camp: kids' group leader (3 weeks work experience)

5) \_\_\_\_\_  
I am interested in the outdoors and in winter sports. I have taken part in ski competitions. In summer I like hiking in the mountains.

6) \_\_\_\_\_  
Dieter Lutz (English teacher)                      Monika Bold (manager)  
Sophie-Scholl Gesamtschule                      Snowbird Ski Hire

Paul is applying for \_\_\_\_\_

because \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

b) Complete Paul's CV with the headings in the box.

**education // key skills // interests and achievements //  
personal statement // references // work experience**

c) Choose three skills, interests or achievements from Paul's CV. Say why you think they are helpful for the job he is applying for.

1. Experience as kids' group leader:

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2.

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3.

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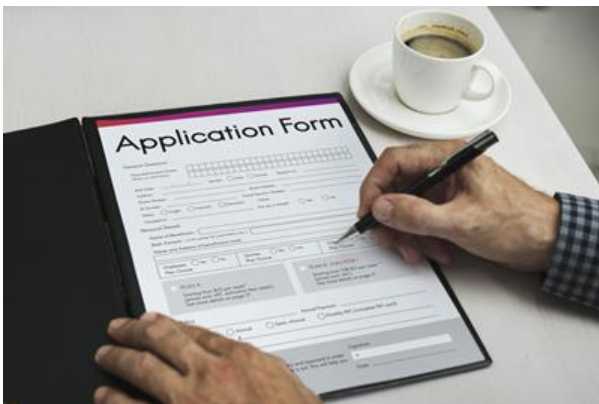
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In an application always stress<sup>1</sup> those skills, qualifications, interests and experiences that are helpful for the job.

**In real life: Never tell a lie!**

**In an exercise: Stretch the truth** if you have to. **Pretend<sup>2</sup>** to be the person they are looking for.

<sup>1</sup>= betonen



**Exercise 5: a) Cover letters.**

When you apply for a job, you do not only send your CV, but also a cover letter. Paul wrote such a letter to apply for the job as a ski instructor. **First read the letter. Then fill in the gaps with the words from the box.**

**advertisement // apply // available // children // CV // fit  
// hire // instructor // knowledge // suitable**

		Goethestraße 37 78467 Konstanz
1	Sports School Director Sun Peaks Resort 1280 Alpine Road Sun Peaks BC V0E 5N0	
2	Canada	28 <sup>th</sup> February 20..
3	Dear Sir/Madam	
4	I am writing about the job of ski _____ at your resort. I saw the _____ on your website yesterday, February 27 <sup>th</sup> and I would like to _____ for this job.	
5	I am a student and I worked part-time in the Snowbird ski _____ shop for five months, where I helped customers with their ski equipment. I am also an experienced ski racer, so I think that I would be very _____ for your job.	
6	I am energetic and reliable. I am also healthy and _____, and I enjoy working with people, especially _____. I speak good English and I have a good _____ of French too. I will finish school this spring, so I will be _____ in the winter months starting in November.	
7	I enclose my _____ and I look forward to hearing from you.	
8	Yours faithfully <i>Paul Schulz</i>	

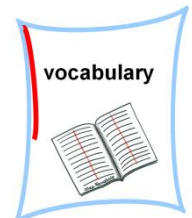
b) Check on Paul's cover letter again. What does he write in this letter? Find a matching heading from the box for each paragraph (see numbers on the left side).

date // closing // address // about himself // salutation  
// enclosed files // about the advert //  
why applying for this job

- 1 \_\_\_\_\_
- 2 \_\_\_\_\_
- 3 \_\_\_\_\_
- 4 \_\_\_\_\_
- 5 \_\_\_\_\_
- 6 \_\_\_\_\_
- 7 \_\_\_\_\_
- 8 \_\_\_\_\_



Learn these words and expressions:  
pages 218/220 (advertisement – attitude  
[to/towards])



Du hast den Lernbrief vollständig bearbeitet?

Super – jetzt prüfe deinen Erfolg, indem du deine Aufgaben kontrollierst.



