

**SEQUENCE 3** : A l'occasion de votre retour de stage, vous faites un bilan de ce que vous savez maintenant faire ou de ce que vous avez appris. Vous complétez votre CV Europass et vous préparez votre lettre de motivation pour postuler dans une vidéo.

**Tâche 1** : à l'aide d'un document vidéo, je recense les tâches que j'ai effectuées en PFMP.  
CO/A2+-B1

**Tâche 2** : Je complète mon CV Europass en ligne sur :  
<https://europass.cedefop.europa.eu/editors/en/cv/compose>. CE-EE/A2+-B1

**Tâche 3** : parmi des petites annonces, je choisis celle(s) qui peuvent correspondre à mon futur emploi. CE-B1

**Tâche 4** : je prépare ma candidature avec une lettre de motivation et je me filme pour postuler. EE- EOC-B1

## MAKING MY FUTURE WORK !



from [jobsandcareersmag.com](http://jobsandcareersmag.com)

Tâche 1 : à l'aide d'un document vidéo, je recense les tâches que j'ai effectuées en PFMP. CO/EEA2+-BI

<https://www.youtube.com/watch?v=nXSksCttb8A> from Fox Morning News (7th may 2014)



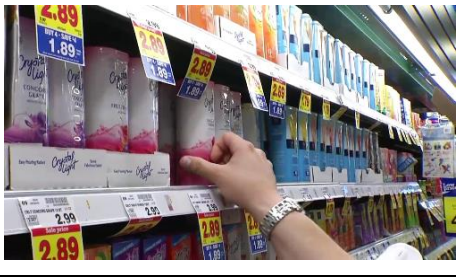






## ➡ "On the Job with Bob" - Grocery Store Clerk

Bob Grebe is going back and revisiting the jobs he had before his career in television news. This week he's going back to his days of working in a grocery store

A. Put all these expressions in the order of the document: 2 can go in one box.

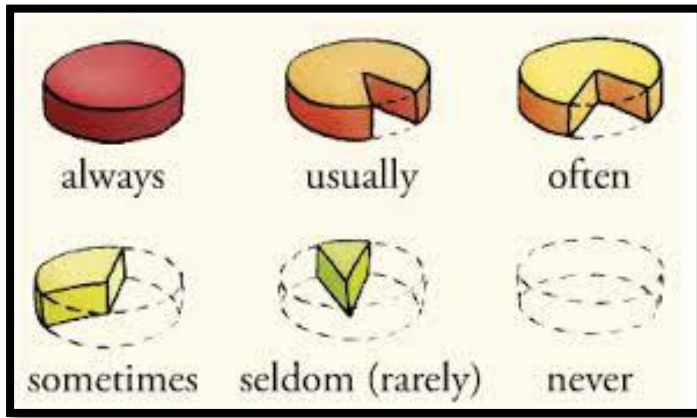
### Vocabulary box:

- |   |  |   |                    |
|---|--|---|--------------------|
| a) Bob Greene   | b) stocking shelves                      | c) facing the products                                    | d) bagging grocery |
| e) the products on the shelves put forward within reach | f) fill the middle of the bag            |   |                    |
| g) shopping cart duty                                   | h) conditioning and fronting the shelves | i) making sure they are neatly stored away                |                    |
| j) engage customers in conversation                     |  | k) offer to carry the grocery out to their cars-          |                    |
| l) the cloth bag source as my greatest struggle         |  | m) I needed to practice and the customers needed patience |                    |

		
1.	2.	3.
		
4.	5.	6.
		
7.	8.	9.

**B) Make a list of all the tasks you achieved during your work placement and write full sentences :**

To help:



• Always:

-  
-

1) I always .....

• Often :

-  
-

2) I often .....

• Sometimes :

-  
-

3) I .....

• Rarely :

-  
-

4) I .....

• Never :

-  
-

5) I .....

