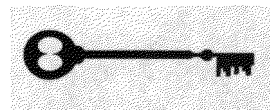


Lesson 21 Key



Activity One

These have to be suggested answers:

FITZWARREN

Good morning...

YOU

Tracey Shields

FITZ WARREN

...Why you have applied for this post?

YOU

My father is a bank manager, and I've always been interested in accounts...

FITZ WARREN

...any potentially difficult situations?

YOU

I'm reasonably practical and confident. I never had trouble with people at school; I'm a prefect in my year... I'd try and be tactful at first, but if that didn't work, I know how to be firm. And as a last resort, there's always the manager...

FITZ WARREN

...dealing with money especially from businesses...

YOU

The main need, I think, is to establish a routine. Punctuality is important so people know where I am at any given time. Being a teller dealing with the public, you have to be polite and impartial, not favouring anyone more than anyone else. As I said, I'm interested in accounts. I've been treasurer in the school sports' club that involves counting out a fair amount of money. I've never gone wrong - yet!

....which subject do you prefer?

YOU

I like English, but I prefer maths. I'm always playing with my calculator and my PC.

...what do you enjoy about them?

YOU

I don't mind French though I'm not brilliant; I got a B pass. History and geography I prefer, I got As, I've got a good memory so I don't find them too hard. In science I got a C I like practical experiments..

...can you send emails?

YOU

I did mention I like my PC. I send emails all over the place, to my boyfriend for example, he's abroad at the moment, it's a lot handier than the post, and cheaper too.. I do all my letters on my computer, and I like computer games too at times...

...Have you any ideas on that?

YOU

The computer's fantastic, with it you can do anything, literally... Write letters, work out accounts, contact people in another country, speak to people if you have a sound card and mike. And you can have computer link ups too, as you'll have in the bank. At times it's frightening almost, when you think about it.

...Sports for example?

YOU

I love sports, football especially... I like walking and cycling too, on the moors near where I live. Indoors I quite like music and drama, and I'll go to the pictures if there's a good film on... I prefer crime movies.

Activity Two

These have to be suggested answers; please refer to your Tutor if you still have any problems: the post will be that of an English teacher (!!)

...Why have you applied for this post?

YOU

I have always wanted to be a teacher; and English is my favourite subject

...suited to this post?

YOU

It involves a wide range of children, especially younger ones I prefer, and children in their early teens. I do not think I will have trouble with teenagers, as I have been very happy with that age group in my work as a youth leader.

...how you would tackle it....

YOU

The main quality one needs in teaching I think is patience, the second a sense of humour, and the ability always to see things from the child's viewpoint rather than your own. I think I have enough patience, I very rarely lose my temper, outwardly at least, and on the surface I always look (I hope) cheerful!

English is quite a difficult subject to teach, although because it has a lot of variety, one can vary one's approach far more than with many other subjects. I think it is important to be able to speak as well as to write well, and composition work is also important and valuable as in composition, one can draw on one's own experience. For teaching English it is also important

to encourage one's students to read as much as possible, and if they can go in for discussion with their friends that is also helpful.

...how you would deal with them.

YOU

The main problems are always the human problems: children for one reason or another may not be happy in a class or in school itself. They may not like your subject or even you the teacher. All these factors will make the job of teacher more difficult and challenging - but if they can be met successfully - the job itself will be the more rewarding.

...And finally do you have any particular questions for us?

YOU

Yes. Will there be a staff meeting before the beginning of term? Or is it at the end of the first day?

Activity Three

Normally a CV should be typed out in columns (you can do this on your computer) or get someone to do it for you. The advantage of an application form is that you have the columns already prepared for you.

When completing the actual form, I advise you to make a copy of it beforehand, fill in the copy, and then write your copy out on the actual form. This will help prevent you making slips when completing the application form; forms are often in colour or grey, so any Tip-Ex corrections will be all too evident...

Application Forms will not apply specifically to you, they cover broadly the types of people who are likely to complete them, and some parts will be too small for your information, and other parts too large.

This is why you are often allowed to complete on your own paper any extra information that you think may be relevant to the post you are applying for.

But this accepted, please remember that conciseness and brevity are very important when you are completing an application form. The person reading it through has probably even a hundred forms to look at, and if yours is what can only be described as "long winded", there will be the very strong temptation to discard your application and put it in the large pile of discards, what is known in publishing circles as the "*slush pile*."