S.3: © fotolia.com, jackfrog, 65289814; © fotolia.com, ©Africa Studio - stock.adobe.com, 58586150; S.5: © fotolia.com, Antonioguilllem, 59224458; S.8: © fotolia.com, BilderBox - Erwin Wodicka / wodicka@aon.at, 11921629; S.10: © fotolia.com, Rawpixel Ltd., 259053465;

# Selbstkontrolle



Englisch

What's next?

Lösungen

**Seite 3:**

**Exercise 1:**

**a)**

Mindestens acht der folgenden Berufe sollen gefunden werden:

teaching assistant, bar staff, cook, waiter, trainee events manager, (hair) stylist, ski instructor, hotel workers: cleaner, receptionist, waiter, IT technician, pilot  
+ eigene Idee vom Traumjob

**b)**

Fragen nach dem Muster "What do you call someone who ...?" sollen gestellt werden, bis der Partner die richtige Antwort findet. Danach werden die Rollen getauscht.

Beispiel: What do you call someone who works in a hospital? He or she takes care of the patients. He or she helps a doctor. (A nurse)

**c)**

Der Traumberuf wird genannt. In Ordnung sind auch Ideen, was man sich als zukünftigen Beruf vorstellen kann.

**Seite 4:**

**Exercise 2:**

**a)**

Drei unterschiedliche Berufe wurden ausgewählt und die entsprechenden Zeilen ausgefüllt

job	formal qualification or training?	character traits, skills and/or experience?	work alone or in a team?	inside or outside?	days or nights?	With people / kids / equipment / computers?
<i>teaching assistant</i>	<i>no information</i>	<i>communication skills</i>	<i>team</i>	<i>no information</i>	<i>days</i>	<i>young children</i>
hair stylist	(training on the job)	no experience, energetic and reliable	no info	inside	days / evenings	with people
bar staff/cook/waiter	some experience	communication skills	team	both	days & nights	with people
trainee events manager	A Levels	work experience organizing skills	team	inside / outside	days & nights	with people
ski instructor	instructor qualification	confident, enthusiastic, language skills (French & German)	alone	outside	days	with children
hotel worker	friendly, polite, helpful	no experience	team	inside	days & nights	with people receptionist: computer
IT technician	on-the-job training	computer knowledge, flexible thinker, enthusiastic & friendly	alone / both?	inside	days	computers (people)
pilot	qualification / training ?	communication skills, be calm & fit	team	inside	shifts	cockpit / machines with people

**b)**

Du hast eine weitere Person aus deinem Umfeld befragt und die Ergebnisse in die Tabelle eingetragen.

**Seite 5-8:**

**Exercise 3:**

Ein Beruf soll ausgewählt werden. Die Wahl soll mit den Argumenten, die in der Klammer stehen, untermauert werden. Der Text ist in ganzen Sätzen geschrieben.

**A**

Passende Jobs für **Jana** wären:

- trainee event manager (A-Levels, organized, salary, work experience)
- IT technician (IT class, polite, salary)
- pilot (stays calm, reliable, salary)
- teaching assistant (experience in working with kids)
- stylist (good taste in style)

Passende Jobs für **Luca** wären:

- trainee events manager (organizing, working with people, working in a team)
- teaching assistant (communication skills, interested in working with kids, able to work in a team)

**B**

**a)**

<b>job title</b>	<i>film and TV extra</i>
<b>type of show</b>	reality show
<b>skills needed</b>	fluently in German, good at English
<b>experience</b>	no but TV experience is of advantage
<b>where?</b>	Berlin
<b>when?</b>	Dec. 1st – 5th
<b>pay</b>	40€/day

**b)**

Du erklärst deinem Partner, wieso du diesen Job (nicht) machen würdest. Du führst Argumente auf und nimmst dabei Bezug zu der Anzeige. Du sprichst in ganzen Sätzen.

**Seite 9-10:**

**Exercise 4:**

**a)**

Paul is applying for the job as **ski instructor** in Canada (job ad number 4 on page 60) because he says that he is **interested in the outdoors and winter sports**. Moreover, he has taken part in **ski competitions**.