Adapted from [www.coiram.net](http://www.coiram.net)



[Redacted]

Jane SMITH

34 Anywhere Road London W11TT  
 29<sup>th</sup> November 1998  
 Email: [Jane.Smith@yippy.com](mailto:Jane.Smith@yippy.com)  
 Tel: 07923232323  
 IM Skype: Jane.Smith

[Redacted]

Retail Sale Assistant

[Redacted]

JOB-RELATED SKILLS:

- Client Interaction
- Negotiation Skills
- Articulate and conscientious

Accessorize – London  
 Retail Sale Assistant Dec 2015 – Jan 2016

- Answering queries from customers
- Dealing with customer complaints
- Dealing for security within the store and being on the look-out for shoplifters
- Reporting problems to the supervisor
- dealing with the inventory,
- Putting up posters and promotional material for sales

COMMUNICATION SKILLS

- Good at working in team
- Respectful of leadership

H&M – London  
 Retail Sale Assistant Jun 2015 – July 2015

- Replenishing stock on shelves or display areas
- Receiving and storing the delivery of large amounts of stock
- Keeping the store tidy and clean, this includes hovering and mopping
- Assisting shoppers to find the goods and products

EDUCATION AND TRAINING

BTEC National in Sales principles and Retail – June 2016

- English, French, Spanish languages, mathematics, physical education and sports
- Sales principles and general knowledge about retailing

[Redacted]

Mother tongue(s): English

Other language(s): CEF (CECRL)	UNDERSTANDING		SPEAKING		WRITING
	Listening	Reading	Spoken interaction	Spoken production	
FRENCH	B1	B1	B1	B1	B1
French language test					
SPANISH	A2	A2	A2	A2	A2

Digital competence: SELF-ASSESSMENT

Information processing	Communication	Content creation	Safety	Problem solving
Basic user	Basic user	Basic user	Basic user	Basic user

Levels: Basic user - Independent user - Proficient user

[Redacted]

- Supervised Driving

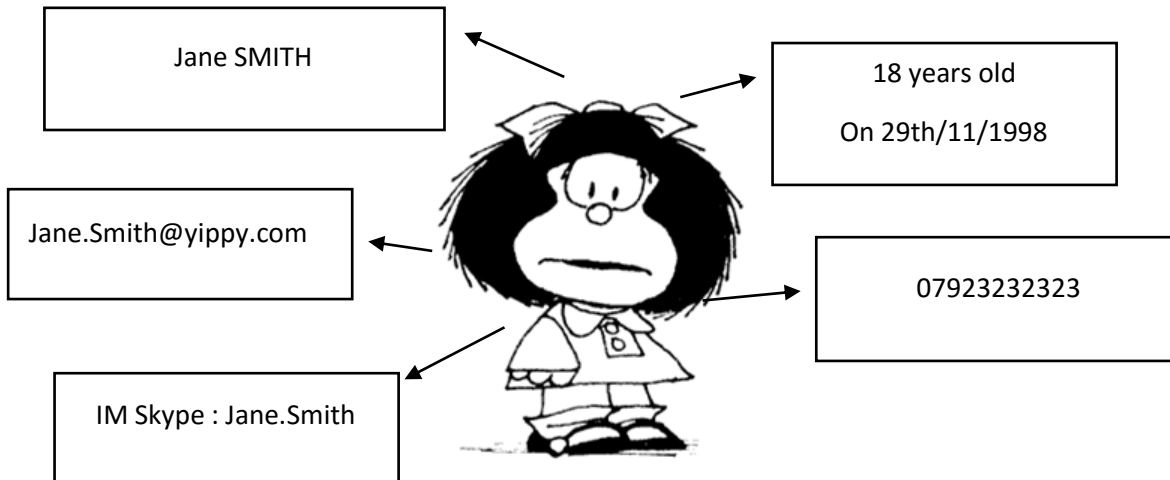
[Redacted]

- Community online video gaming
- cooking

1) Read through the whole CV and find the appropriate category and write its title:

- |                         |                    |                    |
|-------------------------|--------------------|--------------------|
| a. PERSONAL INFORMATION | b. PERSONAL SKILLS | c. DRIVING LICENCE |
| d. OTHER SKILLS         | e. JOB APPLIED FOR | f. WORK EXPERIENCE |

2) Using information from PERSONAL INFORMATION, introduce Jane SMITH : EOC/A2



3) Read through each category and find the equivalents for:

- a- Messagerie instantanée:
- b- Vendeur/vendeuse commerce de détail :
- c- La vente au détail :
- d- Etudes et formations :
- e- Le bac pro commerce :
- f- Les compétences professionnelles :
- g- La langue maternelle :
- h- Une auto-évaluation :
- i- Compétences informatiques :
- j- Capable de bien s'exprimer et consciencieux :
- k- Respectueux de la direction
- l- La conduite accompagnée :

4) Answer the following questions using all categories from the CV: CE/A2+

- a. What job is she applying for?.....
- b. What qualifications does she sit for next june 2016?.....
- c. What levels does she have in foreign languages? .....
- d. How good does she consider herself about her digital competences?.....

