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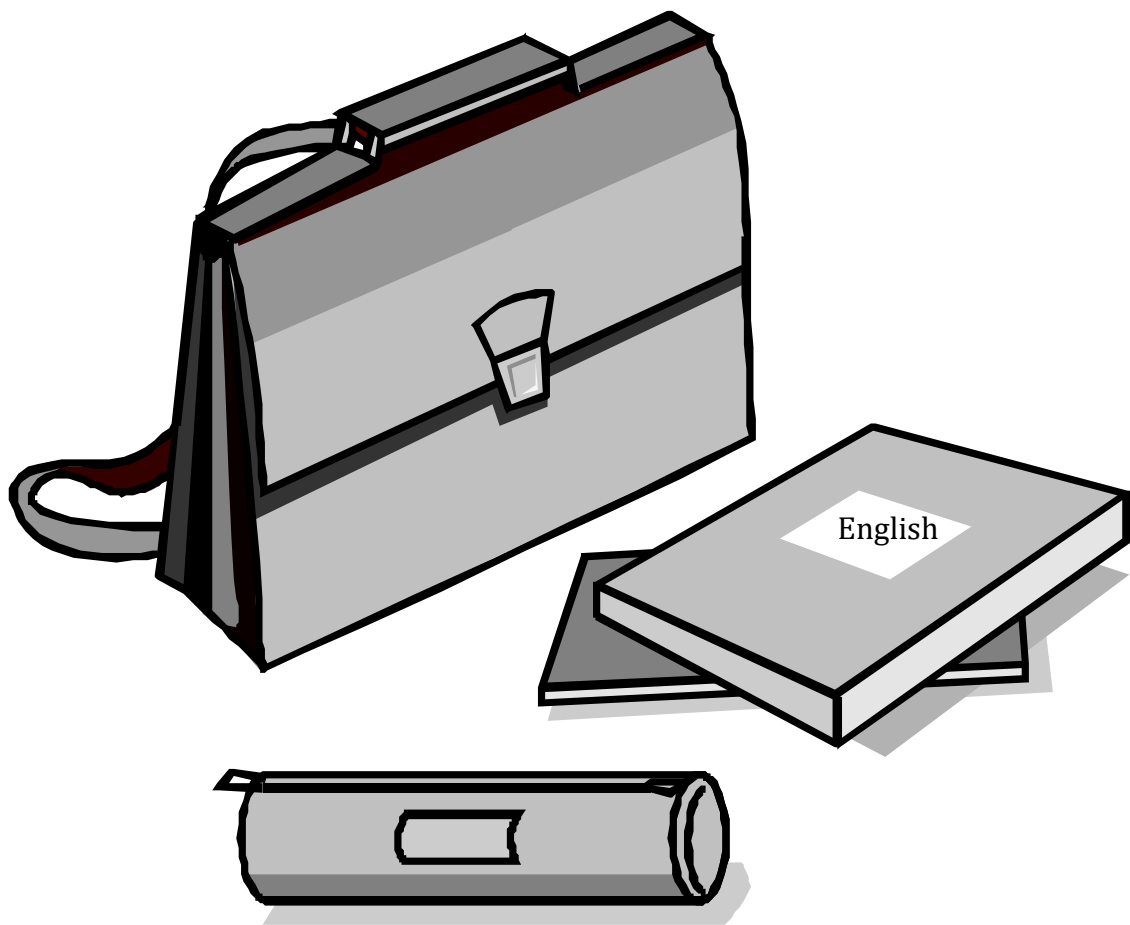
## Aufgabenbeispiel: Bewerbung für ein Praktikum in Schottland

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passend zum Unterrichtsvorhaben 9.1.1 – *Your dream job – get the future started*

### *Your dream job in your hands*

*Lebenslauf und Bewerbungsbrief schreiben,  
Bewerbungsgespräch führen*



***Your dream job – get the future started, Jahrgangsstufe 9, 1. Halbjahr***

**Übersicht:**

**Worksheet 1, Task 1**

*Scanning a job offer for important information about an animal rights group (individual work)*

Dem Profil einer Tierschutzorganisation werden **wesentliche Informationen für eine Praktikumsbewerbung** in Einzelarbeit entnommen.

