

# English for Business

## **Chapter 14**

### **Summary, Evaluation and Final Exam**

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1. Summary of Chapter 1-13
2. Evaluation of Chapter 1-13
3. Final Exam: CV and Cover Letter Making

# Chapter 1:

## Greetings and Socializing: Building a Working Relationship

1. Make the first contact
2. Talk about current activities
3. Talk about jobs
4. Talk about companies
5. Talk about projects

# Chapter 2:

## Business Etiquette and Phone Messages

### 1. Business Etiquette

- a. Be a good guest
- b. Get things done
- c. Persuade people to do things
- d. Celebrate success

### 2. Telephoning

- a. Making phone calls
- b. Checking information
- c. Telephoning problems

# Chapter 3:

## Job Hunting: Research and Preparation

1. Identifying stages in job application process
2. Researching yourself
3. Highlighting your skills and experience
4. Researching the market

# Chapter 4:

## Writing an Impressive CV: Part 1

1. Structuring your CV
2. Creating a strong first impression
3. Writing a personal statement
4. Writing eye-catching headings

# Chapter 5:

## Writing an Impressive CV: Part 2

1. Identifying Key Skills
2. Highlighting Your Work Experience
3. Detailing Your Education and Qualifications

# Chapter 6: Effective Cover Letter: Part 1

1. Identifying features of cover letters
2. Beginning a cover letter
3. Writing the main body of the letter

# Chapter 7:

## Effective Cover Letter: Part 2

1. Writing an effective final paragraph
2. Using appropriate language

# Chapter 8:

## Successful Job Interviews: Part 1

1. Preparing for the interview
2. Making a positive first impression
3. Talking about yourself
4. Proving you've done your research
5. Demonstrating you've got what it takes

# Chapter 9:

## Successful Job Interviews: Part 2

1. Avoiding Common Mistakes
2. Proving You've Done Your Research
3. Demonstrating You've Got What It Takes
4. Talking About Your Weaknesses

# Chapter 10: Follow Up the Process

1. Keeping in Touch
2. Handling Rejection
3. Dealing with Job Offers
4. Negotiating Terms and Conditions

# Chapter 11: Contextual Professional Speaking: Presentations

1. Starting, Signalling and Closing
2. Using Visual Aids
3. Non-verbal Communication and Handling Questions

# Chapter 12:

## Contextual Professional Writing: Letter Genres/ Work Correspondence, E-mail

1. Memos
2. Formal correspondence
3. Email

# Chapter 13: Meetings

1. Opening a meeting
2. Holding a brainstorming meeting
3. Participating in meetings
4. Leading a meeting

# Final Exam: Apply for a Job

1. Choose a job vacancy based on your background or interest.
2. Create a CV and Cover Letter based on the job ad applied.
3. Send the CV and Cover Letter by email to the employer.

# Final Exam: choose job application

- Choose one job application based on your background or interest.
- Real application would be better.
- Pay attention to the qualification required. Consider whether it suits to your background and experience or not.
- Consider all the transferable skills that you have that match with the job.

# Final Exam: create CV/ Resume

1. Create a CV based on the job vacancy that you choose.
2. Choose between Chronological CV or Skill-based CV
3. Prepare two CVs would be better: Formal CV and Creative CV
4. Follow all the guidelines given in chapter 4 and 5
5. Find ideas from the internet
6. Ask someone else to check/ proofread your CV

# Final Exam: create cover letter

1. Create a cover letter based on the job vacancy that you choose.
2. Follow all the guidelines given in chapter 6 and 7
3. Cover letter consist of at least 4 paragraphs:
  - 1 introductory paragraph
  - 2 body of the paragraphs: experience and transferable skills
  - 1 closing paragraph
4. Find ideas from the internet
5. Ask someone else to check/ proofread your cover letter

# Final Exam: send the application by email

1. Draft an email consist of two or three paragraphs.
2. Elaborate your interest to apply for the job.
3. Make it brief but impressive.
4. Ideas can be taken from your cover letter.
5. Choose the right Subject.
6. Don't forget to leave your phone number.

Thank you and see you in the 14<sup>th</sup> session.

Yours sincerely,

Lerissa Daniela, S.S., M.Pd.

# Original Source:

The original source of this chapter is taken from:

**“ Intelligent Business Skills Book” published by Pearson Education Limited.**

1. Elementary Business English level, written by **Christine Johnson.**
2. Pre-Intermediate Business English level, written by **Irene Barrall and Nikolas Barrall.**
3. Intermediate Business English level, written by **Christine Johnson.**

**“ Cambridge English for Job-hunting” Published by Cambridge University Press in 2008 written by Colm Downes and the series editor is Jeremy Day.**