5) Match the activity to the picture representing it :

- A. Dealing with customer complaints
- B. Dealing for security within the store and being on the look-out for shoplifters
- C. Dealing with the inventory
- D. Putting up posters and promotional material for sales
- E. Receiving and storing the delivery of large amounts of stock
- F. Keeping the store tidy and clean, this includes hovering and mopping
- G. Assisting shoppers to find the goods and products

		
1.	2. Reporting problems to the supervisor	3.
		
4.	5. Answering queries from customers	6.
		
7.	8.	9.

Tâche 2, je prépare mon CV et je le complète en ligne sur : <https://europass.cedefop.europa.eu/editors/en/cv/compose.EE/A2+>

**CV TEMPLATE:**








**PERSONAL INFORMATION**



**A PICTURE OF ME**

First name(s) Surname(s):

-  ADDRESS:
-  mobile number:
-  e-mail address:
-  personal website(s) :
-  Replace with type of IM service :

Sex | Date of birth | Nationality

**JOB APPLIED FOR:**

**WORK EXPERIENCE:**

DATES (FROM - TO)

Employer's name and address:

Main activities and responsibilities:

**EDUCATION AND TRAINING:**

DATES (FROM - TO):

Qualification(s) awarded: GSCE (*brevet des collèges*)

MOTHER TONGUE(S):  
OTHER LANGUAGE(S):

		UNDERSTANDING		SPEAKING		WRITING
		LISTENING	READING	SPOKEN INTERACTION	SPOKEN PRODUCTION	
English						
Cambridge English certification						
Spanish						

Levels: A1/A2: Basic user - B1/B2: Independent user - C1/C2 Proficient user  
Common European Framework of Reference for Languages

COMMUNICATION SKILLS Example: good communication skills gained through my experience as sales manager

-

JOB-RELATED SKILLS Example: excellent at maintaining a high standard of customer service and care

-

-

#### SELF-ASSESSMENT

DIGITAL COMPETENCE

INFORMATION PROCESSING	COMMUNICATION	CONTENT CREATION	SAFETY	PROBLEM SOLVING

Levels: Basic user - Independent user - Proficient user

OTHER SKILLS Examples: Cooking

-

DRIVING LICENCE Examples: driving licence B or supervises driving

-

ADDITIONAL INFORMATION

HONOURS AND AWARDS:

MEMBERSHIPS:

ANNEXES

- list of documents annexed to your CV. Examples:
  - copies of degrees and qualifications;
  - testimonial of employment or work placement;
  -
- 

#### Tâche évaluée : Complétez son CV en ligne

Consigne : pour saisir en ligne votre CV, rendez-vous sur le site

<https://europass.cedefop.europa.eu/editors/en/cv/compose>. Vous pouvez aussi le rechercher dans un moteur de recherche : CV Europass en anglais, puis vous cherchez l'exemplaire en anglais et vous le complétez. Lorsqu'il est terminé, imprimez-le au CDI ou en cours (avec moi) et remettez-le-moi lundi 8/02.

#### Critères de notation :

- J'ai pu facilement imiter le modèle connu /2 (mise en forme d'après le modèle)
- J'ai réutilisé le vocabulaire des tâches effectuées en PFMP /7
- Je me suis auto évalué(e) de manière réaliste pour mes compétences en langue CECRL /4
- Je me suis auto positionnée sur mes compétences informatiques /3
- J'ai employé la bonne forme grammaticale pour les verbes : Verbes en -ing /2
- Je télécharge mon CV sous le format de mon choix et je l'imprime /2

/20

A2-B1



Tâche 3 : parmi des petites annonces, je choisis celle(s) qui peuvent correspondre à mon futur emploi.  
CE-A2+B1 MAKING MY FUTURE WORK!

⇒ Job advertisement 1:  
[www.indeed.co.uk/jobsearch](http://www.indeed.co.uk/jobsearch)

**Customer Service Assistant**

Description: Working on the checkouts at one of our supermarkets, you'll be the face of Sainsbury's. So you'll be expected to greet customers with a friendly smile and make sure their shopping is processed, packed and paid for without delays. Checkout experience would be useful, but more important will be your **courteous and helpful manner**, good communication skills and desire to give our customers an enjoyable shopping experience.



