

Activity 1 Gap-fill dictation

- Listen and fill in the gaps with the words or phrases that are missing.
- When you've finished, check your answers.
- Pause the recording if you need more time to write.

Employers choose who they want to interview 1. _____
 _____. Therefore, it's
 2. _____ that it's easy to understand and
 3. _____. Spelling mistakes,
 poor grammar 4. _____ on a CV 5.
 _____. If it's
 6. _____ make any sense, employers may
 simply 7. _____.

There's no 8. _____, but there
 are some standard sections 9. _____.
 These are: 10. _____,
 11. _____ work history, 12. _____
 _____ interests and references.

References should be 13. _____ and can
 tell an employer 14. _____.
 They are usually 15. _____. If you
 haven't worked before, you can use 16. _____
 _____.

When you're describing your interests

17. _____
 that employers look for. Some really good things to include are: 18. _____
 _____, relevant voluntary work or work
 experience, 19. _____ and any activity
 that shows off using initiative.

