

	Skills	Language	Texts
UNIT 1	Identifying the stages in the job application process	Strengths and weaknesses	Listening
Research and preparation page 6	Researching yourself Highlighting your skills and experience Researching the market	Personal characteristics Qualifications Transferable skills Professional behaviour Demonstrating skills Job advertisement jargon Describing knowledge and experience	1.1 Getting started 1.2 Identifying strengths and weaknesses 1.3 Identifying transferable skills 1.4 Different job-hunting methods 1.5 Cold calling: two examples Reading Stages in the job application process Job advertisements
UNIT 2	Structuring your CV Avoiding common CV mistakes	Sections of a CV Common CV verbs	Listening
Writing an impressive CV page 19	Creating a strong first impression Identifying your key skills Highlighting your work experience Detailing your education and qualifications Demonstrating your interests Providing references	Section headings Spelling Personal statements Skills-based headings Transferable skills Action verbs International qualifications Noun phrases	2.1 Structuring a CV 2.2 Common CV mistakes 2.3 Selling yourself effectively 2.4 The interests section of your CV 2.5 Selecting referees Reading Model CVs: chronological and skills-based Job advertisement Article: The education section of your CV
UNIT 3	Identifying features of cover letters	Phrases for opening a cover letter	Listening
Effective cover letters page 34	Beginning a cover letter Writing the main body of the letter Writing an effective final paragraph Using appropriate language Writing a cover letter	Talking about the job you're applying for Demonstrating skills and experience Matching skills and experience to the job Closing expressions Formal expressions	3.1 & 3.2 The dos and don'ts of cover letters 3.3 How to begin a cover letter 3.4 Ending a cover letter Reading Model cover letter 1 & 2 Job advertisement Bad cover letter
UNIT 4	Preparing for the interview	Small talk	Listening
Successful interviews page 47	Making a positive first impression Dealing effectively with interview questions Talking about yourself Avoiding common mistakes Proving you've done your research Demonstrating you've got what it takes	Common interview questions Demonstrating interest and motivation Interview answer templates Positive adjectives Giving details of your skills and experience Structuring your responses	4.1 Before you arrive 4.2 Interviews: openings 4.3 Body language 4.4 Interviews: poor responses 4.5 Interviews: improved responses 4.6 Interviews: an effective answer 4.7 Interviews: poor responses 4.8 Talking about yourself 4.9 Interviews: improved responses 4.10 Making the most of common questions 4.11 Interviews: good and bad models 4.12 Interviews: saying why you want to work for a company 4.13 Interviewers discussing candidate's performance 4.14 Interviews: talking about relevant skills and experience 4.15 Interviews: matching your skills and experience to the position

	Skills	Language	Texts
UNIT 5	Handling competency-based questions	Phrasal verbs	Listening
Advanced interview techniques page 59	Demonstrating your skills	Competencies	5.1 & 5.2 Interviews: anecdotes
	Talking about your weaknesses	Structuring a response using the STAR model	5.3 Dealing with competency-based questions
	Asking questions of your own	Introducing surprising information	5.4 & 5.5 Interviews: talking about your education (good and bad models)
	Dealing with telephone interviews	Softening negatives	5.6 & 5.7 Interviews: using the STAR model
		Emphasising positives	5.8 Turning negatives into positives
		Positive expressions	5.9 Interviews: talking about your weaknesses
		Polite questions	5.10 Interviews: emphasising positive information
		Asking for clarification	5.11 Interviews: an impressive positive response
			5.12 Interviews: rearranging a telephone interview
			5.13 & 5.14 Interviews: clarifying information
			Reading
			Article: Questions to ask in an interview
			Article: Tackling telephone interviews
UNIT 6	Keeping in touch	Phrases for follow-up letters:	Listening
Follow up page 72	Handling rejection	• Requesting feedback	6.1 & 6.2 What to do after the interview
	Dealing with job offers	• Accepting the job	6.3 Learning from failure
	Negotiating terms and conditions	• Withdrawing from consideration	6.4 A job offer
		• Declining an offer	6.5 Handling a job offer
		Formal language	6.6 Writing an acceptance letter
			6.7 Withdrawing from consideration
			6.8 Declining a job offer
			6.9 Pay negotiation extracts
			6.10 Successful and unsuccessful salary negotiations
			Reading
			Feedback letter
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Answer key page 96			
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Appendix 2: Common interview questions page 110			
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