

Today in class:

- Present Perfect vs. Simple Past
- Key vocabulary – 2. lekcija, Recruitment
- Speaking – Ideal working conditions
- Example CV

Writing – CV

- *Vocabulary – test za aktivnost*

Present Perfect Simple

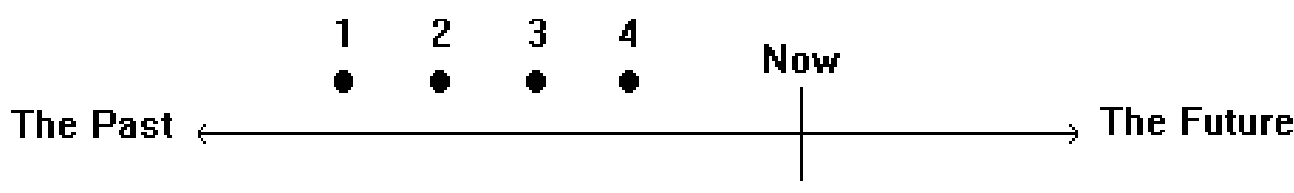
Use	Form	Affirmative	Negative	Interrogative
An action that happens in the past but connects to the present	Have / has + verb in the past participle	I have written an email.	I haven't written an email.	Have you written an email?
An action that started in the past but continued up to the present				

Key Words:

Already yet just still ever so far up to now
Since for recently

Simple Past

Use	Form	Affirmative	Negative	Interrogative
One time past actions	Verb + ed Or Verb in past form	I wrote an email.	I didn't write an email.	Did you write an email?



I woke up (1) at half past seven yesterday, I had a shower (2) and ate some breakfast (3). I left for work (4) at quarter past eight.

Remember that there are phrases and helpers in your sentence that can help you identify the simple past tense. They are called Key Words.

Key Words:

Last ago in 1990 yesterday



COLGATE-PALMOLIVE COMPANY

William Colgate ¹ founded (found) the Colgate Company in 1806 as a starch, soap and candle business in New York City. For the first hundred years, the company ² _____ (do) all its business in the United States. However, in the early 1900s, the company ³ _____ (begin) an aggressive expansion programme that ⁴ _____ (lead) to the establishment of Colgate operations in countries throughout Europe, Latin America and the Far East. In more recent years it ⁵ _____ (set up) operations in Turkey, Pakistan, Saudi Arabia, Eastern Europe and China. Colgate-Palmolive ⁶ _____ (become) a truly global consumer products company, worth \$8.7 bn and selling in more than 200 countries.

Colgate-Palmolive's five main sectors of business are: Oral Care, Body Care, Household Surface Care, Fabric Care and Pet Nutrition and Health Care. In the area of Oral Care, Colgate-Palmolive is the world leader in toothpaste. As a result of the company's heavy investment in research and technology, it ⁷ _____ (develop) many successful toothpastes, rinses and toothbrushes. To strengthen its presence in professional products, Colgate-Palmolive



⁸ _____ (buy) the Ora Pharm Company of Australia and the dental therapeutics business of Scherer Laboratories USA in 1990. For many years, the company ⁹ _____ (have) a strong dental education programme in schools throughout the world and ¹⁰ _____ (maintain) a close partnership with the international dental community. Recently it ¹¹ _____ (create) a web site for dental professionals.

The company ¹² _____ (always pay) close attention to the environment. It ¹³ _____ (already make) great progress in the use of recyclable bottles and packaging materials.

KEY:

2 did

3 began

4 led

5 has set up

6 has become

7 has developed

8 bought

9 has had

10 has maintained

11 has created / created

12 has always paid

13 has already made

Unit 2-Key vocabulary: Recruitment

Listening

Source: Tullis, G. & Trappe, T. *New Insights into Business*, pg. 14



Unit 2: Recruitment- fill in the gaps

Source: Tullis, G. & Trappe, T. (2000) - *New Insights into Business*, pg. 14



- Fill in the gaps with the missing word:

letter of application	position	application form	short list
apply for	interview	recruit	recruitment agency
covering letter	CV	applicants	hire

When a company needs to **recruit** or employ new people, it may decide to advertise the job or **position** in the appointments section of a newspaper. People who are interested can then **apply for** the job by sending in a **letter of application** or **covering letter** and a **CV** containing details of their education and experience. In some cases a company may prefer to do this initial selection after asking candidates to complete a standard **application form**. The company's human resource department will then select the applications that it considers the most suitable and prepare a **short list** of candidates or **applicants** who are invited to attend an **interview** Another way for a company to **hire** is by using the services of a **recruitment agency** (US search firm).

SPEAKING



- What would be your ideal **working conditions** and **work environment**?



Example CV and writing your own CV in English.

Carmen Lopez Duran – Example CV

Writing your own CV in English

Task: Students write their own CV in class based on an example of a CV.

Source: BBC Learning English

Vocabulary

3 Circle the word that does not belong in each horizontal group.

- | | | | | |
|---|---------|----------|----------|------------|
| 1 | firm | company | society | subsidiary |
| 2 | salary | manager | engineer | employee |
| 3 | finance | product | planning | marketing |
| 4 | ship | assemble | customer | purchase |
| 5 | plant | facility | patent | factory |

4 Match the following definitions to the groups of three words that you identified above.

- | | | |
|---|-------------------------------------|-------|
| a | manufacturing sites | _____ |
| b | stages in the manufacturing process | _____ |
| c | people who work in a company | _____ |
| d | types of business organisation | _____ |
| e | different departments in a company | _____ |

5 Match each of the words that you circled with the following definitions.

- | | | |
|---|-------|---|
| 1 | _____ | payment for work, usually monthly |
| 2 | _____ | an item that has been made |
| 3 | _____ | an organisation or club with members who share similar interests |
| 4 | _____ | a document that gives the exclusive right to make or sell a new product |
| 5 | _____ | a person who buys goods or services |

3 1 society 2 salary 3 product
4 customer 5 patent

4 a 5 b 4 c 2 d 1 e 3

5 1 salary 2 product 3 society
4 patent 5 customer

A sunset scene with a bright sun on the left, casting a golden glow over the sky and water. A dark silhouette of a tree and a cliff is visible on the right side of the image.

Thank
You for your
attention!
See you next
week!