**b)**

- 1) personal statement
- 2) key skills
- 3) education
- 4) work experience
- 5) interests and achievements
- 6) references

**c)**

Lösungsbeispiel:

1. As a ski instructor you have to have good **social and organizational skills** because you work with people and teach them how to ski.
2. You should also be **friendly and polite** and like to work with children because in this job the children are your “customers”.
3. Paul’s experience as a **kids’ group leader** will be very helpful.
4. For the job in Canada you also need **good English and French language skills**.

**Seite 11-12:**

**Exercise 5:**

**a)**

Dear Sir/Madam

I am writing about the job of ski **instructor** at your resort. I saw the **advertisement** on your website yesterday, February 27<sup>th</sup> and I would like to **apply** for this job.

I am a student and I worked part-time in the Snowbird ski **hire** shop for five months, where I helped customers with their ski equipment. I am also an experienced ski racer, so I think that I would be very **suitable** for your job.

I am energetic and reliable. I am also healthy and **fit**, and I enjoy working with people, especially **children**. I speak good English and I have a good **knowledge** of French too. I will finish school this spring, so I will be **available** in the winter months starting in November if possible.

I enclose my **CV** and I look forward to hearing from you.

**b)**

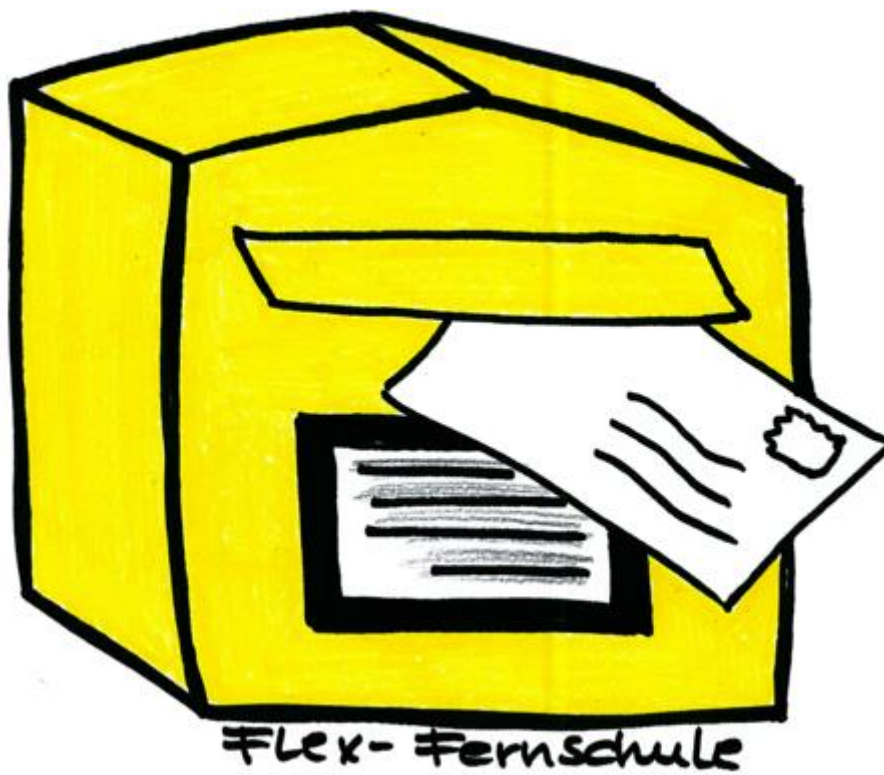
- 1 address
- 2 date
- 3 salutation
- 4 about the advert
- 5 why applying for this job
- 6 about himself
- 7 enclosed files
- 8 closing



Name:

Datum:

## Einsendeaufgaben



# What's next?

**Exercise 1:** Talking about jobs.  
Find the matching definition.



A stylist is ...	... someone who teaches people how to ski.
A receptionist is ...	... someone who helps people with their hair and make-up.
A ski instructor is ...	... someone who welcomes guests and hands them the room keys.
An IT technician is ...	... someone who flies a plane.
A pilot is ...	... someone who serves guests in a restaurant or a cafe.
A waiter is ...	... someone who helps with computers.

