



# Starting out on your career

## C1 - Reading Part 8



### EXERCISE 1 DISCUSS THE QUESTIONS BELOW.

1. When did you start your career?
2. What are your career aspirations and goals?
3. What skills, knowledge, and experience do you need to achieve your goals?

### EXERCISE 2 TALK ABOUT CAREER CONSULTANTS.

1. Who is a career consultant?
2. What do they do?
3. Have you ever been to a career consultant?

### EXERCISE 3 MATCH THE STATEMENTS YOU COULD HEAR FROM A CAREER CONSULTANT WITH THE EXTRACTS BELOW.

1. *'Don't change your jobs too often.'*
2. *'Ask the interviewer for the reasons they didn't hire you.'*
3. *'Write down the reasons which stop you from getting a job.'*
4. *'It's not a bad idea to go from one job to another within reason.'*
5. *'You're the only one responsible for your professional development.'*

**Consultant A:** A university degree is no guarantee of a job, and job hunting in itself requires a whole set of skills. If you find you are not getting past the first interview, ask yourself what is happening. Is it a failure to communicate or are there some skills you lack? Once you see patterns emerging it will help you decide whether the gaps you have identified can be filled relatively easily. If you cannot work out what the **mismatch** is, get back to the selection panel with more **probing** questions, and find out what you need to do to bring yourself up to the level of qualification that would make you more attractive to them; but be careful to make this sound like a genuine request rather than a challenge or complaint.

**Consultant B:** Do not be too **dispirited** if you are turned down for a job, but think about the reasons the employers give. They often say it is because others are 'better qualified', but they use the term loosely. Those who made the second interview might have been studying the same subject as you and be of similar ability level, but they had something which made them a closer match to the selector's ideal. That could be experience gained through projects or vacation work, or it might be that they were better at communicating what they could offer. Do not take the comments at face value: think back to the interviews that generated them and make a list of where you think the **shortfall** in your performance lies. With this sort of analytical approach you will eventually get your foot in the door.

**Consultant C:** Deciding how long you should stay in your first job is a tough call. Stay too long and future employers may question your **drive** and ambition. Of course, it depends where you are aiming. There can be advantages in moving sideways rather than up, if you want to gain real depth of knowledge. If you are a graduate, spending five or six years in the same job is not too long provided that you take full advantage of the experience. However, do not use this as an excuse for apathy. Graduates sometimes fail to take **ownership** of their careers and take the initiative. It is up to you to make the most of what's available within a company, and to monitor your progress in case you need to move on. This applies particularly if you are still not sure where your career path lies.



# Starting out on your career



## C1 - Reading Part 8

**Consultant D:** It is helpful to think through what kind of experience you need to get your dream job and it is not a problem to move around to a certain extent. But in the early stages of your career you need a definite strategy for reaching your goal, so think about that carefully before deciding to move on from your first job. You must cultivate patience to master any role. There is no guarantee that you will get **adequate** training, and research has shown that if you do not receive proper help in a new role, it can take 18 months to master it.

**Consultant E:** A **prospective** employer does not want to see that you have changed jobs every six months with no thread running between them. You need to be able to demonstrate the quality of your experience to a future employer, and too many moves too quickly can be a bad thing. In any company, it takes three to six months for a new employee to get up to speed with the structure and the culture of the company. From the company's perspective, they will not receive any return on the investment in your salary until you have been there for 18 months. This is when they begin to get the most value from you – you are still fired up and enthusiastic. If you leave after six months it has not been a good investment – and may make other employers wary.

**EXERCISE 4** READ THE STATEMENTS SHOWN IN EXERCISE 3 AGAIN. WHICH OF THE STATEMENTS DO YOU AGREE WITH? WHY?

**EXERCISE 5** LOOK AT THE WORDS IN **BOLD** IN THE FIVE EXTRACTS IN EXERCISE 3. MATCH THE WORDS WITH THE SYNONYMS BELOW.

A. insufficiency - \_\_\_\_\_

B. future - \_\_\_\_\_

C. motivation - \_\_\_\_\_

D. insightful - \_\_\_\_\_

E. competent - \_\_\_\_\_

F. discrepancy - \_\_\_\_\_

G. control - \_\_\_\_\_

H. depressed - \_\_\_\_\_

**EXERCISE 6** READ THE STATEMENTS BELOW AND UNDERLINE THE KEYWORDS.

1. Keep your final objective in mind when you are planning to change jobs.
2. It takes time to become familiar with the characteristics of a company you have joined.
3. You should demonstrate determination to improve your job prospects.
4. Make sure your approach is positive in tone.
5. It is not certain that you will be given very much support in your job initially.
6. Stay optimistic in spite of setbacks.
7. Promotion isn't the only way to increase your expertise.
8. Ask for information about your shortcomings.
9. Some information you are given may not give a complete picture.
10. It will be some time before you start giving your employers their money's worth.

**EXERCISE 7** PARAPHRASE THE SENTENCES ABOVE.

Keep your final objective in mind when you are planning to change jobs.

*Focus on your goals when you're planning a career change.*



# Starting out on your career



## C1 - Reading Part 8

**EXERCISE 8** YOU ARE GOING TO READ A MAGAZINE ARTICLE IN WHICH FIVE CAREER CONSULTANTS GIVE ADVICE ABOUT STARTING A CAREER. FOR QUESTIONS 1-10, CHOOSE FROM THE CONSULTANT (A-E). THE CONSULTANTS MAY BE CHOSEN MORE THAN ONCE.

