

ENGLISH FOR JOB-HUNTING

WEEKEND SEMINAR

The objective of this seminar is to help those who need to use English during the job application process.

Whether you are a working professional who would like to advance your career or somebody new to the world of employment, all job-seekers need special communication skills in order to be successful in:

- Preparing a CV
- Writing a cover letter
- Answering interview questions
- Answering competency-based interview questions
- Highlighting your strengths and turning negatives into positives
- Follow-up to an interview



The seminar is of a highly practical nature. It is based on authentic materials such as CVs, cover letters, interview scenarios and correspondence aiming at negotiating terms and conditions.

The seminar will help you build up your confidence and will give you plenty of communicative practice, followed by constructive feedback and valuable advice.

Seminar duration:
12 academic hours

Schedule (including breaks):
Saturday: 16:00 – 19:15
Sunday: 10:30 – 18:00

Dates:
March 27th and 28th 2010

Fee per participant: 150 KM