



ENGLISH WORKSHEET N°1

**STUDENT
NAME**

Dando inicio a este nuevo año escolar, en esta primera guía haremos un recuento de algunos contenidos vistos el año anterior. Revisaremos **Jobs & professions** y **resume** junto a toda su estructura.

JOBS & PROFESSIONS.

Mira las profesiones que aparecen a continuación, traduce aquellas que no recuerdas y luego clasifícala en los sectores que corresponda.

CONSTRUCTION – ART & DESIGN – ADMINISTRATIVE – TOURISM – TRANSPORT – HEALTH		
JOB / PROFESSION	SPANISH	SECTOR
PLUMBER		
TRAVEL AGENT		
FX MAKE UP ARTIST		
CIVIL ENGINEER		
DOCTOR		
CALL CENTER		
BUS DRIVER		
DENTIST		
CALL CENTER AGENT		
BRIOKLAYER		
FASHION DESIGNER		
HOTEL RECEPCIONIST		
LAWYER		
NURSE		
FORKLIFT TRUCK OPERATOR		
TOUR GUIDE		

ACTIVITY N°2: selecciona las opciones que más te gustarían para tu empleo ideal. Consulta un diccionario.

A

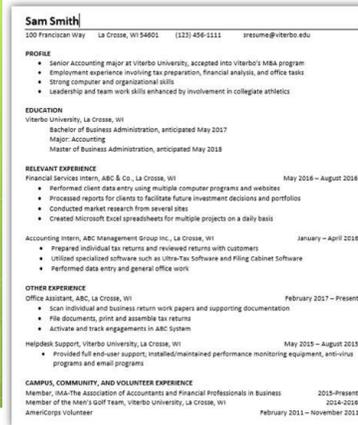
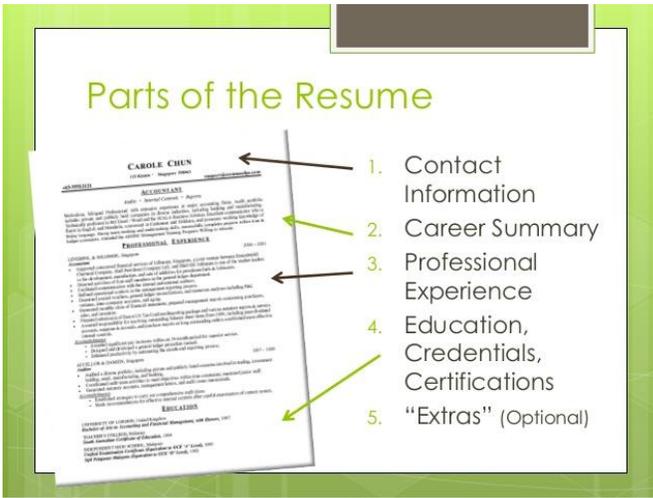
- Work indoors
- Work with people
- Travel
- Work with hands
- Work by myself
- Work during the day
- Work in busy places
- Wear a uniform
- Make things
- Communicate with words
- Work 12 months a year
- Work the same schedule each day
- Give directions to others
- Work with humans
- Work under pressure

B

- Work outdoors
- Work with information
- Work in office
- Work with mind
- Work in groups
- Work at night
- Work in quiet places
- Wear street clothing
- Sell things
- Utilize math skills
- Work seasonally
- Work a variable schedule
- Take directions from others
- Work with animals
- Work without deadlines

A RESUME

La palabra resume es utilizada en inglés para referirnos al *currículum vitae* (o CV). Dicho documento contiene la formación académica, experiencia laboral y los datos de una persona. La hoja de vida es la primera carta de presentación que una persona entrega cuando postula a un puesto de trabajo y debe entenderse como la representación de la imagen personal. Veamos sus componentes.