**Exercise 2:** (Dream) job.



What job do you want to do in the future? Do **A** if you already know your dream job or **B** if you don't.

- A** Nice! You already thought about your future life and you have set goals for yourself. **Now think of your dream job and what comes with it: duties, required qualities, skills etc. Collect your thoughts in the table of exercise 2a).**
- B** Don't worry if you don't know what to do in the future – it will sort itself out. **Pick one of the suggested jobs and think of what comes with it: duties, required qualities, skills etc. Make notes and collect them in the table of exercise 2a).**

nursery teacher<sup>1</sup> // postman // mechanical engineer //  
cook // media designer // animal keeper // beautician<sup>2</sup>  
// doctor's assistant // baker // sales assistant // nurse  
// office management assistant

<sup>1</sup>Erzieher/in

<sup>2</sup>Kosmetiker/in

- a) **Gather** information about your job by surfing the internet, reading books or magazines, asking people who do this job, etc. Then complete the table with this information.

job: \_\_\_\_\_

<p>Do you need ...          ... experience? /          special skills? /          a driving licence? /          qualifications? /          ...</p>	
<p>Do you have to ...          ... work with other          people? /          go to school? /          do a special training? /          work shifts? /          use English or other          languages /          ...</p>	
<p>Can you ...          ... train on the job? /          learn new skills? /          ...</p>	
<p>What ...          ... kind of work do you          have to do?          duties do you have? /          is the pay like? /          holidays do you get? /          ...</p>	



**Exercise 3:**

Different countries – different CVs.

**Skim the two CVs and spot the similarities and differences between an English and a German CV.**

**Complete the list on the next page.**



**Paul Schulz**

address: Goethestraße 37, 78467 Konstanz

mobile: +49151 321 50717 email: paulschulz23@gerlink.de

**1) Personal statement**

I am a confident and enthusiastic student with good communication and social skills. I have some work experience and would like to experience other cultures and learn new skills.

**2) Key skills**

- strong team member
- good organizational skills
- friendly and polite
- good English/ basic French

**3) Education**

2012 to present: Sophie-Scholl Gesamtschule, Konstanz

2008 to 2012: Gaisentahl Grundschule, Ulm

**4) Work experience**

Ski resort: ski hire shop assistant (part-time on weekends)

Summer camp: kids' group leader (3 weeks work experience)

**5) Interests and achievements**

I am interested in the outdoors and in winter sports. I have taken part in ski competitions and in summer I like hiking in the mountains.

**6) References**

Dieter Lutz (English teacher)

Monika Bold (manager)

Sophie-Scholl Gesamtschule

Snowbird Ski Hire



## Emily Kopp

Finkenweg 6a  
 80637 München  
 +49150 756 83427  
 e.kopp@gmail.com

Geburtsdaten: 15.05.2005 | Augsburg  
 Staatsangehörigkeit: deutsch

### Schulische Ausbildung

09/2011 – 08/2015 Grundschule „Clara Grundwald“, Augsburg  
 09/2015 – 07/2017 Schillerrealschule, München  
 10/2017 – heute Flex Fernschule, Breisach – Oberrimsingen

### Praktische Erfahrungen

05/2019 Betreuerin Sommercamp, München  
 Planung und Durchführungen von  
 Tagesprogramm für Kinder, Betreuung von  
 Kindern während der Ferien  
 07/2020 – 08/2020 einmonatiges Praktikum in der  
 Kinderbetreuung „Wilde Horde“ in  
 München Kinder betreuen, Vorschulgruppe  
 begleiten

### Kenntnisse und Interessen

Sprachkenntnisse Englisch (fließend)  
 EDV-Kenntnisse PowerPoint (sehr gut), Microsoft Word (gut)  
 Hobbys Triathlon, Bogenschießen

characteristics	a CV in English	a CV in German
<ul style="list-style-type: none"> <li>- <i>first name and family name</i></li> <li>- <i>contact details</i></li> <li>-</li> </ul>		✓

**Exercise 4: Cover letters.**

Emily wrote an application to the North London Children's Centre. Unfortunately, she forgot about some polite phrases. Please help her to get her dream job by **finding the right expressions from the box below. Fill in the gaps.** Be careful: there are more than you need.

