

YOUR PAST AND YOUR FUTURE



Are you thinking about applying for a **new job**? Employers will want to know about your past before giving you the chance of a future with them. After working with this vocabulary guide, you will have the words, phrases and key expressions that you will need to talk about your **education** and your **qualifications** with more confidence.

In our **Word Bank** on pages 6–7, you'll find a selection of common **school** and **university** qualifications, while on pages 8–9, we focus on **professional** qualifications and company training.

A good education isn't the only thing employers look for. They will also want to know about your **personal qualities**. Are you **self-confident** or **self-conscious**, for example, when it comes to talking about yourself in English? Learn the difference, and more adjectives, by turning to **In Focus** (pages 12–13).

If our guide helps you to find a new job, you'll have a good reason to **wine and dine** an English-speaking colleague or friend. You'll find idiomatic expressions and key terms for **dining out** in our **Small Talk** section (pages 20–21).

Don't forget to read the **Skill Up!** boxes for tips on remembering the vocabulary.

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SKILL UP!

Drawing the meaning of a word can help you to remember it. On a card, write a sentence using words from this *Skill Up!* guide. On the back of the card, draw a simple picture of the meaning of the sentence. Under the picture, write the first letter of each word in your sentence — but no more. Try to remember the sentence by looking at the picture. Even bad pictures can work!

WWW.

SKILL UP! online

On our website, you'll find selected vocabulary from this guide in our **Word of the Day** section. To listen to the words, definitions and example sentences — and to download the mp3 file of each word — go to www.business-spotlight.de/skill-up



Show me your qualifications!

CHECKLIST: WHAT CAN YOU DO?

Below, you will find the contents of this issue of **Skill Up!** and a checklist of what you should be able to do with confidence after studying this guide. Ask yourself what you can really do. If you can't say yes to every statement, go back and spend more time on learning the relevant vocabulary. Don't forget to read our **Skill Up!** tips and do the online exercises!

Contents	Page(s)	Checklist	Not yet	A little	Yes!
Picture This! Getting qualified	4–5	I can talk about how people got their qualifications.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Word Bank Common qualifications	6–7	I can use the correct terms to talk about school and university qualifications.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Becoming a professional	8–9	I can talk about professional qualifications and training in detail.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
False Friends A promotion — or not?	10–11	I can identify the false friends presented here — and use the correct translations.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
In Focus Tell me about yourself	12–13	I can use adjectives to talk about my personal qualities and I know which adjectives have a negative meaning.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
You have, you are, you can	14–15	I can talk with confidence and in detail about my personal job skills and my qualities.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Essential Idioms Flying and sailing	16–17	I can correctly use idiomatic expressions for talking about my education and what I have learned on the job.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Close Relations In the know	18–19	I can correctly use all members of the “know” family.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Small Talk Dining out	20–21	I can make small talk about restaurants and eating out.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Your Profile Qualifications and food	22	I can honestly say that I now feel more confident using the vocabulary in this guide.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Preview	23				