The advantage of the CV is that you have great freedom to express what you want. There are professional CV writers who on your advice will write yours for you; do be careful as these can be quite expensive; nobody will do something for nothing!

The best to do is to make sure your CV is complete, clear, and if possible does apply fully to the job you are applying for.

It is not possible to do this for you here personally as there is such a wide variety of approaches to CV composing and application form completing,

which will vary widely according to both the job and the person applying for it...

But In your *Tutor-marked Assignment* you will be given a *practice CV Application Form* to complete, and then you can be told by your Tutor whether you are on the right lines and have done justice to yourself.

Here is a model CV based on the information presented in Activity Three of your Course, and applying to some imaginary person, who may be like yourself, and then far more likely may not. However there will be features in the CV that are common to you and it will be these you should look at and follow when you are composing your own CV Application... As ever: good luck with this most difficult enterprise.

One last piece of advice would be to include a photograph of yourself with the application form, this will help you stand out as an individual from all the others, and make the person considering your application more anxious to get to know you better, through an Interview, that other traumatic experience we have already shown you through examples...

SURNAME	THOMPSON
FIRST NAMES	EDWARD ANDREW
DATE OF BIRTH	24 JUNE 1986
PLACE OF BIRTH	LOWESTOFT,
NATIONALITY	SUFFOLK
NATIONAL INSURANCE NO.	BRITISH ZE 544545 D
HOME ADDRESS	The Poplars 35, Avenue Road LOWESTOFT Suffolk LT56 8CG
TELEPHONE NUMBER	01549 764253
FAX	01549 764250
E-MAIL	edward @pop.aol.com
MARRIED/SINGLE	SINGLE
DAY/WORK ADDRESS	Lowestoft Community
TELEPHONE	College
FAX NUMBER	-----
E-MAIL	----
QUALIFICATIONS	-----
GCSE:	--

	--
A LEVEL	English, Mathematics, History, Geography, French, Physics,
SECONDARY SCHOOL	Chemistry, Biology, Art

COLLEGE/UNIVERSITY	(May 2001)
PRESENT OCCUPATION	History English Art (May 2003)
PREVIOUS EMPLOYMENT	Lowestoft Community College
MAIN INTEREST	N.A.
REFERENCES	I am still at school N.A. Football Mr. P. Childs, Head Teacher Lowestoft Community College LOWESTOFT Suffolk (Headteacher) A. Friend. 14, Poplar Way LOWESTOFT Suffolk (Friend)

DETAILS OF THE POST APPLIED FOR:

Claims Assistant: Securitas Insurance Company, Lowestoft

RELEVANCE OF QUALIFICATIONS AND EXPERIENCE

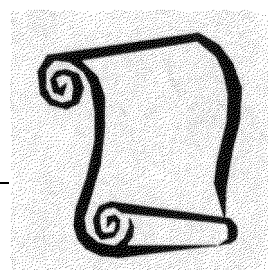
I have GCSE passes in mathematics: (Grade A), English (Grade B).

I have just sat A Levels in history, English, and Art, and should get two "A" and a "B"

I am applying to study for MBA (Master in Business Administration) with the Open University and can do this part time with my work in Insurance

This Key for the writing of a CV relating to a particular application has to be only suggested. Your own needs and situation are probably quite different, especially if you are older or of a different sex from the person described here. There will be further guidance in the next Activity for an older person from a different background.

Activity Four



You can follow the pattern for Activity Three, changing your format to suit the alternative demands of the person concerned. The main changes will be your answers for the requirements of the actual job. Here are some possible suggestions, but they may not be the same as what you have put down. You will see whether you are getting the idea through your Tutor-marked Assignment in the next lesson.

- a) You are a qualified drama teacher: (you could mention that among your list of qualifications)
- b) You have taught for a number of years before and after your marriage, only leaving your career while your children were small
- c) Now they are more Independent, you are in a position to go back to teaching
- d) As the school in which you are anxious to teach is near your home, it will be perfectly convenient.

Finally!!!

You have had a rough guide on interview techniques and ways of approaching job applications and CVs. In the next Lesson we will be looking at composition work and letters, with a TMA covering these areas, and a practical try at writing your CV and/or someone else's. Don't worry about this, once you have the main principles for presenting yourself as fully and clearly as possible, these can be used for virtually everyone...

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