Job type :	Permanent, part-time
Location :	Euston station, London NW1 2DU
Salary :	£7.36 per hour
Area of the Business :	Instore Roles
Working hours: Monday to Saturday	08:00 – 04 :00pm
Posted :	14th January 2016
Email your CV and cover letter attached to:	<a href="mailto:Joanforsainsbury@sainsburyhr.co.uk">Joanforsainsbury@sainsburyhr.co.uk</a>

Help :  
 to greet: saluer  
 checkouts: caisses  
 to process: traiter  
 delay: retard  
 courteous : Courtois  
 helpful manner : serviable



Job advertisement 2:  
[www.myakkaguiford.co.uk](http://www.myakkaguiford.co.uk)

**Retail Sales Assistant**



- Location : [Guildford](#), Surrey, UK
  - Salary : Competitive salary
  - Job type: Permanent, full-time
  - Reference : 28771216
  - Posted : 20<sup>th</sup> January 2016
  - Week schedules: 9:30-6pm Monday to Saturday
- Email your CV and cover letter at: [jobhiringmyakka@myakkaguiford.co.uk](mailto:jobhiringmyakka@myakkaguiford.co.uk)

Myakka is a successful retailer of **fair trade** furniture and home accessories. We have a permanent Retail Sales Assistant job to fill in our Guildford High Street shop. We are open every day of the week, and as such the role **involves** weekend work. Customer service and retail experience is preferred, along with a confident telephone manner. Lots of enthusiasm and a 'can do' **attitude** is a must! The role is for 30+ hours/week and will involve **weekend shifts**.

Required skills & expertise:

Assisting customers,  
 Working in a team to provide the best service  
 Maintaining clean and well organised unit  
 Being Confident with cash Management,  
 Being familiar with furniture Retail Sales and home Accessories.

Help : schedules : emploi du temps  
 fair trade: commerce équitable  
 to involve : exiger  
 a can-do attitude: une attitude positive  
 weekend shifts: travail le weekend

⇒ Job advertisement 3:

jobsearch.monster.com/



**Stock Controller**

- Rate: £15,000 - £18,000/Year
- Type: Permanent, full-time
- Location: United Kingdom, Oxford
- Date : Posted on 21<sup>st</sup> Jan 2016
- Working schedules: 07:30-5:00pm Monday-Friday

Job Description:

Established in 1996, Autologic has become the largest vehicle logistics company in the UK and Europe. We are looking for a Stock Controller to assist with the running of the "Goods In" department and warehouse. You will be responsible for:



- helping off load delivery vehicles,
- checking goods/packages and signing the delivery note,
- reporting any damaged or missing items and following up with the supplier,
- using delivery data base,
- barcoding and labelling stock and
- contacting customers when orders are in ready for collection.

to help off load: aider à décharger supplier: le fournisseur to label : étiqueter to check : vérifier to follow up: assurer le suivi confident : sûr de ses compétences accuracy : précision
--

Essential skills and qualities requirements as a Stock Controller:

- Confident using Microsoft programmes including Excel and email
- Excellent organisation skills
- Professional, polite and confident telephone manner
- Self-motivated to work methodically, quickly and efficiently
- Work well under pressure
- Great eye for detail and accuracy

Contact: *if interested, email your CV and cover letter to* [Autologic.HRdepartment@autologic.org.uk](mailto:Autologic.HRdepartment@autologic.org.uk)

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⇒ READING QUESTIONS:

1. What sort of documents are they?

.....

2. Where are they from?

.....  
.....  
.....

3. Pick up all the required information:

Information :	Job ad -1-	Job ad -2-	Job ad-3-
Job/position :			
Location :			
Job type :			
Post date :			
Type of company/store :			
Salary : (10 € = £7.56)			
Week schedules :			
Required qualities and skills :			
Tasks :			
How to apply :			



4) With the help of your CV, choose and complete : EE/A2+

a) I'd like to apply for the position of .....  
because I find it

<input type="checkbox"/>	is really interesting
<input type="checkbox"/>	is an extraordinary opportunity to discover your company

<input type="checkbox"/>	I have all the qualities and skills required for this job
--------------------------	---

b) I'm interested in that position because I

<input type="checkbox"/>	I have already achieved work experiences in companies similar to yours.
--------------------------	---

**TASKS**

c) I'm the best person for it because I enjoy (+v-ing)

-
-
-

**QUALITIES and SKILLS**

d) I must say I'm /I have :

