

UNIVERSITÀ
DEGLI STUDI DI TRIESTE

LINGUA INGLESE PARI A LIVELLO B2

Dipartimento di Ingegneria e
Architettura

Prof. Lourdes Elizabeth Gonzalez-Valera, Ph.D.

Lesson 6

CV, résumés

Writing / reading:

Letters

Summaries

Articles

November 18, 2020

Programme

Obiettivi

Il corso si propone di fornire agli studenti le seguenti competenze conoscitive e capacità:

- Preparazione per uno scambio verbale di idee con fluidità e spontaneità, particolarmente nel campo della specializzazione professionistica.
- Capacità di comprensione delle idee principali di testi complessi su argomenti concreti o astratti, includendo discussioni tecniche del campo della specialità dell'alunno.
- **Abilità per la produzione scritta di testi riguardanti il campo accademico, professionistico dell'ingegneria con chiarezza e minuziosità.**

Objectives

English 259 aims to provide students with the following cognitive skills and abilities:

- Preparation for a verbal exchange of ideas with fluidity and spontaneity particularly in the field of professional specialization.
- Ability to understand the main ideas of complex texts on concrete or abstract topics, including technical discussions of the field of the student's specialty.
- **Ability for the written creation of texts concerning the academic and professional field of engineering with clarity and meticulousness.**




Curriculum Vitae

A standard document that gives details of your work experience, education, and background. It also gives your full name and contact details.

HarperCollins. Writing (Collins Webster's Easy Learning) . HarperCollins Publishers. Kindle Edition.

- Résumé
- Resume
- Curriculum Vitae
- Vitae

•CV

RESUME	CV
Emphasizes skills 	Emphasizes academic accomplishments 
Used when applying for a position in industry, non-profit, and public sector	Used when applying for positions in academia, fellowships and grants
Is no longer than 2 pages, with an additional page for publications and / or poster presentations if highly relevant to the job 	Length depends upon experience and includes a complete list of publications, posters, and presentations
After 1 year of industry experience, lead with work experience and place education section at or near the end, depending upon qualifications	Always begins with education and can include name of advisor and dissertation title or summary. Also used for merit/tenure review and sabbatical leave

In American usage, a CV is much more detailed, longer, and presented in a different format than a résumé.

People usually send a cover letter with their résumé or CV. You will find help with this type of letter in the part of this book on writing letters.

A résumé should be as short as possible without leaving out essential information. Job advertisements sometimes specify the maximum length of résumé that is acceptable, but in any case your résumé should rarely be longer than three pages, and if you can get everything important on one or two pages that is best.

HarperCollins. Writing (Collins Webster's Easy Learning). HarperCollins Publishers. Kindle Edition.

The ideal CV must be:

1. Quick and easy to read
2. Clear and concise
3. Pleasant to look at

*HarperCollins. **Writing** (Collins Webster's Easy Learning).
HarperCollins Publishers. Kindle Edition.*

CV defects to avoid ([jobs.ac.uk](https://www.jobs.ac.uk)):

1. Applying for a position for which you're not qualified.
2. Providing irrelevant personal information.
3. Burying important information.
4. Spelling errors, typos and poor grammar.
5. Unexplained gaps in employment.
6. Lying or misleading information.
7. A long, waffly CV.
8. Badly formatted CV.
9. Meaningless introductions.
10. The 'So What' test.

LYING or Misleading Information

(jobs.ac.uk)

