



Week #3

Part 1

Talking about yourself
and your skills

What do you say when you meet someone new?

Introduce yourself of course!



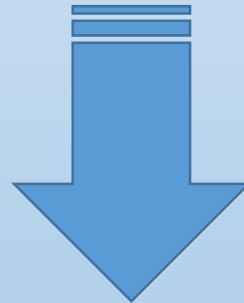
Introducing yourself is much **more than saying your name.**

Introducing yourself to strangers can be **challenging** because what you say depends on the context or situation, whether you're in a meeting, at a job interview or writing a cover letter.

Generally speaking, introducing yourself in person is relatively easy

For example, you can answer the following questions by using the

Present Simple tense



What's your name?

Where are you from?

Where do you live?

How old are you?

How many people are there in your family?

Do you have any siblings?

What do you do for a living?

What's your hobby?/What do you like doing?

I **am** /my name's /my full name **is** Claudia Pirozzi

You **can call** me/ everybody **calls** me ...

I'**m** from/I **come** from/My hometown **is**/I'**m** originally from

I **live** in Naples

I'**m** 40 years old / I'**m** 40

My family **is** composed of 4 people

I **am** married and I have two children

I **am** a translator and a teacher

I **like** going for walks outdoor

- ❖ You may be required to have a first contact with a company's recruiter on the **phone** or on a Skype **videocall**.
- ❖ In that case, you might be asked to **spell your name** or **street address**.
- ❖ You should also be ready to **correct** someone who gets your name wrong.

Can you spell your Full Name in English?

The Marine Phonetic Alphabet

Phonetic alphabet

A	ALPHA	O	OSCAR
B	BRAVO	P	PAPA
C	CHARLIE	Q	QUEBEC
D	DELTA	R	ROMEO
E	ECHO	S	SIERRA
F	FOXTROT	T	TANGO
G	GOLF	U	UNIFORM
H	HOTEL	V	VICTOR
I	INDIA	W	WHISKEY
J	JULIETT	X	X-RAY
K	KILO	Y	YANKEE
L	LIMA	Z	ZULU
M	MIKE		
N	NOVEMBER		

Now, what is the best way to **introduce yourself** and talk about your **skills** when writing a **résumé** or a **covering letter**?



Let's start by looking at the difference between

HARD SKILLS and **SOFT SKILLS**

Hard Skills

Teachable abilities or skill sets that are easy to quantify.

vs.

Soft Skills

Also known as "people skills" or "interpersonal skills."

你好吗?

Proficiency in a foreign language



A degree or certificate



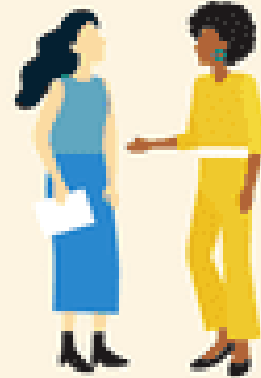
Typing speed



Machine operation



Computer programming



Communication



Flexibility



Leadership



Teamwork



Time Management

Hard skills are teachable abilities or skill sets that are easily measurable. We define hard skills as the technical abilities that fit the job. Normally, you can acquire hard skills in the classroom, in an online course, through books, or on the job.

- ✓ PROFICIENCY IN A FOREIGN LANGUAGE
- ✓ A CERTIFICATE or a DIPLOMA IN NAUTICAL STUDIES
- ✓ COMPUTER PROGRAMMING
- ✓ SAFETY TRAINING

Soft skills are the personal attributes, personality traits and communication abilities needed for success on the job.

Soft skills characterize how a person interacts in his or her relationships with others.

They are much harder to learn, at least in a traditional classroom. They are also much harder to measure and evaluate.

- ✓ COMMUNICATION
- ✓ TEAMWORK
- ✓ POSITIVITY
- ✓ MOTIVATION
- ✓ FLEXIBILITY
- ✓ PROBLEM-SOLVING

Vocabulary



Verbs

- To achieve
- To implement
- To improve
- To focus
- To accomplish

Vocabulary
Focus

ACCOMPLISH vs ACHIEVE

You accomplish **tasks**

You achieve **goals**

[You cannot accomplish goals or achieve tasks]

→ **Accomplishments** are tasks that you carried out successfully.

