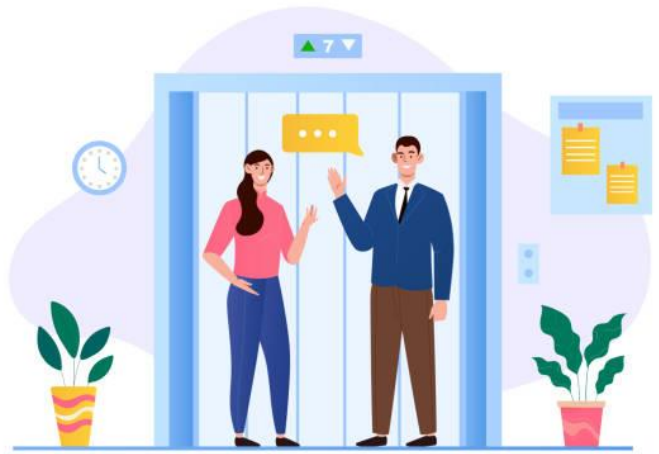


UNIT 2

WORKING ABROAD



Unit objectives

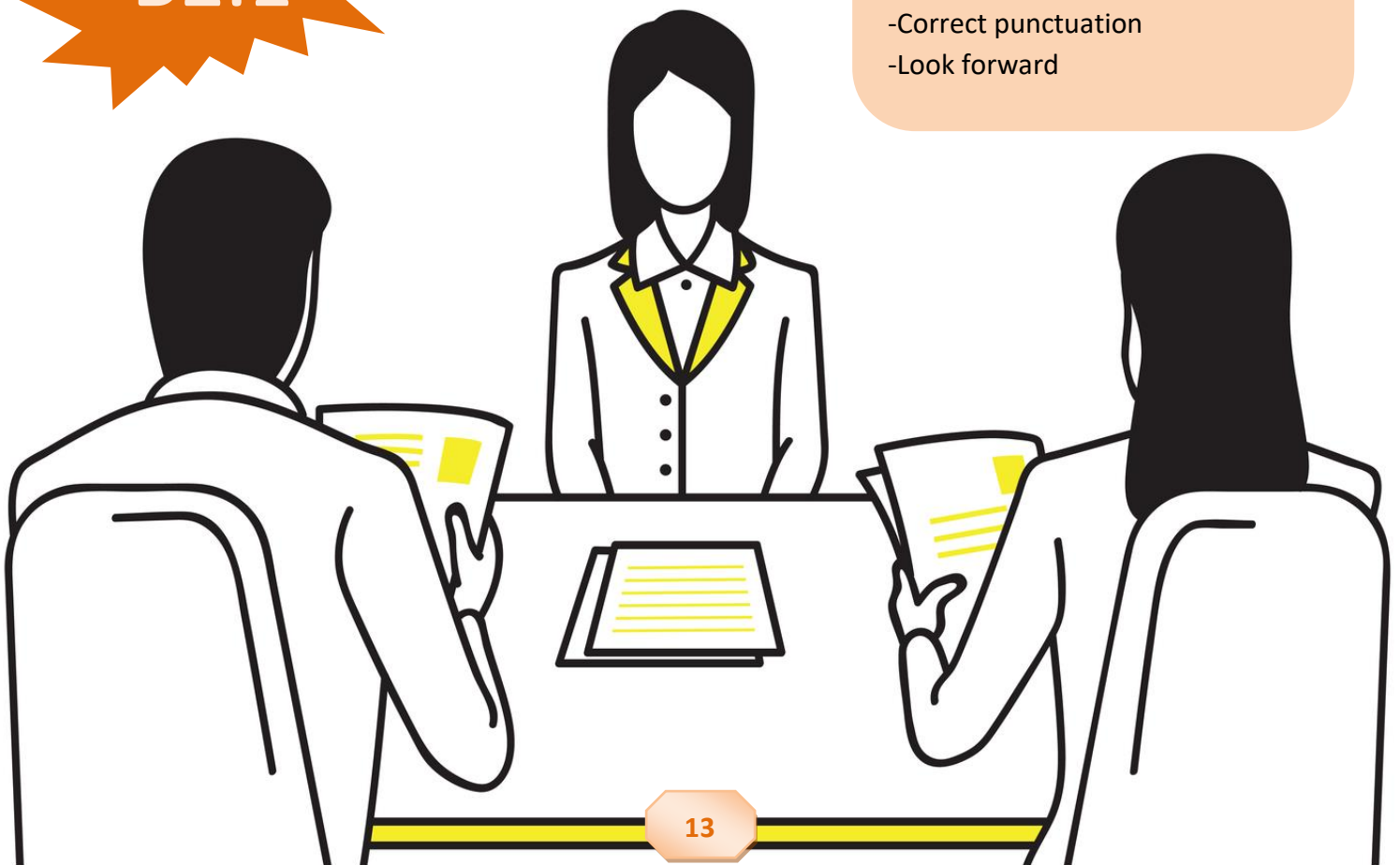
By the end of this unit, you will be able to

