

教 案

周 次	第 周, 第 次课	授课时间	年 月 日
授课章节	Part Nine Practical Writing: Curriculum Vitae		
本(章)节 授课方式	课堂讲授 (√) 实践课 ()	教学时数	2
授 课 要 点	本 (章) 节 教 学 目 标	<ul style="list-style-type: none"> - To help students learn the outline of a CV - To help students write an effective CV with right format 	
	教 学 重 点 和 难 点	<p>Key Points: The layout of a CV</p> <p>Difficult Points:</p> <ul style="list-style-type: none"> - The structure of a CV - Conventional writing of the CV 	
思 考 题 或 作 业	<ol style="list-style-type: none"> 1. Review what has been discussed. 2. Finish the exercises in the textbook. 		

教学内容与组织安排

Part Nine Practical Writing: Curriculum Vitae

Teaching Focus:	Layout and conventions on writing	
Time Allotment:	Lead-in	5 minutes
	The Structure of a CV	20 minutes
	Format of a CV	10 minutes
	Writing Conventions of a CV	10 minutes
	Practice	43minutes
	Assignment	2 minutes

Teaching Procedures:

I. Lead-in (5 min)

Activity: Showing some pictures of job hunting.

To ask the students to find the best way to win the game in job hunting.

Q: What are the factors that can help you to get a job? What will you first do when you seek a job? What will you do when you want to change a job?

CV or resume, showing what sort of person you are, is among the most significant documents you will ever write. A well organized and well written CV will help you to market yourself to the potential employer.

II. The Structure of a CV (20 min)

Q: Which things should be written in a CV?

Activity: Discussion

A resume, also can be called “curriculum vitae”, is a brief summary of the writer’s essential information: education, experience, skills and achievements. It is used to market the writer’s background to potential employers. The purpose of a resume is to obtain an interview with a prospective employer. Therefore, it is important to have a well organized resume which can present a good match between the needs of the prospective employer and the qualifications of the writer.

1. Heading/Contact Information

Your name is the heading. It should be in bold and in larger print. There is no need to use the word “Resume” because it is readily apparent what you are presenting. You’d better not stick your photograph here unless required.

Contact information includes your address, telephone numbers, email address, etc. The heading can be placed on the left or right side of the page, or centered at the top of the page.

2. Career Objective

An objective tells employers about the kind of work you want to do. A clear statement of career objective shows the prospective employer your confidence and readiness for the job. "I am willing to take on anything offered to me," or "I am leaving my career choices wide open" will only leave an impression of immaturity or desperateness.

Career objective statements should be written like the job descriptions which an employer might use in a job listing. You can also use a job title here.

3. Educational Experiences

If you do not have extensive work history and impressive accomplishments, you can compensate this by emphasizing your educational experiences. You can do this by placing the details of your educational experiences before those of your work experiences. These details are arranged from the most advanced level of education downward. But high school is usually omitted unless there is something of special significance to the job you are applying.

Details of educational experiences usually include:

- Name of colleges/universities where you have obtained a degree;
- Name of your degree and/or certification that you have obtained, or will obtain;
- The month and year of your graduation;
- Your major and minors.

A brief description of independent studies or research should be included in this section, along with computer, language, and other skills developed through your education.

4. Work Experiences

If you have significant and extensive work experiences, you can highlight this fact by placing details of your work experiences before those of your educational experiences. Details of your work experiences include dates of employment, names and places of employers, responsibilities and achievements. They are usually arranged from the present backward.

If you have had unpaid experiences which relate to your desired objective, be sure to include them in this section as well.

5. Activities

This section of the resume is for you to list any extracurricular activities, interests, special skills, honors and awards.

When mention about your hobby, be sure that your hobby will match your current work and applied position. If you emphasize more your hobby, any manager can understand that you probably have priority of your hobby but not a work.