(Raggiungimento / conseguimento / realizzazione di un obiettivo)

→ **Achievements** are goals that you reached.

(Conquista / risultato / traguardo)

Week #3 Assignment #1

Please match the word on the left with its definition on the right.

- | | |
|------------------|--|
| 1. Personable | a) Having a strong desire to do something |
| 2. Punctual | b) Putting a lot of effort and care into work |
| 3. Keen | c) To put into effect |
| 4. Reliable | d) Good at working closely with other people |
| 5. Motivated | e) Having the abilities needed to do an activity or job well |
| 6. Hardworking | f) To become better |
| 7. Determined | g) Showing enthusiasm |
| 8. Efficient | h) Having a pleasant appearance and character |
| 9. Team player | i) Being on time, prompt |
| 10. Skilled | j) Someone who is eager to accomplish a goal |
| 11. Assertive | k) To pay particular attention to something |
| 12. To implement | l) Being able to be trusted |
| 13. To focus | m) Working in a well-organized and competent way |
| 14. To improve | n) Someone who states their needs and opinions clearly |

PERSONAL STATEMENT/PROFILE

- A personal statement is generally the first thing included in your CV, and is a **brief personal summary** given to potential employers.
- By **summing up** the **specific skills** and **experience** that make you perfect for the position, you'll be able to prove your suitability and convince the recruiter to read on.
- In fact, a well written personal statement can make the difference between **standing out from the crowd*** and your application being rejected.

USEFUL TIPS

→ You can try to write your personal statement in the third person so to avoid using pronouns (this will help you avoid repeating (I am..., I did...))

→ Keep it **short**, around 4 or 5 lines

→ The key points should be:

- Who you are
- What you can offer
- What your career goals are

EXAMPLE

(Please remember this is only a **template!**)



“A highly motivated/ hardworking/ organized individual who has recently completed his Nautical Studies. Seeking to start a career at sea and willing to become a fully qualified officer...

➤ ...able to contribute to the successful running of the ship.

➤ ...with the long term aspiration of becoming a ship Master.”

Week #3 Assignment #2

Write a list of all your hard skills and soft skills, then choose two for each category and write your own personal statement.

At the top of the list of **job interview questions**, there is the **universal** and
much feared classic:



‘Tell me about yourself’

This question is an opportunity for you to emphasize the points that you most want the potential employer to know about you.

Remember: it is important for you to **avoid making mistakes when you write** your CV



When you **speak**, it is a **completely different story**: You don't need to be as formal as you are on the CV or covering letter AND you shouldn't worry about making grammar mistakes.

The interviewers are **not teachers** and they won't notice any small grammar mistake, they want to know that you can **communicate in English**.



“You can have *perfect grammar* but be a bad communicator,
but
you can have a *not very good grammar* and be a **great
communicator!**” [Quote from the web]

Being prepared and having a **structure** makes your English **clear, credible** and **easy** to follow:

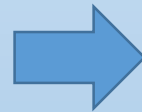
1: do not share the story of your life

2: keep it short

3: show enthusiasm

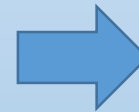
PRESENT

1. Use adjective to describe your personality.
2. Start talking about your situation today and its connection to the potential opportunity.



PAST

Talk about your previous experience, anything relevant and the things you've learnt



FUTURE

Tell why you are excited about the possibilities this new opportunity offers (what you want and what you can do for them)

Week #3 Assignment #3

Try to write a possible answer to the 'Tell me about yourself' question. You can also try more versions following the structure in the slide #23. [Concerning the future, you can just pretend you are applying for a position at one of your dream companies!]