- 1-Understand and give information related to working abroad
- 2-Write a professional CV
- 3-Write a professional cover letter
- 4-Attend a face to face or online job interview
- 5-Ask and answer the most common interview questions properly.

You will also practice the use of:

- Neither / Nor
- Whose / Whom / Which / Who
- Correct punctuation
- Look forward

B2.1



2.1

Working abroad

- 1 Vocabulary review game:** a two-student competition. The teacher will show you pictures of jobs. The one who names more jobs faster than the other wins



2 Discuss:

- a) Have you ever applied for a job position abroad from your home country? Tell us about it.
- b) Have you ever used job search engines and websites such as Indeed, Glassdoor, or LinkedIn? What do you know about these websites?

3



Video and Discussion 1

- a) **Guessing game:** Before watching the video. Write down a list of 6 jobs you think are in high demand in Canada.

- b) Watch the video one time only and check how many of your guesses were right. The one with more correct guesses than the others is the winner. Write down all the in-demand jobs that are mentioned in the video with their average annual salary.
- c) If you had to choose one of the jobs mentioned in the video as your future occupation in Canada, which one would it be and why?



Video and Discussion 2

- a) **Vocabulary:** What is the meaning of the following words and expressions? Expatriate (expat) (n), seek (v), residence permit, work permit, wage (n), work-life balance, prosperous (adj),

- b) Watch the video and take notes on the pros and cons of working in each of the mentioned countries.
- c) Do you agree or disagree with this list of countries? Explain
- d) In your opinion, what's the best country in the world for expats who would like to work abroad? Why?

-Job seeker visa
-Job seeker residence permit
(To look for a job)

-Work visa
-Work permit
(When having a job contract)

-Business visa
-Business residence permit
(For starting or doing business)

Temporary residence permit
Short-term (Generally valid for 6 months to 2 years depending on the country)

Permanent residence permit
Long-term (Generally valid for 5 to 10 years or more and renewable depending on the country)

4 Listening: Listen to the pieces of information about working abroad twice to 3 times, and take notes to be able to discuss and answer the following questions:

- a-What are the factors that determine the ease or difficulty of finding a job abroad?
- b-Based on what do governments select immigrants? Provide examples.
- c- Listen again while reading the subtitles and check your answers

5 Grammar: a) Watch the subtitled video of the listening activity again and look at the expressions marked in green, try to explain their meaning and use.

- 1) Finding a job abroad is **neither** easy **nor** difficult:
- 2) **Seeking** an employment opportunity:
- 3) There is **a shortage of** skilled workers:
- 4)....workers, **namely** the jobs which require physical effort:

b) Write meaningful sentences using the expressions above correctly

- 1).....
- 2)
- 3)
- 4)

6 Discussion:

- a) Taking your current qualifications and skills into account, how easy will it be for you to find a job abroad? Which countries do you think will be the easiest, and which ones will be the most difficult? Why?
- b) Based on your knowledge and experience, what advice would you give to those who are willing to seek a job abroad?

7 Presentation and speaking Task

30 years from now, your country will become the best country in the world, and all citizens from other countries will strive to immigrate and work there. You work at the ministry of immigration, and are in charge of preparing the conditions and requirements for accepting immigrants into your country. In pairs or small groups, create a list of requirements that should cover the following areas:

- Requirements for skilled and unskilled workers / language, experience, and education requirements/ Fields of priority/ Time for processing demands/ fees, visa, and residence permit procedures ...etc
- Present your ideas to your classmates (government) who will vote for the best ideas.