6. References

This section lists the names, addresses, and phone numbers of some persons who can give meaningful assessment of your abilities and potential for achievements. These individuals are usually your professors, supervisors, managers, or colleagues. Sometimes, you can withhold the detailed information in this section, with the statement like “References Available upon Request”, until you are invited for interview.

When you list references, include at least three, usually no more than five. As a college student or a new graduate, include at least one professor who can comment on your work habits and leadership skills. Don’t use relatives or roommates, even if you may have worked for them. Omit personal or character references who can say nothing about your work.

III. Format of a CV (10 min)

Resumes are usually organized in two kinds of format: chronological resume and functional resume.

The chronological resume is the most commonly used format. A chronological resume is written in reverse chronological order—with your most recent education and experiences listed first. This is the easiest format to write.

In a functional resume, your skills and abilities are highlighted rather than where and when your education and experience took place. This is a good format to use if you have developed a set of skills over a wide variety of experiences.

No matter what format you choose, the importance is that your resume should leave a good impression and it should tell a potential employer what you have to offer. Remember – your resume will not get you a job, but it will hopefully get you an interview!

IV. Writing Conventions of a CV (10 min)

Resumes are normally written with phrases and sentence fragments. The items in the list must be in parallel structure. Put words, phrases, or clauses in the same grammatical and logical form. You may often use verbs or gerunds as they create a more dynamic image of you than do nouns.

V. Practice (43 min)

1. Read the given CVs and figure out they are chronological or functional resume.

A chronological resume

Zhang Lu

94 Yan'an Road, Zhongshan District, Dalian 116002

Tel: 0411-87234922

Email: zhanglu@hotmail.com

Job Objective

To teach English with emphasis on speaking and listening

Education

* 2006, 09 – 2008, 07

University of New York New York, U.S.A

Master's Degree in British Literature

* 2004, 09 – 2006, 07

Dalian University of Foreign Languages Dalian, China

Bachelor Degree of Arts in English Literature and Linguistics

Experience

2008 – Present Teach College English Intensive Reading

Dalian Technology University

Certificates

* Band 8 Certificate of Test for English Majors

* Certificate for Service in the APEC summit meeting

References

Available on request

Lee Li

Shanghai University of Foreign Studies
P.O. Box 65 Dalian Road 324, Shanghai 200000
13183891567 Email: leeli@live.cn

Job Objective

English Teacher

Proficiency in English Language

M.A., Dept. of English, graduate School, Shanghai University of Foreign Studies, 2006-present

B.A., Dept. of English, graduate School, Shanghai University of Foreign Studies, 2000-2004

- Passed TEM 8, 2003
- Won the first prize of "Foreign Newspaper and Magazine Designing Contest" Shanghai University of Foreign Studies, 2003
- Gained third-class scholarship, Shanghai University of Foreign Studies, 2002

Experience in Teaching English

- Taught Extensive Reading to English majors, part time, International Training School of Shanghai University of Foreign Studies, 2006-present
- Assisted American professors in teaching oral English to non-English majors, Shanghai Vocational and Technological College, part time, 2004-2006

Social Work

Worked as a translator at the Fifth APEC Economic Minister's Summit, Shanghai, Volunteer, 2006

Interests

Reading, drawing and singing

Self-evaluation

- Quickly adapt to new working circumstances
- Have sense of responsibility, broad-minded, careful, patient
- Possess good communication skills, good at empathetic listening

References

- Mr. Mingyi Huang, Director, International Training School of Shanghai University of Foreign Studies, Tel: 021-23981047
- Mr. David Peters, Professors, Shanghai Vocational and Technological College, Tel: 13510476892, Email: Davep@svtc.edu.cn

2. Write a functional resume according to the following situation.

Yang Yu, an undergraduate of Sichuan University, learns from their principal Mr. Wang that there is an opening for a sales representative in a famous company, New Hope Apparel Company. He is confident that his formal education and previous experience as a sales assistant in Big Men's Apparel Company qualify him for the job, so he decides to apply.

VI. Assignment (2 min)

1. Review what we have discussed today.
2. Write a CV based on the situation given on page 427.