

# Job Language Challenge

Month 1: \_\_\_\_\_

Date	Tasks	Done?
Week 1	<p><b>How does one write a CV in the language you are currently working with?</b></p> <ul style="list-style-type: none"> <li>- Step 1: Check CVs in that language</li> <li>- Step 2: Check for important terms used on a CV to describe the (professional) life of a person</li> <li>- Step 3: Write a CV in your language using adequate terms</li> </ul>	<p><input type="radio"/></p> <p><input type="radio"/></p> <p><input type="radio"/></p> <p><input type="radio"/></p>
Week 2	<p><b>How to write a motivation letter?</b></p> <ul style="list-style-type: none"> <li>- Step 1: Choose a topic for a motivation letter (e.g. for scholarships, for jobs, for projects)</li> <li>- Step 2: Find examples for motivation letters</li> <li>- Step 3: Find important phrases and words for motivation letters, from the example texts and/or extra resources</li> <li>- Step 4: Write a motivation letter for a topic of your choice</li> </ul>	<p><input type="radio"/></p> <p><input type="radio"/></p> <p><input type="radio"/></p> <p><input type="radio"/></p>
Week 3	<p><b>Prepare for a job interview</b></p> <ul style="list-style-type: none"> <li>- Step 1: What are typical questions during job interviews in the language you are currently working with?</li> <li>- Step 2: What are useful phrases to know to be able to answer questions appropriately?</li> <li>- Step 3: Your choice!               <ul style="list-style-type: none"> <li>a) Write a dialogue with a job interview as the topic. One person is trying to get a job, and the other person is the interviewer.</li> <li>b) Prepare a job interview in a spoken way (with or without video). Go through your responses for possible interview questions.</li> </ul> </li> </ul>	<p><input type="radio"/></p> <p><input type="radio"/></p> <p><input type="radio"/></p> <p><input type="radio"/></p> <p><input type="radio"/></p>
Week 4	<p><b>Prepare a negotiation conversation</b></p> <ul style="list-style-type: none"> <li>- Step 1: Think about a topic for a negotiation (salary, vending sth, ...)</li> <li>- Step 2: What are useful phrases and word for that kind of negotiation?</li> <li>- Step 3: Think about what you and your conversation partner could say</li> <li>- Step 4: Your choice again!               <ul style="list-style-type: none"> <li>a) Write a dialogue with that kind of negotiation as content</li> <li>b) Go through your arguments by saying them out loud. Do the same for the opposing arguments.</li> </ul> </li> </ul>	<p><input type="radio"/></p> <p><input type="radio"/></p> <p><input type="radio"/></p> <p><input type="radio"/></p> <p><input type="radio"/></p> <p><input type="radio"/></p>
Week 5	<p><b>Prepare a bill template</b></p> <ul style="list-style-type: none"> <li>- Step 1: Find examples of bill templates in the language you are currently working with</li> <li>- Step 2: Find important terms and phrases needed on a bill</li> <li>- Step 3: Create your own bill template</li> </ul>	<p><input type="radio"/></p> <p><input type="radio"/></p> <p><input type="radio"/></p> <p><input type="radio"/></p>