8 Research and writing: At home, choose a country, namely the one you are interested to immigrate to, and write an article about the requirements for finding a job and being granted a work visa and permit there. Read your article and discuss it with your classmates in the next class.



1 Discussion:

- a) What is the difference between a CV (Curriculum Vitae) and a Resume?
- b) What are the characteristics of a professional CV?
- c) Do you think a candidate whose CV contains a picture have better chances of being called for an interview? Why / Why not?



2



Video and Discussion

a) Vocabulary: What is the meaning of the following words and expressions:

employer (n), employee (n), soft skills, hard skills, personal statement, references

b) Watch the video and do the following tasks:

- 1) Take notes about the 5 tips mentioned in the video for writing a powerful winning resume.
- 2) Take notes about the sections that should be included in the resume.

c) After watching the video and completing the tasks:

- 1) Discuss the tips mentioned in the video and give your personal opinion regarding each tip.
- 2) Each student tries to give one more tip.

3

Reading and discussion: Read the resume and do the following tasks:

a) Write 3 things that you liked and 3 things you think can be improved in Katia's resume:

-The 3 things I liked are:

- *
- *
- *

-The 3 things that can be improved are:

- *
- *
- *

b) Discuss your ideas with your classmates

c) In your opinion, how easy will it be for Katia to find a job abroad taking into account her education and experience? Why?

KATIA NACERI

Current residence : Dar el Beida, Algiers, Algeria

Phone number : (+213) 0559 90 ** **

Email address : katia.naceri@gmail.com

Store Manager whose ambition is to be placed in a challenging yet rewarding job position abroad. Equipped with extensive experience in automotive sales management. Employs excellent leadership skills and multi-tasking strengths. Demonstrated ability to improve store operations, increase top line sales, and reduce costs.

Experience

09/2018 - Present

Store Manager

LEGEND CAR DEALERSHIP, ALGIERS

- Motivate and coach employees to meet service, sales, and repair goals.
- Create and modify employee schedules with service levels in mind.
- Interview and recruit top mechanics, service advisors, and sales agents.
- Maintain detailed logs and reports of services performed, profit, and budget information.
- Help out in sales and repair areas as needed and maintain comprehensive current knowledge of operations.

01/2014 - 09/2018

Engineer and after sales representative

TOP-NOTCH CAR DEALERSHIP, ALGIERS

- Answered customer questions and resolved service issues in a timely manner.
- Diagnosed customer issues by asking probing questions and write up repair orders.
- Ordered supplies and kept inventory at optimal levels.
- Coordinated equipment repairs and maintenance.

Highlights

- Result-oriented
- Revenue generation
- Business development
- Effective marketing
- Organizational capacity
- Operability and commitment
- Ability to motivate staff and maintain good relations
- Resistance to stress
- Good manners

Education

Master's degree in Mechanical Engineering - 2013
USTHB, Algiers, Algeria

Languages

- Arabic: Mother tongue
- English: Advanced
- French: Advanced
- Turkish: Intermediate

References :

Available upon request

4 Grammar: a) Fill in the gaps with:

who / whom / whose / which

- a) with did you come?
- b) 's your supervisor?
- c) of these two positions do you find more suitable for you?
- d) design shall we choose; Mark's or Mary's?
- e) told you about our job opening?
- f) is the ladycar is parked in the manager's spot? I saw him trying to talk to her but she disrespected him! She clearly didn't know with she was talking!
- g) The candidate we should select is the one experience and education meet our requirements .
- h) to am I speaking?
- i) Tell me, is the guy you were talking to this morning?
- j) The company I told you about is hiring. knows, maybe you'll be hired!

b) Write meaningful sentences using whose and whom

Whose :
Whose :
whom:
whom:

5 Listening and speaking

a) Before watching the video:

-What is an elevator pitch (known also as an elevator speech)?

b) Watch the video twice and answer the following questions

- Is the elevator pitch supposed to be only in an elevator? Why / Why not?
- How should a good elevator speech be?
- What are the benefits of preparing and delivering a good elevator speech?
- Do you think a job applicant whose elevator speech is well-prepared has a better chance of being hired? Why or why not?



Whose

A possessive pronoun used when asking or telling that something belongs to someone

Example 1

-**Whose** CV is this?

-It is mine, sir.

Example 2

I am a qualified marketing specialist **whose** dream is to become the CEO of a well-known company.

Whom

An object pronoun used to turn the subject 'who' into an object.