Wichtige Aspekte des Sprachmittlungsprozesses:

Anbahnung der Sprachmittlung in Form einer *reading comprehension*, in der die Schülerinnen und Schüler entscheidende Informationen für die sich anschließende Sprachmittlungsaufgabe markieren.

**Worksheet 2, Tasks 1 and 2**

*Mediation I – Talking about the job offer (bus stop: individual work + partner activity)*

Beide *Tasks* werden mithilfe der *Bus-Stop*-Methode erarbeitet. In Einzelarbeit wird zunächst eine **Konversation** formuliert, in der die wichtigsten Informationen aus dem Profil der Tierschutzorganisation **gemittelt** werden. Anschließend wird die individuelle Lösung mit einem Partner verglichen.

Wichtige Aspekte des Sprachmittlungsprozesses:

Situations- und adressatengerechte Mittlung von Informationen (u.a. für die jüngere Schwester und den Vater); eine Methoden-Box gibt zusätzlich eine Übersicht zu den erwarteten Sprachmittlungsaspekten

**Worksheet 3, Tasks 1 and 2**

*Mediation II – Spotting differences between applications in England and Germany in a German online article (individual work)*

In dieser produktionsorientierten **Schreibaufgabe** werden Informationen aus einem **deutschsprachigen Online-Artikel für einen englischsprachigen Brieffreund** in einer E-Mail **gemittelt**.

Wichtige Aspekte des Sprachmittlungsprozesses:

*being polite*, adressatengerechtes Schreiben, Register (Gebrauch eines formalen Wortschatzes), Interkulturalität (länderspezifische Charakteristika bei Bewerbungen)

### **Worksheet 4, Part 1**

*Writing a letter of application + CV (individual work)*

Auf Grundlage der vorangestellten *Tasks* und Checkliste werden nun sowohl ein **letter of application** als auch ein **CV** in Einzelarbeit formuliert.

### **Worksheet 4, Part 2**

*While-watching activity: Collecting useful phrases for a job interview from a video clip (bus stop: individual work + partner activity)*

Mittels der Bus-Stop-Methode werden u.a. aus einem Video-Clip wichtige **language chunks** entnommen, um das nachfolgende *job interview* **sprachlich vorzuentlasten**.

### **Worksheet 5, Tasks 1 and 2:**

*At the job interview: Presenting information about yourself and conducting an interview (partner activity + presentation)*

In einem **Tandem-Rollenspiel** wird das **job interview** zunächst in einem Probedurchgang mit dem Partner / der Partnerin **ingeübt** und anschließend im Plenum **präsentiert**.

### **Worksheet 5, Task 3:**

*Giving peer feedback to your classmates (evaluation)*

Das Tandem-Rollenspiel wird mithilfe von differenzierten **feedback cards** im Plenum **evaluiert**.

### **Worksheet 5, Task 4:**

*Writing a short self-evaluation (individual work)*

Der **eigene Sprachlernprozess** wird von den Schülerinnen und Schülern schriftlich **reflektiert und evaluiert**.

## Differenzierung

Durch die Implementierung der *Bus-Stop*-Methode differenziert die vorliegende Beispielaufgabe vornehmlich nach dem **individuellen Lerntempo** der Schülerinnen und Schüler.

## Scaffolding

- *Method box: practising your mediation skills – mediating written texts*
- *Having a conversation (reference to method pages in the English book)*
- *Language chunks from the video clip*
- *Feedback cards*
- *Words and phrases: Jobs (thematic word list / mind map)*

## Material

<b>Worksheet 1: The profile of an animal rights group</b>	<i>Identifying and selecting important information from an English profile of an animal rights group</i>
<b>Worksheet 2: Mediation I: Let's have dinner!</b>	<i>Mediating the selected information from the aforementioned job profile into German for two conversation partners</i>
<b>Method box: Mediation</b>	<i>Tips for students on how to select information in the mediation process</i>
<b>Worksheet 3: Mediation II: After dinner</b>	<i>Spotting differences between applications in England and Germany in a German online article. The student's answers are reinforced with the help of an English checklist.</i>
<b>Worksheet 4: Get prepared for the job interview!</b>	<i>Writing a letter of application and a CV + collecting useful phrases for a job interview from a video</i>
<b>Worksheet 5: The big day of the job interview has come!</b>	<i>At the job interview: Presenting information about yourself and conducting an interview + subsequent self-evaluation</i>
<b>Feedback cards</b>	<i>Content experts, performance experts as well as language experts give feedback to the presenters</i>
<b>Anhang</b>	<i>Beispiellösungen der Aufgaben</i>

Geschätzter Zeitaufwand gesamt: ca. 5 Unterrichtsstunden à 45 Minuten.