I am writing to you about ... // I would like to ... // I am a (... *helpful* ...) person. // I have studied English for ... years. // I have experience in ... // I also worked ... // I am good at ... // ... skills are also good. // I am available ... // Please find enclosed my CV // I look forward to hearing from you.

Emily Kopp  
Finkenweg 6a  
80637 München

North London Children's Centre  
34 Worlington Street  
London  
ST 7UR  
Great Britain

March 1<sup>st</sup>, 2021

Dear Mr. Rocher,

\_\_\_\_\_ the job as an early years teaching assistant. I saw the advertisement on your website two days ago and \_\_\_\_\_ apply for this job. I am a student at Flex Fernschule in Oberrimsingen and I had a summer job at a youth camp last year. \_\_\_\_\_ at a kindergarten during my work experience, so I think I would be suitable for the job. I am \_\_\_\_\_ with good communication and social skills. I like working in a team and enjoy tutoring children. My English \_\_\_\_\_, since English is my favourite subject at school. I am still at school, but \_\_\_\_\_ as of September 1<sup>st</sup>, 2021.

Please find enclosed my CV.

\_\_\_\_\_  
Yours sincerely  
Emily Kopp

### Exercise 5:

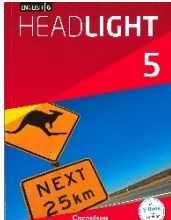


You've learned a lot about how to apply for your dream job. A CV and a cover letter are the essentials of an application. **Now choose. Do A or B.**

**Use your notes from the Lernbrief and the exercises above.**

#### A Writing a CV.

You have seen some examples for a CV. Now write your CV for one of the jobs below.



SKILLS FILE 9.5 **Writing a CV** gives you an overview about the important parts. Check **page 175**.

#### B Writing a cover letter.

Pick one of the adverts and apply for this job. Write a cover letter and try to sell yourself.

Don't forget to say:

- who you are
- why you'd be good at this job
- if you have relevant experience
- when you could start

## Camp Swiss

### Looking for group leaders

Are you a kind and enthusiastic person? Do you like children? Do you like the outdoors? We're looking for international group leaders for our summer programme starting 1<sup>st</sup> July.

**Responsibilities:** looking after and leading a group of campers (six to eight kids); supporting and helping your campers with all activities.

**Requirements:** You should be 17 to 25 years old, a team player, and speak good English. You should also have an open and positive attitude towards all cultures and languages.

**Also an advantage:** experience working with children; first aid training; a strong interest in outdoor sports.

Location: Torgon, Switzerland Please apply in English.

### Schloss Granstein

Are you looking for an exciting and **challenging** summer job?  
Do you speak some English and good German?  
Would you like to live in a castle for the summer?  
We are offering a summer job in the souvenir shop in the famous Granstein castle. Come and help us with our many visitors from all over the world. It's a great chance to improve your English.  
Apply (in English) to: The Manager, Schloss Granstein

SKILLS FILE 9.6 **Writing a cover letter** on **page 176** shows again the important aspects.



## Ziel erreicht?



Versuche nun einzuschätzen, inwieweit du deine Lernziele erreicht hast.  
Benutze die Skala von 1 (trifft in besonderem Maße zu) bis 6 (trifft gar nicht zu).

	Kreuze an:					
Ich verstehe Stellenangebote aus dem englischen Sprachraum.	1	2	3	4	5	6
Ich habe über verschiedene Berufe gesprochen.	1	2	3	4	5	6
Ich kenne den formalen Aufbau eines CV und weiß, worauf es beim Verfassen eines <i>cover letter</i> ankommt.	1	2	3	4	5	6
Ich kenne die Unterschiede zwischen einem englischen CV und einem deutschen Lebenslauf.	1	2	3	4	5	6

**Kannst du dir vorstellen, dich in einem englischsprachigen Land für einen Ferienjob/ein Praktikum/eine Ausbildung/eine Stelle zu bewerben?  
Nenne Gründe.**

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**Welche offenen Fragen hast du noch zu diesem Lernbrief?**

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