Example 1

I am lucky to work with a manager with **whom** I feel at ease.

Example 2

To **whom** is your letter addressed?

Example 3 (plural)

I love the colleagues with **whom** I work

6

Speaking

You found yourself in the elevator with the CEO of a company you have always wanted to work for! You have 60 seconds to deliver your elevator pitch.

1-Prepare a one-minute speech that best describes you.

2-Without looking at your notes, role play your elevator pitch with a classmate (CEO) who will decide whether to follow-up with you or not depending on how good your pitch is.

7 Writing:

Write your own resume then give it to your classmate to proofread it for you.



1 General Knowledge:

What is the difference between a cover letter and a motivation letter? Give examples of cases in which each can be used.

2



Video and
Discussion

a) Before watching the video:

-What are the pieces of information that should be mentioned in a cover letter?

b) While watching the video: Watch the video twice and do the following:

- 1-According to the presenter, is it necessary to send a cover letter with your resume? Why?
- 2-Take notes about what should be mentioned in a cover letter.
- 3-Take notes about the structure of a cover letter and what to put in each paragraph.

c) After watching the video:

- 1-Discuss your notes with your classmates and teacher.
- 2-Give more pieces of advice on how to write a professional cover letter.

Messoud Benraoui

Travel agent

Messaoudben94@gmail.com

(+213) 7725987**

Oran, Algeria

To :

Richard Pierce

Human Resources Manager

Legend Travel Agency

Dubai, UAE

Dear Mr. Pierce,

Thank you for the opportunity to apply for the travel agent role at your company. After reviewing your job description, it is clear that you are looking for a candidate that is extremely familiar with the responsibilities associated with the role, and can perform them confidently. Given these requirements, I am certain that I have the necessary skills to successfully do the job adeptly and perform above expectations.

I am a diligent professional who has been consistently praised as adaptable by my co-workers and management. Over the course of my three-year career, I have developed a skill set directly relevant to the travel agent role you are hiring for, including the mastery of 4 international languages which are Arabic, English, French, and Spanish. Overall, I have consistently demonstrated problem-solving, teamwork and communication abilities in

every aspect of my previous role, and I invite you to review my detailed achievements in the attached resume.

After reviewing my resume, I hope you will agree that I am the type of candidate you are looking for. I look forward to elaborating on how my specific skills and abilities will benefit your organization. Please contact me via phone or email to arrange for a convenient meeting time.

Thank you for your consideration, and I look forward to hearing from you soon.

Sincerely,
Messaoud Benraoui

3 Reading and tasks :

- a) Read the cover letter above silently and discuss what you liked and what you think can be improved in this letter.
- b) In pairs, underline and discuss the words and expressions that you did not understand, and discuss them with your teacher.
- c) Listen to the text's audio then read the letter aloud. The teacher will correct your pronunciation mistakes.

4 Grammar: Punctuate the following passages:

- a) first of all I would like to thank you for your time and consideration indeed being considered by your company is a great honor
- b) your profile resume education and cover letter are really interesting however your background does not match the job requirements
- c) dear sir madam i would like to apply for the job position advertised on your facebook page i am certain that my qualifications and background meet your requirements please find my CV attached below best regards sally johnson
- d) as benjamin franklin said time is money

5 Writing:

You would like to apply for your dream job at your dream company abroad or in your country. Write a professional cover letter and pay attention to punctuation / capitalization.

6 Speaking: The hiring manager (another student) will

read your letter and decide whether or not to invite you for an interview. They will explain his/her reasons for their decision, and the candidate can ask questions to understand why he/she was or wasn't considered.

Punctuation

Period / Full stop	•
Comma	,
Colon	:
Semicolon	;
Hyphen	-
Question mark	?
Exclamation mark	!
Slash	/
Quotation marks	“ ”
Dash	—

Look forward to

Look forward to + gerund

Examples:

-I look forward to meeting
you

I look forward to hearing
from you soon

Look forward + noun phrase

Example

**I look forward to the
holidays**

2.4

The interview

1 Discussion

- a) Have you ever had a job interview? How did it go?
- b) In pairs, think of and discuss 5 qualities/behaviors that would make a great impression during a job interview.
- c) In pairs, think of and discuss 5 mistakes/behaviors that would make a bad impression during a job interview.