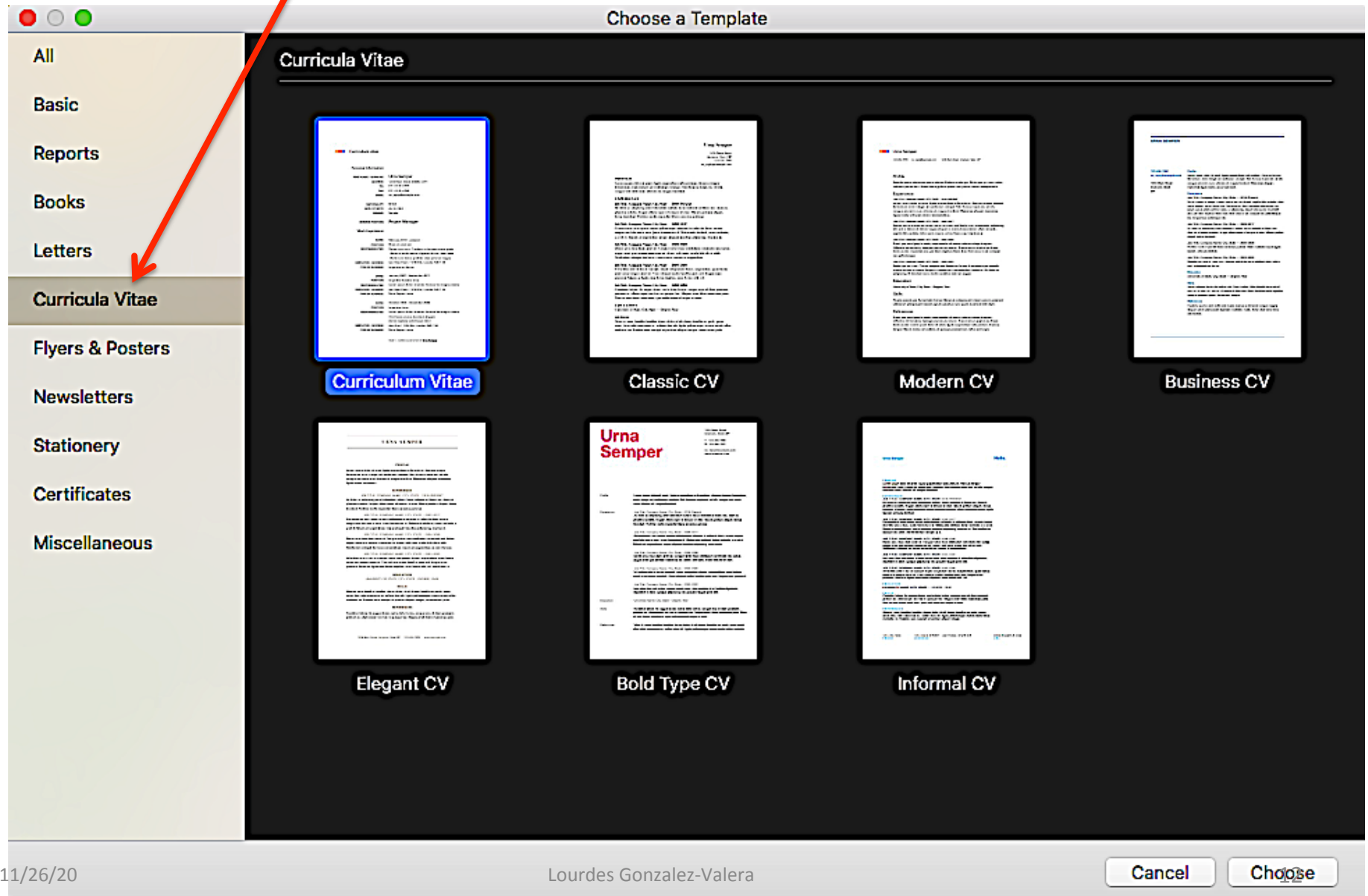
“Recruiters are not stupid. They can spot information that doesn't stack up. For example, they're always on the look out for inflated:

- Qualifications
- Salaries
- Job titles
- Achievements”

Does your CV or résumé pass the “so what” test?

<https://careerattraction.com/resume-pass-test/>

CV Templates?



Personal Information

FIRST NAME / SURNAME Urna Semper
ADDRESS 123 High Street, POSTCODE, CITY
TEL 01234 567 890
FAX 01234 567 890
EMAIL no_reply@example.com

NATIONALITY British
DATE OF BIRTH 25.10.1981
GENDER Female

DESIRED POSITION Project Manager

Work Experience

DATES February 2012 – present
POSITION Etiam sit amet est
RESPONSIBILITIES Donec quis nunc, Curabitur vulputate viverra pede
- Amet mi morbi auctor eligendi dicitur, diam ante
- Nulla nunc lectus porttitor vitae pulvinar magna
EMPLOYER / ADDRESS Leo Vitae Diam / 123 Elm, London NW1 S4Q
TYPE OF BUSINESS Imperdiet mi Earum

DATES January 2009 – September 2011
POSITION Imperdiet Sodales Urna
RESPONSIBILITIES Lorem ipsum dolor sit amet; rhoncus leo magna viverra
EMPLOYER / ADDRESS Leo Vitae Diam / 123 Elm, London NW1 S4Q
TYPE OF BUSINESS Purus Sapien Lacus

DATES October 2006 – December 2008
POSITION Imperdiet Urna
RESPONSIBILITIES Lorem ipsum dolor sit amet; rhoncus leo magna viverra
Ut id lorem at eros tincidunt aliquam
Donec egestas scelerisque dolor
EMPLOYER / ADDRESS Arcu Erat / 123 Elm, London NW1 S4Q
TYPE OF BUSINESS Purus Sapien Lacus

Education and Training

DATES	2004 – 2006
QUALIFICATION AWARDED	Cras in libero
PRINCIPAL STUDIES	Lorem ipsum; Dolor sit amet
INSTITUTION	Aperiam Sapien

DATES	2000 – 2004
QUALIFICATION AWARDED	Etiam enim diam
PRINCIPAL STUDIES	Bibendum quis, dapibus ut
INSTITUTION	Dolor Vitae Luctus