### Which consultant makes the following statement?

1. Keep your final objective in mind when you are planning to change jobs.
2. It takes time to become familiar with the characteristics of a company you have joined.
3. You should demonstrate determination to improve your job prospects.
4. Make sure your approach for information is positive in tone.
5. It is not certain that you will be given very much support in your job initially.
6. Stay optimistic in spite of setbacks.
7. Promotion isn't the only way to increase your expertise.
8. Ask for information about your shortcomings.
9. Some information you are given may not give a complete picture.
10. It will be some time before you start giving your employers their money's worth.

UNDERLINE THE ANSWERS IN THE TEXTS.

**EXERCISE 9** READ THE PEOPLE'S EXPERIENCES BELOW AND GIVE THEM THE BEST CAREER ADVICE.

- 1 Maria has just graduated from college with a degree in marketing. Although she has little work experience, she has completed several internships in marketing during her studies and has developed skills in social media management, content creation, and market research. She is looking for an opportunity to learn and grow in a supportive environment.
- 2 Michael has worked in the corporate world for the past ten years and is ready for a career change. He has always been passionate about education and wants to become a high school teacher. Although he has no prior teaching experience, he believes that his communication and leadership skills, as well as his ability to adapt quickly to new situations, will serve him well in his new career.
- 3 Emily has been running her own online business for the past five years, but she has become interested in the tech industry and wants to start a career in it. She is looking for an opportunity to work in a startup or tech company where she can use her entrepreneurial skills and creativity to develop new products and services.

# Teacher's notes

## Exercise 1. Warm-up

6 mins

As a group, discuss the answers to the questions about students' careers, and how they started or planning on starting one. If they are currently following a career path, ask about their aspirations and goals. You can also think about the skills, knowledge, and experience they need to achieve their goals.

## Exercise 2. Pre-reading discussion

4 mins

Before getting into the reading portion of the lesson, introduce the topic by discussing career consultants and their responsibilities. Students talk about the idea of going to a career consultant and if they have visited one in the past.

## Exercise 3. Reading for gist

6 mins

Say that you are going to read five texts describing career consultants' advice. Students read the extracts quickly and match the phrases (1-5) with the consultant (A-E). Check and discuss the answers.

Answers: 1E, 2A, 3B, 4D, 5C

## Exercise 4. Group discussion

5 mins

Reread statements 1-5 and discuss which ones of them you agree or disagree with. Give reasons for your opinions.

## Exercise 5. Teach - vocabulary

4 mins

Before explaining the reading and use of English part 8, ask students to look at the words in bold. Students match the words with the synonyms, for better understanding.

Answers: A.shortfall, B.prospective, C.drive, D.probing, E.adequate, F.mismatch, G.ownership, H.dispirited

## Exercise 6 and 7. Exam task analysis

7 mins

Present students with 10 sentences, each referring to one of the career consultants from exercise 3. Students look at the sentences and underline any keywords that they may find useful in the next part of the task.

Suggested answers:

1. Keep your final objective in mind when you are planning to change jobs.
2. It takes time to become familiar with the characteristics of a company you have joined.
3. You should demonstrate determination to improve your job prospects.
4. Make sure your approach for information is positive in tone.
5. It is not certain that you will be given very much support in your job initially.
6. Stay optimistic in spite of setbacks.
7. Promotion isn't the only way to increase your expertise.
8. Ask for information about your shortcomings.
9. Some information you are given may not give a complete picture.
10. It will be some time before you start giving your employers their money's worth.

Read the sentences again. Keeping in mind all the keywords, try to paraphrase all the statements.

Suggested answers:

1. Focus on your goals when you're planning a career change.
2. Becoming familiar with the characteristic of a workplace is a time-consuming process.
3. Show commitment to enhance your job opportunities.
4. The amount of support you will receive at first is not sure.
5. Ensure that your method of getting information is well-received.
6. Try staying positive even if there are some difficulties.
7. Expanding your knowledge and skills can be achieved through means other than promotion.

# Teacher's notes

8. Request feedback on areas that require improvement.
9. The information you are provided with may not be accurate.
10. Getting the money worth on the employees may be time-consuming.

## **CAE - Reading Part 8 - Explanation (optional)**

**3 mins**

If this is the first time doing this kind of task, explain each step of this exam task or refer the students to the [CAE Exam Format](#) to find more information about it.

If you choose to do this explanation in class, there are a few things that need to be mentioned:

- a. A series of multiple-matching questions followed by a text or several short texts.
- b. Match a prompt to elements in the text.
- c. Read for specific information, detail, opinion and attitude.

## **Exercise 8. Exam task**

**7 mins**

Students complete the Reading Part 8 exam task. Tell them to match each statement with only one of the career consultants (A-E). Each consultant may be used more than once. Tell them to get into a habit of underlining the answers in the text. Check and discuss the answers.

Answers:

- 1.D (you need a definite strategy for reaching your goal, so think about that carefully before deciding to move on from your first job)
- 2.E (it takes three to six months for a new employee to get up to speed with the structure and the culture of the company)
- 3.C (It is up to you to make the most of what's available within a company, and to monitor your progress in case you need to move on)
- 4.A (be careful to make this sound like a genuine request rather than a challenge or complaint)
- 5.D (research has shown that if you do not receive proper help in a new role, it can take 18 months to master it)
- 6.B (Do not be too dispirited if you are turned down for a job)
- 7.C (There can be advantages in moving sideways rather than up, if you want to gain real depth of knowledge)
- 8.A (get back to the selection panel with more probing questions, and find out what you need to do to bring yourself up to the level of qualification that would make you more attractive to them)
- 9.B (Do not take the comments at face value)
- 10.E (they will not receive any return on the investment in your salary until you have been there for 18 months. This is when they begin to get the most value from you)

## **Exercise 9. Speaking practice**

**8 mins**

Put students into small groups and ask them to read three profiles of people who are looking for a new career. Students work together and think of the best career advice for each candidate. Elicit answers from each group.

Students share the answers with each other. Provide them with writing and speaking feedback.