-	-
---	---

e) When I did my work placement, I also

-
-
-
-

**TASKS (verbes au passé)**

f) With my BTECH in sales principles and Retailing / logistics and Transportation, I combine general knowledge such as :

-
-
-

**GENERAL SUBJECTS on your CV**

g) But and most importantly, I'm taking an extra two-hour vocational course in English to be able to work in an English-speaking country dedicated to:

-
-

**YOUR VOCATIONAL SPECIFICATION**

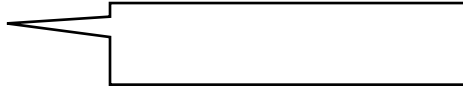


**Tâche 4 : je prépare ma candidature avec une lettre de motivation sur le site : <https://www.myperfectcoverletter.com> et je me filme pour postuler. CE/EE- EOC-BI**

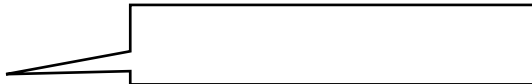
- 1) Now to apply for the job, you have to write your cover letter. You will send it attached to your email. Here is an example (a sample) of a cover letter for a sales position from [www.cover-letter-examples-inside-sales](http://www.cover-letter-examples-inside-sales). Locate all these elements :

Date	the sender's name and address	opening formula	the addressee
the closing formula	subject heading		

Jane Smith  
34 Anywhere Road  
London W1 1TT  
[Jane.Smith@yippy.com](mailto:Jane.Smith@yippy.com)



To jobhiringmyakka@myakkaguiford.co.uk  
12<sup>th</sup> March 2015



Dear Sir/Madam,



Application for Retail position



I have recently seen your advert looking for someone in Retail and I would like to apply.

I have had a great deal of experience with customers both face to face and over the telephone and feel that my customer service experience is very good. I enjoy building up relationships with customers and making them to come back and buy again and again. I truly believe that a lot of this is to do with the good customer service they receive as well as the products.

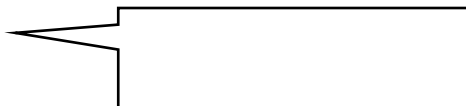
I am an energetic character that enjoys the buzz of the retail world. I have had experience in sales and promotions and understand the role of a retail person and the importance of ensuring the store is kept clean, well stocked and presentable for all the customers coming through the doors.

I am also a very organised person with good administration and IT skills. I am hardworking and dedicated individual who is looking to continue with a career in Retail and be able to move up within a company.

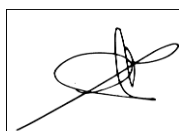
I am flexible on my working patterns and have no restrictions on when I can and cannot work.

Should you be interested in my experience please do not hesitate to contact me.

I look forward to hearing from you.