Skills and Competences

LANGUAGE SPOKEN	Aenean
OTHER LANGUAGE(S)	Etiam

SOCIAL SKILLS AND COMPETENCES	Rasellus hendrerit pulvinar nibh Curabitur leo nulla laoreet nec Aenean iaculis laoreet arcu
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ORGANISATIONAL SKILLS AND COMPETENCES	Proin metus urna porta non, tincidunt ornare Feugiat consequat magna ligula imperdiet Sed et lacus quis enim mattis nonummy
--	---

COMPUTER SKILLS AND COMPETENCES	Maecenas aliquam bibendum augue Tortor vel consequat nibh risus vitae pede Aenean iaculis laoreet arcu
--	--

ADDITIONAL INFORMATION	Ipsum morbi auctor dicitm, diam ante lauris ipsum dolor sit amet; rhoncus leo magna viverra. Amet mi morbi auctor eligendi dicitm, diam ante lauris ipsum dolor sit amet; rhoncus leo magna viverra
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DATE OF BIRTH 25.10.1981
GENDER Female

outdated !!! ???

DESIRED POSITION Project Manager

Work Experience


DATES	February 2012 - present
POSITION	Etiam sit amet est
RESPONSIBILITIES	Donec quis nunc, Curabitur vulputate viverra pede - Amet mi morbi auctor eligendi dicutn, diam ante - Nulla nunc lectus porttitor vitae pulvinar magna
EMPLOYER / ADDRESS	Leo Vitae Diam / 123 Elm, London NW1 S4Q
TYPE OF BUSINESS	Imperdiet mi Earum
DATES	January 2009 - September 2011
POSITION	Imperdiet Sodales Urna
RESPONSIBILITIES	Lorem ipsum dolor sit amet; rhoncus leo magna viverra
EMPLOYER / ADDRESS	Leo Vitae Diam / 123 Elm, London NW1 S4Q
TYPE OF BUSINESS	Purus Sapien Lacus
DATES	October 2006 - December 2008
POSITION	Imperdiet Urna
RESPONSIBILITIES	Lorem ipsum dolor sit amet; rhoncus leo magna viverra Ut id lorem at eros tincidunt aliquam Donec egestas scelerisque dolor
EMPLOYER / ADDRESS	Arcu Erat / 123 Elm, London NW1 S4Q
TYPE OF BUSINESS	Purus Sapien Lacus



Education and Training


DATES	2004 – 2006
QUALIFICATION AWARDED	Cras in libero
PRINCIPAL STUDIES	Lorem ipsum; Dolor sit amet
INSTITUTION	Aperiam Sapient

PERSONAL INFORMATION

Betty Smith

 32 Reading rd, Birmingham B26 3QJ United Kingdom

 +44 2012345679  +44 7123456789

 smith@kotmail.com

 AOL Instant Messenger (AIM) [betty.smith](#)

Sex Female | [Date of birth](#) 01 March 1975

JOB APPLIED FOR

European project manager

ADDITIONAL INFORMATION	Ipsum morbi auctor dicitur, diam ante lauris ipsum dolor sit amet; rhoncus leo magna viverra. Amet mi morbi auctor eligendi dicitur, diam ante lauris ipsum dolor sit amet; rhoncus leo magna viverra
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Curriculum Vitae

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✉ smith@kotmail.com

💬 AOL Instant Messenger (AIM) betty.smith

Sex Female | Date of birth 01 March 1975

JOB APPLIED FOR

European project manager

italianmachoman@hotmail.com

sweetkitty@hotmail.com



COFFEE BREAK?

culture =

1) cultura

2) coltura



Reading / Writing

Reading is a complex cognitive process of decoding symbols to derive meaning. It is a form of language processing.

Success in this process is measured as *reading comprehension*.

Reading is a means for language acquisition, communication, and sharing information and ideas.

Connectors

or

Discourse
markers

<p><u>ADDING</u></p> <p>and also as well as moreover too furthermore additionally</p>	<p><u>SEQUENCING</u></p> <p>first, second, third... finally next meanwhile after then subsequently</p>	<p><u>ILLUSTRATING</u></p> <p>for example such as for instance in the case of as revealed by... illustrated by</p>	<p><u>CAUSE and EFFECT</u></p> <p>because so therefore thus consequently hence</p>
<p><u>COMPARING</u></p> <p>similarly likewise as with like equally in the same way..</p>	<p><u>QUALIFYING</u></p> <p>but however although unless except apart from as long as if</p>	<p><u>CONTRASTING</u></p> <p>whereas instead of alternatively otherwise unlike on the other hand.. conversely</p>	<p><u>EMPHASISING</u></p> <p>above all in particular especially significantly indeed notably</p>

Furthermore (adding):

People will download the app because it is fun, **and furthermore**, they will download the game because it is free.

