

## Cambridge English For Job Hunting Ets

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Cambridge English for Job-hunting is designed to develop the specialist English language knowledge and communication skills that job-seekers need to apply for and secure jobs. Ideal for both working professionals and those new to the world of employment, the course comprises six standalone units covering core areas such as CV preparation, cover letter writing, and answering interview questions.

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----- Please watch: "Cambridge English for Marketing Student's Book CD"  
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Cambridge English for Job-hunting is designed to develop the specialist English language knowledge and communication skills that job-seekers need to apply for and secure jobs. Ideal for both working professionals and those new to the world of employment, the course comprises six standalone units covering core areas such as CV preparation, cover letter writing, and answering interview questions.

## Cambridge English for Job-hunting Student's Book with ...

The aim of Cambridge English for Job-hunting is to develop the English language and communication skills you need to get the job you want. Specifically designed for both working professionals and those new to the world of work, the book comprises six stand-alone units which cover all of the following areas and more:  
LResearching the market

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## Cambridge English for Job-hunting

Cambridge professional English. Aims to help develop the specialist English language knowledge and communication skills for job-seeking, including job interviews, and successful techniques for dealing with difficult questions. Practice exercises, audioscripts, answer key, and common interview questions are provided.

## Cambridge English for job-hunting (Book, 2008) [WorldCat.org]

These flashcards feature the common interview questions listed on page 110 of Cambridge English for Job-hunting. There are a number of ways in which you might choose to use them in class with your students. Here are a couple of suggested activities. 1 Cut out and, if possible, laminate the cards.

## UNIT 1 EXTRA ACTIVITIES - Cambridge University Press

Cambridge English for Job-hunting is designed to develop the specialist English language knowledge and communication skills that job-seekers need to apply for and secure jobs. Ideal for both working professionals and those new to the world of employment, the course comprises six standalone units covering core areas such as preparing a CV, writing a cover letter, and answering interview questions.

## Downes Colm, Day Jeremy. Cambridge English for Job-hunting ...

Cambridge English teaching qualifications. We provide industry-leading qualifications that prove what teachers of English can do. These qualifications are mapped to the Cambridge English Teaching Framework, and support teachers every step of the way by helping them build the skills and confidence they need to teach English effectively.

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"Cambridge English for Job-Hunting is for upper-intermediate to advanced level (B2-C1) learners of English who need to use English during the job application process. The course can be used in the classroom or for self-study. Ideal for working professionals those new to the world of employment, the course develops the specialist English language knowledge and communication skills that job-seekers need to apply for and secure jobs. Cambridge English for Job-Hunting comprises six standalone units covering core areas such as preparing a CV, writing a cover letter, and answering interview questions. By featuring authentic materials such as CVs and letters, learners are given practical experience in preparing vital documentation. The course also features a special focus on the interview scenario, including extracts from interviews on the Audio CD. As well as familiarising learners with commonly asked interview questions, the course also develops more advanced interviewing techniques such as answering difficult questions and selling yourself effectively. In addition the course offers valuable advice to help build applicants' confidence. "

Summary: "Cambridge English for Human Resources covers a wide range of topics of concern to human resources and personnel development, from understanding the essentials of resourcing and outsourcing through to strategic HR. The ten standalone units allow learners to focus on the areas of HR and Personnel

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Development most important to them. As well as teaching the specialist vocabulary and theory of HR, the course also develops job-specific skills such as coaching, designing and implementing appraisal systems, managing conflict and others."--Cambridge website, viewed 1st Sept, 2011.

Cambridge English for Scientists is a short course (40-60 hours) for student and professional scientists.

Peter Cappelli confronts the myth of the skills gap and provides an actionable path forward to put people back to work. Even in a time of perilously high unemployment, companies contend that they cannot find the employees they need. Pointing to a skills gap, employers argue applicants are simply not qualified; schools aren't preparing students for jobs; the government isn't letting in enough high-skill immigrants; and even when the match is right, prospective employees won't accept jobs at the wages offered. In this powerful and fast-reading book, Peter Cappelli, Wharton management professor and director of Wharton's Center for Human Resources, debunks the arguments and exposes the real reasons good people can't get hired. Drawing on jobs data, anecdotes from all sides of the employer-employee divide, and interviews with jobs professionals, he explores the paradoxical forces bearing down on the American workplace and lays out solutions that can help us break through what has become a crippling employer-employee stand-off. Among the questions he confronts: Is there really a skills gap? To what extent is the hiring process being held hostage by automated software that can crunch thousands of applications an hour? What kind of training could best bridge the gap between employer expectations and applicant realities, and who should foot the bill for it? Are schools really at fault? Named one of HR Magazine's Top 20 Most Influential Thinkers of 2011, Cappelli not only changes the way we think about hiring but points the way forward to rev America's job engine again.

In a tough market, it pays to understand the hidden truths known only to recruitment specialists. This book reveals how the job market really works, and how to break the rules to find a great job. It offers deep insights, smart advice and pulls apart the dull, textbook advice that lets so many candidates down.

Despite what HR Departments want you to believe, the best person does not always get the job. The people that succeed are those who know how to press the company hot buttons and present a hypnotically desirable front in the interview. This book will show how to accomplish that.

Experts from across all industrial-organizational (IO) psychology describe how increasingly rapid technological change has affected the field. In each chapter, authors describe how this has altered the meaning of IO research within a particular subdomain and what steps must be taken to avoid IO research from becoming obsolete. This Handbook presents a forward-looking review of IO psychology's understanding of both workplace technology and how technology is used in IO research methods. Using interdisciplinary perspectives to further this understanding and serving as a focal text from which this research will grow, it tackles three main questions facing the field. First, how has technology affected IO psychological theory and practice to date? Second, given the current trends in both research and practice, could IO psychological theories be rendered obsolete? Third, what are the highest priorities for both research and practice to ensure IO psychology remains appropriately engaged with technology moving forward?

Finding a job is a confusing and anxiety-provoking process for many individuals with Asperger's Syndrome (AS) who may not know what they are qualified to do and may struggle to communicate their value to employers. In this book, Asperger's employment expert Barbara Bissonnette describes exactly what it takes to get hired in the neurotypical workplace. Every aspect of finding employment is covered, from defining strengths and researching occupations, to marketing oneself and projecting confidence and enthusiasm in interviews. Job-hunters are taught how to develop a personal profile of their talents and skills, their ideal work environment, and important work criteria. They are then shown how to set realistic goals and develop an effective job search plan. There is detailed instruction on networking, including how to find contacts and what to say. A wealth of checklists, templates, sample scripts and written communications accompany the

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text. Upfront, engaging and highly practical, this will be an essential guide for individuals with AS entering the workforce for the first time, as well as experienced workers who have lost jobs or wish to change careers but are uncertain about how to find the best match for their abilities.

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