Yours sincerely

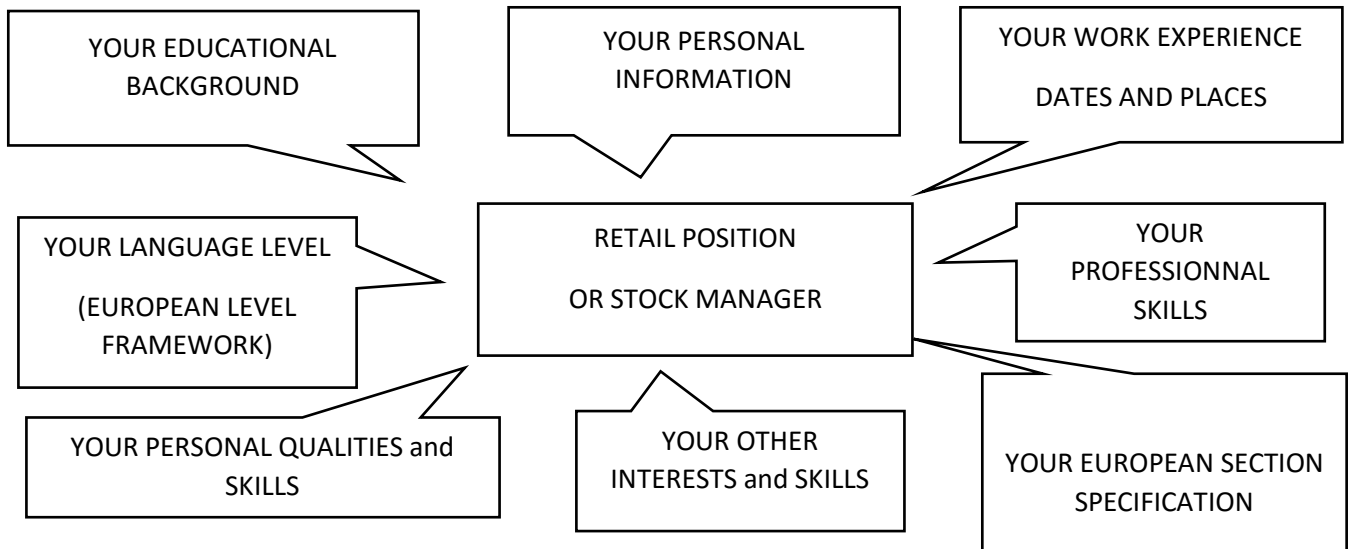


- 2) What position does she apply for ? .....
- 3) When did she see the job offer ? .....
- 4) Where does she write about her experience with customers ?  
.....
- 5) Where does she speak about herself and her personal qualities?  
.....
- 6) What expressions could you use? (underline them)

**Tâche finale : je choisis l'une des annonces d'emploi et je prépare ma présentation orale à l'aide de mon CV et de ma lettre de motivation**

Je présente mon parcours professionnel, mes qualités personnelles, mes compétences et expériences professionnelles et je postule pour un emploi (3mn).

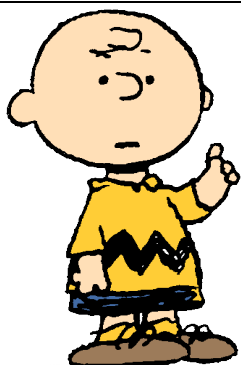
➔ Dans l'ordre que je préfère je présente tous les éléments demandés. Je peux élaborer ma carte mentale pour m'aider à mémoriser mon oral sur : <https://bubbl.us/> (il faudra vous enregistrer et donner votre adresse mail.) Je n'écris pas de phrases complètes dans les bulles.



**Critères de notation :**

<u>Respect de la consigne</u>	<u>S'exprimer en continu</u>	<u>Durée de mon intervention</u>	<u>Intelligibilité et recevabilité linguistique</u>
Je n'ai traité que de trois points /2	J'ai produit des énoncés très courts, stéréotypés ponctués de pauses et de faux démarrages /2	moins d'une minute /2	J'ai été partiellement compréhensible /2
J'ai traité de trois à cinq points /3	J'ai produit un discours simple et bref à partir de la Mind map proposée /3	un peu plus d'une minute /3	J'ai été compréhensible malgré un vocabulaire limité et des erreurs /3
A2	A2	A2	A2
J'ai traité de tous les points mais partiellement /4	J'ai produit un discours pertinent par rapport à la dimension professionnelle et personnelle de la situation donnée /4	moins de 2 mn /4	Je me suis souvent exprimé de manière correcte sur le plan grammatical, lexical et phonologique /4
J'ai traité correctement l'ensemble des points /5	J'ai produit un discours informé et ai exprimé facilement mes compétences professionnelles et personnelles et ai pu me mettre en avant /5	3 mn /5	Je me suis exprimé correctement tant sur le plan de la grammaire, le lexique que la phonologie /5
B1	B1	B1	B1
/5	/5	/5	/5

Adapted from [www.coiram.net](http://www.coiram.net)



[Redacted]

Charlie PARKER

34 Anywhere Road London W11TT  
 29<sup>th</sup> November 1999  
 Email: [Charlie.Parker@snoopy.com](mailto:Charlie.Parker@snoopy.com)  
 Tel: 07945644877  
 IM Skype: Charlie. Snoopy. Forever

[Redacted]

Stock Controller

[Redacted]

Autologic – Manchester  
 Stock controller trainee Dec 2015 – Jan 2016

JOB-RELATED SKILLS:

- autonomous
- organised
- Articulate and conscientious
- Helping off load delivery vehicles
- Dealing with customer complaints
- Checking goods
- Reporting problems to the supervisor

XOP logistics- Manchester  
 Jun 2015 – July 2015

COMMUNICATION SKILLS

- love working in team
- Respectful of leadership
- Barcoding and labelling stock and contacting customers when orders are ready to collection
- Checking goods and packages
- Signing the delivery note
- Reporting damaged or missing items