2



Video and Discussion

a) Before watching the video:

-What is the best answer to the following interview question: Can you tell me about yourself?

b) While watching the video:

- 1) Take notes about the best answer to the question: Can you tell me about yourself?
- 2) Recall at least one more useful tip from the video.

c) After watching the video:

- 1) Discuss your notes with your classmates and teacher

3 Speaking :

Prepare and deliver your own answer to the question: Can you tell me about yourself? Your classmates and teacher will give you their feedback after finishing your presentation.

4 Listening : a) Listen twice to the audio and complete the missing information

Interviewer's position: Interviewee's major:
 Job position interviewed for:
 Interviewee's strengths:/
 Interviewee's weaknesses:
 Interviewee's future goals:/
 Interviewee's expected wages:
 Working hours: Decision time:

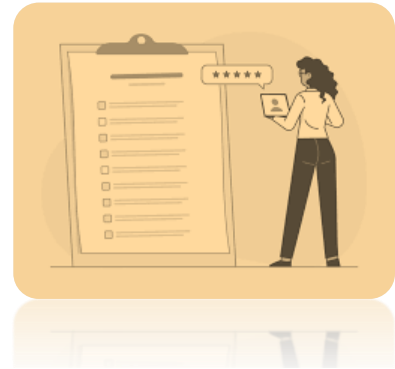
b) Listen one more time and write the questions that were asked in the interview in your own words

.....

c) Watch the subtitled video and check your answers

5 a) In groups of 3, think of the best answers to the following interview questions:

- Why are you interested in working for this company?
- Describe your best/worst boss.
- Give an example of how you solved a problem in the past
- What are your strengths?
- What are your weaknesses?
- What do you consider your best accomplishment in your last job?
- What makes you stand out from the crowd?
- Where do you see yourself in five years?
- Why did you leave your last job?
- What is your expected salary?
- How punctual are you?



b) Discuss the answers given by each group for each question and vote for the best answers.

c) Write 4 questions that are to be asked to the interviewer (s) during the interview

- What are the responsibilities of this position?
- When will you make the hiring decision?
-
-

d) Read your questions to your classmates and teacher who will help correcting any mistakes.

6 Prepare to speak: In pairs (2 students in a similar field of work / major / interest), Prepare 6 interview questions that are related to your field.

Example: Field of teaching: How do you deal with spoiled students?

-
-
-

7 Speaking role play

Student A: You are the interviewer. Interview student B (the student with whom you did activity 6) and make sure you ask him / her all the necessary questions that would determine whether he / she is a good fit for the position.

Student B: You are the interviewee. Answer the interviewer's questions and do your best to stand out from the crowd and make a great first impression.

8 Writing: a) You were interviewed a few weeks ago by a company; however, you have not heard back from them yet. Write a formal follow-up email to inquire about the status of your application.

b) You are the hiring manager at Legend Group. Write an email to a candidate informing them (him or her) that their application has been declined. Explain the reasons.

Unit 2 review

1) Write the following sentences using: neither / nor

a- I don't like coffee, I don't like tea.

b- She isn't happy with her new apartment, she isn't happy with her new job
.....

c- My husband is not a cook, not a waiter. He is the owner of the restaurant.
.....

d- I'm not trying to find a job or willing to start my own business, I'm rather trying to emigrate from here.
.....

2) Fill in the gaps with whom / whose / who / that / whoever

a- The employee uncle is the owner of this company is a trouble maker.

b- The one gives the best solution to this problem will be promoted.

c- gives the best solution to this problem will be promoted.

d- The lady by I was interviewed this morning is very kind.

e- The company is asking people to pay money to be hired is a scam.

3) Discussion: discuss the following statements:

- The only reason why people can't find a job in my country is nepotism.
- Emigrating from my country is the only solution to succeed in life.
- Getting rid of negative people in my environment is the solution to succeed in life.
- To get wealthy in my country, you must be corrupted.

4

Group speaking task

One of the students wants to work abroad. He / She will do all the following tasks while the other students play the other roles

- You are visiting a job fair taking place in your country. Many companies' representatives from different countries are present. Ask one of these representatives about employment requirements and procedures.

- You meet the hiring manager of a prestigious foreign company that matches your interests, field of study, and skills. Deliver your elevator pitch.

- The hiring manager invites you for a zoom (online) interview once he/she gets back to his / her country. Have the interview.