Part 2

Verb tense review

the Present & the Past

I go/live/work
You go/live/work
He-she-it **goes/lives/works**
We go/live/work
You go/live/work
They go/live/work

Present Simple

- **Azioni abituali o di routine – I check my email *everyday*/I don't eat meat.**
- **Cose che sono sempre vere – Two and two make four/The sun rises in the east.**
- **Situazioni permanenti – James lives in Germany/I work for a big company.**

Usi di 'TO BE'

Lavori e professioni:

- **I'm a nurse.**
- **My father is a firefighter.**
- **His brothers are policemen.**

Età:

- **How old is she?**
- **We're both forty.**
- **My daughter is nine years old.**

Qualità, caratteristiche fisiche o stato:

- He's very rich.
- I'm interested in politics.
- The weather is terrible.

Tempo:

- What time is it?
- The meeting is at 7.00 pm.
- Is it Monday or Tuesday?

Sensazioni e sentimenti:

- Are you cold/hot?
- I am sleepy all the time.
- My son is afraid of the dark.

Avere:

Freddo/caldo

Fame/sete

Paura

Vergogna

Sonno

Ragione/torto

Fretta



To be:

Hot/cold

Hungry/thirsty

Afraid

Ashamed

Right/wrong

In a hurry

PRESENT CONTINUOUS

→ TO BE + -ING

➤ Azione IN CORSO:

You are studying English grammar.

➤ Azione che si svolge IN QUESTO PERIODO:

Are you still working for the same company?

➤ Evento FUTURO GIÀ PIANIFICATO:

We're going on holiday tomorrow.

I'm meeting my boss today.

PAST SIMPLE

Verbi **REGOLARI** → **Forma base + -ED** → forma affermativa

Did not/didn't+forma base / **'Did you+forma base'** → forme interrogative e negative

- ✓ Alcuni **VERBI** sono **IRREGOLARI** nella forma **affermativa**
- ✓ Vanno imparati *a memoria*
- ✓ Indicati da un paradigma → **Infinito – Past Simple – Past Participle**



IRREGULAR VERBS

Base Form	Simple Past	Participle
be	was/were	been
become	became	become
begin	began	begun
bet	bet	bet
bite	bit	bitten
bleed	bled	bled
blow	blew	blown
break	broke	broken
bring	brought	brought
build	built	built
buy	bought	bought
catch	caught	caught
choose	chose	chosen
come	came	come
cost	cost	cost
cut	cut	cut
deal	dealt	dealt
dig	dug	dug
do	did	done
draw	drew	drawn
drink	drank	drunk
drive	drove	driven
eat	ate	eaten
fall	fell	fallen
feed	fed	fed
feel	felt	felt
fight	fought	fought
find	found	found
fly	flew	flown
forget	forgot	forgotten
forgive	forgave	forgiven
freeze	froze	frozen

Base Form	Simple Past	Participle
get	got	got
give	gave	given
go	went	gone
grow	grew	grown
hang	hung	hung
have	had	had
hear	heard	heard
hide	hid	hidden
hit	hit	hit
hold	held	held
hurt	hurt	hurt
keep	kept	kept
know	knew	known
lead	led	led
learn	learnt/(-ed)	learnt/(-ed)
leave	left	left
lend	lent	lent
let	let	let
light	lit	lit
lose	lost	lost
make	made	made
mean	meant	meant
meet	met	met
pay	paid	paid
put	put	put
read	read	read
ride	rode	ridden
ring	rang	rung
rise	rose	risen
run	ran	run
say	said	said
see	saw	seen

Base Form	Simple Past	Participle
sell	sold	sold
send	sent	sent
set	set	set
shake	shook	shaken
shine	shone	shone
shoot	shot	shot
show	showed	shown
shut	shut	shut
sing	sang	sung
sink	sank	sunk
sit	sat	sat
sleep	slept	slept
speak	spoke	spoken
spell	spelt/(-ed)	spelt/(-ed)
spend	spent	spent
stand	stood	stood
steal	stole	stolen
stick	stuck	stuck
swear	swore	sworn
sweep	swept	swept
swim	swam	swum
take	took	taken
teach	taught	taught
tear	tore	torn
tell	told	told
think	thought	thought
throw	threw	thrown
understand	understood	understood
wake	woke	woken
wear	wore	worn
win	won	won
write	wrote	written

Il Past Simple → azioni **CONCLUSE** che si sono **SVOLTE NEL PASSATO**.

