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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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Cambridge English for Job-hunting. Aims to help develop the specialist English language knowledge and communication skills for job-seeking, including job

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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

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.

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. For self-study and developing listening, speaking, reading, writing and vocabulary skills.

Cambridge English for Job-hunting is designed to develop the specialist English

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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. Authentic materials such as genuine CVs and cover letters give learners practical experience in understanding and preparing vital documents. The course also offers valuable advice to help improve job-hunters' confidence, including help with difficult interview questions and how to present yourself effectively.

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 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.

"I would recommend this book for anyone who is anxious about interviews or who wants to improve their interview performance" Phoenix, May 2012 Drawing on 25 years' experience of training recruiters and his work as one of the UK's best known career strategists, John Lees, author of *How to Get a Job You'll Love*, takes you step-by-step through the interview process. The 3rd edition of *Job Interviews: Top Answers To Tough Questions* not only analyses 225 of the most typical (and demanding) interview questions, but shows you how to prepare yourself thoroughly for the whole range of topics and approaches that an interview might throw at you. This book prepares you for one of the most important aspects of career transition: how to answer the toughest job interview questions effectively. This advice will help you whatever kind of job you are chasing public or private sector, mainstream employer or not-for-profit organization. This book is intended to be used to enhance your job search efforts either as a stand-alone product or in combination with *How To Get A Job You'll Love and Why You? CV Messages to Win Jobs*, also by John Lees. This guide is practical and hands-on, recognising that you have a limited amount of time available for interview preparation. Use it by practising your answers, and preparing your evidence. Listen to yourself and, in the process, determine what works and what doesn't. If you don't have the evidence to support the claims you've made in your CV, and if you haven't prepared enough to cope with probing questions, you've made the classic mistake of trying to do the work of the interview room itself. The real work is in the preparation you do now, anticipating questions and practising your responses. 225 of the most common interview questions A 'fast-track' preparation option if your interview is TOMORROW! More sample answers to challenging questions Insights into the employer mindset when vacancies are thin on the ground

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?

The world of work is changing dramatically and jobs for life have become a thing of the past. Even people moving up the corporate ladder are questioning their choices and considering new possibilities, such as work/life balance or portfolio working. If you want to take charge of your career but don't know where to start, change can feel unobtainable - a pipe dream. This action-oriented and pragmatic book will help you overcome the barriers to deciding on a career and changing career, giving you a proven roadmap to achieve your goals. Taking Charge of Your Career will lead you step-by-step through the process of building your career strategy and making it happen. Full of exercises and self-assessment tools to help you make the right choices, it also includes real-life stories of successful career changers.

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