

## Vocabulary

**9** Complete the CV with appropriate action verbs from the boxes. Then use them to write sentences for your own CV.

contacted   exceeded   met   presented   recruited   trained

### 2006–2008 Sales manager, Way2Go Travel, UK

- (1) \_\_\_\_\_ corporate clients by phone and (2) \_\_\_\_\_ incentive travel programmes to Boards of Directors  
(3) \_\_\_\_\_ and (4) \_\_\_\_\_ new sales reps  
(5) \_\_\_\_\_ sales targets for every month and (6) \_\_\_\_\_ annual objectives by 20%

chaired   designed   drew up   implemented   managed   motivated

### 2008–2011 Sales and marketing manager, Hondo Holidays, Texas

- (7) \_\_\_\_\_ sales materials and (8) \_\_\_\_\_ innovative advertising campaigns  
(9) \_\_\_\_\_ and (10) \_\_\_\_\_ a team of 40 telesales operators  
(11) \_\_\_\_\_ a working party and (12) \_\_\_\_\_ proposals for a new e-commerce division


## Paraphrasing

**10** Decide which verbs from the box can refer to people who:

to be dismissed   to be laid off   to be made redundant   to be on assignment  
to be promoted   to be resting   to be suspended   to be transferred  
to give in your notice   to join a company   to quit   to take a sabbatical

- |  |  |
|--|--|
| 1 are currently enjoying having no work.           | 4 are leaving a job they were unhappy with.    |
| 2 lost their jobs due to poor company performance. | 5 are making a geographical change.            |
| 3 are making positive career moves.                | 6 lost their job due to disciplinary problems. |


## Listening for gist

**11**  1:05–1:10 Listen to six speakers talking about career changes. Use expressions from Exercise 10 to describe each situation.

**12** With a partner, discuss the situations below. What would you do if:

- you were promoted to a job you knew was too difficult for you?
- you were made redundant after 25 years' service?
- you were unfairly dismissed for harassing an employee?
- you gave in your notice the day before the firm announced a 33% salary increase?
- you were transferred to Alaska?
- you were on sabbatical for a year?

## Listening and discussion

**13**  1:11–1:13 Listen to three people talking about career choices. Make notes on the problems they face. Discuss what you would do and why. Then compare your answers with page 119.



### Internet research

Search for the keywords *action verbs for résumés/ cvs*. Update your CV using dynamic action verbs and phrases.