L'azione può essersi svolta in un passato **prossimo o remoto**.

- *When I was a child I was afraid of the dark* → imperfetto
- *The exam was difficult* → imperfetto/passato prossimo
- *We did a lot of work yesterday* → passato prossimo
- *He came into the room and sat down* → passato remoto
- *We saw him 5 minutes ago* → passato prossimo

- Momento preciso → *last week, when I was a child, yesterday, six weeks ago*
 - **We saw a good film** *last week.*
 - **Yesterday, I arrived in Geneva.**
 - **She finished her work at** *seven o'clock*
 - **I went to the theatre** *last night*
- Momento non preciso → *the other day, ages ago, a long time ago*
 - **People lived in caves** *a long time ago.*
 - **She played the piano** *when she was a child.*

PRESENT PERFECT

Simple

To have + Past Participle

AZIONE COMINCIATA NEL PASSATO CHE CONTINUA NEL PRESENTE

She has worked in the bank for five years.

We have had the same car for ten years.

Have you played the piano since you were a child?

QUANDO IL TEMPO ESPRESSO NELLA FRASE NON È ANCORA TERMINATO

I have worked hard this week.

It has rained a lot this year.

We haven't seen her today.

AZIONE RIPETUTA IN UN MOMENTO NON PRECISATO

They have seen that film *six times*

It has happened several times *already*.

We have eaten at that restaurant *many times*.

AZIONE APPENA TERMINATA (+JUST)

Have you *just* finished work?

I have *just* eaten.

We have *just* seen her.

Has he *just* left?

EVER → frasi interrogative

- a. Have you *ever* been to the United States?
- b. Have you *ever* traveled by train?
- c. Have you *ever* failed a class?

ALWAYS/NEVER → frasi affermative

- a. I have *never* cheated in an exam.
- b. My sister has *never* been to Moscow, but I have.
- c. My brother has *always* wanted to visit London.

Uso di FOR e SINCE

Present perfect + For/since → Presente + Da

FOR + PERIODO DI TEMPO

- Richard has been in Canada for six months
- Let's leave, we've waited for 2 hours
- We've lived in London for a long time

SINCE + INIZIO DEL PERIODO

O

Frase al PAST SIMPLE

- Richard has been in Canada since 1999
- I haven't seen him since we were at school
- We've lived in London since last summer

Week #3 Assignment #3

Please translate the following sentences into English:

1. Vado sempre al cinema la domenica
2. Attualmente sto leggendo un libro in inglese molto interessante
3. Sabato scorso sono andato a casa di mia cugina
4. Non giocavo a tennis da quando ho finito la scuola
5. La mia compagnia di navigazione sta assumendo nuovi ufficiali
6. Non ho mai avuto un colloquio di lavoro in tutta la mia vita
7. L'anno scorso ho seguito un corso di addestramento antincendio
8. Normalmente non mi piace lo zucchero nel caffè
9. Stamattina ho avuto un incidente in auto
10. Oggi ho già ricevuto 3 telefonate da mia madre

Week #3 assignment #4

- ∞ Please watch the video in the link and read the subtitles as you listen to the words he speaks.
- ∞ Try to write down the words you have never heard, then look them up in the dictionary and watch the video again to check your understanding.

#3 Why I moved to Singapore By Nas Daily

<https://www.youtube.com/watch?v=FVAgcACMnzQ>

*Go to → www.wordreference.com (or download the app on your mobile) to check the meaning, pronunciation and examples for each word.

IDIOM OF THE WEEK

<< TO SAIL CLOSE TO THE WIND >>

To get close to breaking a rule or the law

→ I've been late for work 3 times this week, which is sailing close to the wind, I think.

Invent a sentence
of your own
using this idiom!