Basic Parts to a Resume

- Contact Information
- Profile or Objective
- Education
- Employment or Experience
- Campus and Community Involvement

- **Contact information:** Aquí debes incluir tus datos personales; nombre, dirección, e-mail y teléfono.
- **Profile or objective:** Aquí incluyes detalles de tu perfil, interés y habilidades.
- **Career summary:** Aquí debes incluir tu Educación; Casa de estudio, años y descripción de título.
- **Professional experience/ Employment or experience:** Aquí incluyes tu experiencia laboral, nombre de lugares y tiempo que trabajaste en ellos.
- **References:** Aquí debes proporcionar nombres y contactos que puedan comprobar la información presentada. De esta forma, tu futuro empleador puede corroborar su veracidad.
- **Extras / campus and community involvement (opcional):** Aquí puedes contar más sobre ti mismo, hobbies o actividades extracurriculares que realices (voluntariados, religiosos, etc)

Mira algunas de las habilidades que puedes incluir en tu curriculum en inglés

SKILLS	SPANISH	SKILLS	SPANISH
ORGANISE		SOLVE	
COORDINATE		REPAIR	
ASSIGN		MAINTAIN	
SUPERVISE		SELL	
CREATE		COACH	
DESIGN		GUIDE	
COMPUTE		FACILITATE	
DEVELOP		TRAIN	
INTEGRATE		EXAMIN	
PERFORM		EVALUATE	
COLLECT		DEFINE	
ASSEMBLE		BUILD	
OPERATE		PROJECT	
EXAMINE		PUBLICIZE	
INVESTIGATE		PRESENT	

ACTIVITY N°2: Selecciona la información correspondiente a cada parte del curriculum.

Nickname:
Student Number:

Student ID:
Class:

Kate wants to apply for a job at a café. Read the information about Kate and insert it into the correct place on her resume.

kate_k1997@gmail.com
06 2412 9172 **A.**

Starbucks (2014 - 2015)

- Served coffee and cake to customers
- Operated the cash registered
- Cleaned the coffee machine

Volunteer English Tutor (2015 - 2016)

- Helped Mathayom 1 students with their English homework

B.

48 Oriental Avenue, Bangkok, Thailand **C.**

English Language Award
• First place in Mathayom 6 **D.**

Thai, English **E.**

Kate Smith **F.**

Grace International School,
Bangkok, Thailand (2010 - 2016) **G.**

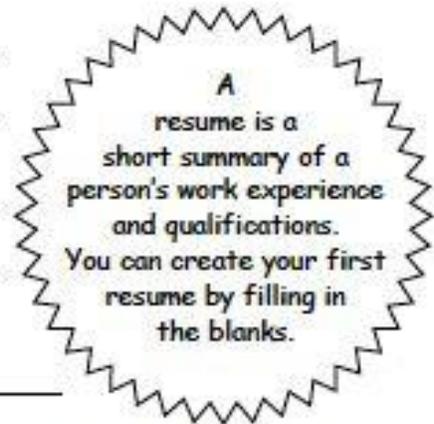
Jenny June, Manager of Starbucks,
Bangkok CBD Branch tel. 09 2411
9672 **H.**

Name	F.
Address	
E-mail	
Mobile number	
Education	
Work and volunteer experience	
Achievements	
Languages	
Referees	

ACTIVITY N°3: Completa tu propio curriculum vitae.

MY FIRST RESUME

_____ Your Name
_____ Address
_____ City State Zip
_____ Telephone



Position Sought: _____
(A job you might want to have)

Abilities and Talents: (list positive character traits and things you are good at. For example: good listener, reliable, computer skills, good in math, great speller)

★ _____
★ _____
★ _____
★ _____
★ _____
★ _____

Achievements and Awards: (list awards you have received and when. For example; Honor Roll for 4th Grade, Perfect Attendance 2nd Grade, Scouting Award 2004, Citizenship Award.)

★ _____
★ _____
★ _____
★ _____

Work Experience: (list jobs you had or currently have. For example- dog walker, babysitter, plant waterer, salesperson at school store. These do not have to be jobs you receive pay for.)

★ _____
★ _____
★ _____

Education: ★ _____
Grade Name of School

References: (list people who will say good things about you)

★ _____
★ _____