Meanwhile (sequencing):

It will be a few minutes before the water boils, **and meanwhile** you can cut the potatoes.

Such as (illustrating):

Sarah has lots of good qualities, **such as** intelligence and wit.

Hence (cause and effect):

Your grammar is weak, **hence** the low mark I've given you.

Likewise (comparing):

- The US is sending its military into the Middle East to interfere in armed conflicts there, **likewise** the EU is sending arms and supplies as well.
- Sarah told Tom that she enjoyed their date, and he responded, "**Likewise.**"

However (qualifying):

It's a good project. **However**, I don't think we have the money to fund it.

Whereas (contrasting):

Whereas I am a vegetarian, my whole family eats meat. / My whole family eats meat, **whereas** I'm a vegetarian.

Indeed (emphasising):

Two of the four new iPhones, the iPhone 12 and iPhone 12 Pro, were **indeed** released last month.

Exercise:

Analysis of the article in
Brain Scan on Satoshi
Nakamoto.



BRAIN SCAN Satoshi Nakamoto

Bitcoin's enigmatic creator may never be identified.

ON PAPER—or at least on the blockchain—Satoshi Nakamoto is one of the richest people on the planet. Bitcoin is a semi-anonymous currency and Mr Nakamoto is a pseudonymous person, so it is hard to be sure; but he is generally reckoned to own around 1.1m bitcoin, or around 5% of the total number that will ever exist. When bitcoin hit its peak of over \$19,000, that made him worth around \$20bn.

But Mr Nakamoto, though actively involved with his brainchild in its early history, has been silent since 2011. An army of amateur detectives has been trying to work out who he really is, but there is frustratingly little to go on. While developing bitcoin he claimed to be male, in his late 30s and living in Japan, but even that information is suspect. There are indications that he may have lived in an American time zone, but his English occasionally contains British idioms. Some of his goldbug-like comments about central banks that “debase the currency” and the evils of fractional-reserve banking led early cyber-libertarian bitcoin enthusiasts to claim him as one of their own. One thing is certain: he values his privacy. To register Bitcoin.org he used Tor, an online track-covering tool used by black-marketeers, journalists and political dissidents.

Colour legend of analysed text:

Yellow: New vocabulary

Green: the discourse markers that “glue together” the elements in a text.

Blue: Multiple adjectives + nouns phrases.

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1

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2

But Mr Nakamoto, **though** actively involved with his **brainchild** in its early history, has been silent since 2011. An army of amateur detectives has been trying to work out who he really is, **but** there is frustratingly little to go on. **While** developing bitcoin he claimed to be male, in his late 30s and living in Japan, **but** even that information is suspect. There are indications that he may have lived in an American time zone, **but** his English occasionally contains British idioms. Some of his **goldbug-like** comments about central banks that “debase the currency” and the evils of **fractional-reserve banking** led early **cyber-libertarian bitcoin enthusiasts** to claim him as one of their own. One thing is certain: he values his privacy. To register Bitcoin.org he used **Tor**,

To register Bitcoin.org he used **Tor**, an online track-covering tool used by black-marketeers, journalists and political dissidents.

- 3 **Still**, the legions of **sleuths** have turned up various candidates, ranging from Japanese mathematicians to Irish graduate students. In 2014 Newsweek, a business magazine, **fingered** Dorian Prentice Satoshi Nakamoto, an American engineer. He emphatically denied the story, **and** the next day a forum account previously used by Mr. Nakamoto, posted, for the first time in five years, to say, "I am not Dorian Nakamoto" -**though** there are doubts about that account too.

- 4 Attention also focused on Hal Finney, an expert in **cryptography**, an experienced programmer and a dedicated **cypherpunk**. He was the recipient in the **first-ever transaction** conducted in bitcoin, with Mr Nakamoto as the sender. He died in 2014. Andy Greenberg, a journalist, who studied private emails between Mr Finney and Mr Nakamoto, concluded that he was probably not bitcoin's creator. **And** Mr Finney himself always denied that he was Mr Nakamoto.

5

Conversely, in 2016, Craig Wright, an Australian computer scientist, explicitly claimed that he was the man everyone was looking for. He invited several news organisations, including The Economist, to witness him prove his claim by using cryptographic keys that supposedly belonged to Mr Nakamoto. He did not convince his audience, **so** he said he would settle the matter by moving a bitcoin from Mr Nakamoto **stash**. He later decided against it when an online story suggested he could face arrest if he confirmed he was bitcoin's creator, on the ground of "enabling terrorism". **But** the story turned out to be a fake.

6

According to another theory, Mr Nakamoto is actually a group of people. **But** for now his, or their identity, remains a mystery. Some think his **withdrawal** was a matter of principle, to underline the point of a decentralised currency. **Perhaps** he simply wants a quiet life.