

TOPIC 1 Finding a job			6
A Looking at jobs	Job adverts	understanding job adverts, talking about job preferences	8
	Carers in different countries	comparing working conditions, giving a presentation	10
B Applying for a job	Your curriculum vitae (CV)	how to write a CV in English	12
	Your cover letter	writing a cover letter, video cover letters	14
C Interviewing	Telephone interviews	tips for telephone interviews, role-playing an interview	16
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	Two care organizations	describing care organizations, talking about aims, goals and visions	30
	Introducing yourself	greetings, introductions and small talk, talking about your workplace	32
B Reaching out to people in trouble	Working with the homeless	describing a company's mission, street kids in Germany	34
	Programmes and strategies	supporting homeless teenagers, talking about current activities and regular schedules	36
	Presenting facts and figures	describing charts, drug policies across Europe, adding extra information	38
C Working with people with special needs	Inclusion	the rights of people with disabilities, for and against inclusion in school	40
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