

SELF-STUDY INSTRUCTIONS

Grade 12 (23.3 – 29.03)

Unit 8: The world of work

Lesson 2: Vocabulary and Writing

I. REVISION

1.1. Vocabulary

	Word	Meaning
1	Apply (v)	<i>Nộp đơn</i>
2	Recruit (v)	<i>Tuyển dụng</i>
3	Qualification (n)	<i>Bằng cấp, chứng chỉ</i>
4	Relevant (a)	<i>Có liên quan</i>
5	Probation (n)	<i>(giai đoạn) thử việc</i>
6	Organisation (n)	<i>Tổ chức</i>
7	Degree (n)	<i>Bằng (thường là bằng đại học, thạc sỹ...)</i>
8	Certificate (n)	<i>Chứng chỉ, chứng nhận</i>
9	Employer (n)	<i>Nhà tuyển dụng, người sử dụng lao động</i>
10	Employee (n)	<i>Nhân viên, người lao động</i>
11	Application (n)	<i>Đơn xin</i>
12	CV	<i>Sơ yếu lí lịch</i>

1.2. Writing: How to write a CV

* Useful tips for writing a good CV:

- Keep it simple in terms of design
- Include important key words from the job description in your CV.
- Remember to tailor your CV to the job you are applying for.
- In detail, your CV should include these pieces of information:
 - + Personal details
 - + Personal summary and career objectives
 - + Education and qualifications
 - + Work experience (time, job description, responsibility)
 - + Achievements
 - + Skills
 - + Interests
 - + References
- You should also look at the sample CV on page 38, Student's book English 12

II. Practice

2.1. Course book: Follow the instructions in your course book and finish the following tasks.

1.1. Language: Vocabulary (pages 32)

1.2. Skills: Writing (page 37,38)

2.2. Supplementary exercises

Please click the link below to do the online supplementary tasks:

https://docs.google.com/forms/d/1lwu7fi2cZ0Gxcp99fD1luNx03CT9KIABpdu58Ftk_1A/edit