EDUCATION AND TRAINING

BTEC National in Logistics and transport management- June 2016

- English, French, Spanish languages, mathematics, physical education and sports
- Sales principles and general knowledge about retailing

[Redacted]

Mother tongue(s): English

Other language(s): CEF (CECRL)	UNDERSTANDING		SPEAKING		WRITING
	Listening	Reading	Spoken interaction	Spoken production	
FRENCH	A2	A2	A2	A2	A2
French language test					
SPANISH	B1	B1	B1	B1	A2

Digital competence: SELF-ASSESSMENT

Information processing	Communication	Content creation	Safety	Problem solving
Independent user	Independent user	Independent user	Independent user	Basic user

Levels: Basic user - Independent user - Proficient user

[Redacted]

- Supervised Driving

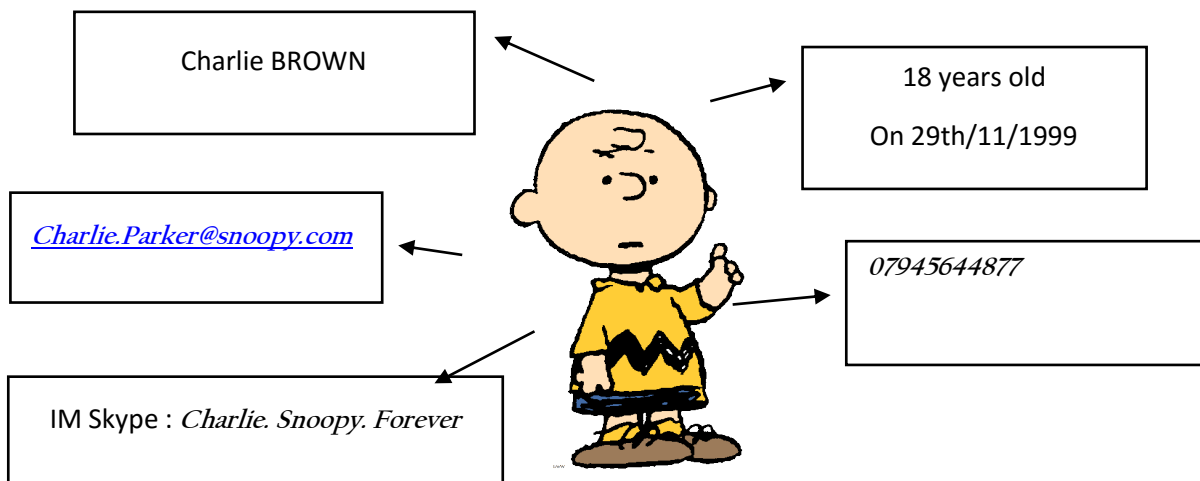
[Redacted]

- Reading poetry
- Relaxing with my family or friends

6) Read through the whole CV and find the appropriate category and write its title:

- |                         |                    |                    |
|-------------------------|--------------------|--------------------|
| b. PERSONAL INFORMATION | b. PERSONAL SKILLS | c. DRIVING LICENCE |
| d. OTHER SKILLS         | e. JOB APPLIED FOR | f. WORK EXPERIENCE |

7) Using information from PERSONAL INFORMATION, introduce Jane SMITH : EOC/A2



8) Read through each category and find the equivalents for:

- Messagerie instantanée:
- Etudes et formations :
- Le bac pro logistiques et transports :
- Les compétences professionnelles :
- La langue maternelle :
- Une auto-évaluation :
- Compétences informatiques :
- Capable de bien s'exprimer et consciencieux :
- Respectueux de la direction
- La conduite accompagnée :

9) Answer the following questions using all categories from the CV: CE/A2+

- What job is he applying for?.....
- What qualifications does he sit for next June 2016?.....
- What levels does he have in foreign languages? .....
- How good does he consider himself about her digital competences?.....



10) Match the activity to the picture representing it:

- a) Barcoding and labelling stock and contacting customers when orders are ready to collection
- b) Checking goods and packages
- c) Signing the delivery note
- d) Reporting damaged or missing items
- e) Helping off load delivery vehicles
- f) Dealing with customer complaints
- g) Reporting problems to the supervisor
- h) Using delivery data base

		
<p>1.</p>	<p>2-g) Reporting problems to the supervisor</p>	<p>3.</p>
		
<p>4.</p>		<p>6.</p>
		
<p>7.</p>	<p>8.</p>	<p>Charlie Brown more than happy in Logistics !</p>