## Your dream job in your hands – The profile of an animal rights group

The autumn holidays are approaching and you are dreaming of a holiday job somewhere in an English-speaking country. At the age of 15 you think it is about time to gain some experience in a foreign country. While surfing the internet, you suddenly come across an animal rights group that is looking for a German-speaking employee.

*Task 1: Read the organisation's profile and their job advert. Highlight important information about the job.*

We want YOU!

Have you got any plans for the autumn holidays? You haven't? Continue reading to discover your ultimate nature experience together with other teenagers from all over the world!

### **Who we are: The Seal Protection Action Group**

The Seal Protection Action Group (SPAG) is dedicated to protecting seals worldwide, including the UK, through public education, campaigning, and supporting scientific research projects.

**Seals in Scotland:** An estimated 5,000 seals are being killed in Scotland alone each year by salmon farming and angling interests. The Saving Scotland's Seals Campaign aims to provide seals with full protection and to encourage retailers to only stock 'seal-friendly salmon' by insisting that their suppliers will not shoot seals.

**Help us raise awareness:** During your two-week work experience you will stay with our team on one of the Orkney Islands and offer tours for English- and German-speaking tourists to inform them about the danger the seals are in. Also, you will develop flyers and support us in writing German texts for our social networking sites. You will be paid £ 75 per week and stay at our research centre for free.

**Your skills:** We expect you to be an outgoing and communicative person who loves nature and believes that saving the last remaining seals is one of the most important missions in life. It goes without saying that you should be fluent in both English and German.

**Contact us asap:** Send an email to [joanna@seal-action.co.uk](mailto:joanna@seal-action.co.uk) to arrange a job interview via Skype or FaceTime. Don't forget to forward a letter of application and a CV (PDF-document).

Sources: <http://www.sealaction.org> - <http://www.sealaction.org/campaigns/scotland> - <http://www.orkneysealrescue.org/> [retrieved 8<sup>th</sup> November, 2015; slightly adapted]

## Your dream job in your hands – Mediation I: Let's have dinner!

You are having dinner with your family and you cannot wait to talk about the job advert. Your younger sister, Leonie, asks you for information about the organisation. She is very curious to learn more about the project because she is interested in helping endangered animals too. Your father speaks very little English and that is why you have to explain what the job advert is about: He would like to know what your daily duties would include, whether you would earn some pocket money, where you would stay and whether you know how to apply for a job in the UK.

*Task 1: Write down the conversation (participants: yourself, your father and Leonie) after reading the method box on mediation. After the conversation you should be able to give a positive answer to the following questions:*

- 1) *Have you summed up all the information that is important for Leonie and your father (see the introduction to this worksheet)?*
- 2) *Have you asked only those questions that can be answered by the job profile?*

Leonie: Na los, erzähl schon. Worum geht es da?

You: Also, das ist eine schottische Tierschutzorganisation, die ...

Your father:

*Task 2: Compare your result with a partner by exchanging your mediated texts and marking each other's work. Don't forget to check whether your partner has answered the above-mentioned questions.*

## Your dream job in your hands – Mediation I: Let's have dinner!

### Method box: Mediation

***Practise your mediation skills – selecting relevant aspects to inform others***

***Identify the relevant points for your conversation partners***

*Mediation means that you identify the bits of information your conversation partners need to know (here: the pieces of information about the animal rights group for your dad and sister). Only sum up the information that is relevant for the topic of your conversation.*

***Do not translate word-by-word***

*If you do not know the exact meaning of a word or phrase, paraphrase it. You can use relative clauses and definitions to explain the meaning of unknown words.*

***Have a conversation with your partner***

*Have your conversation! Select the information you want to mediate and leave out the information that is not needed.*

***Don't forget*** to adapt your language to the situation at the dinner table with your family.

## Your dream job in your hands – Mediation II: After dinner

Apparently, you are not very experienced at job interviews and therefore, your father has told you to find out information about job applications in the UK and Germany. You finally find a German online article.

*Task 1: You would like to make sure that you have found out all the important criteria for the application in the article and that is why you plan to send your results to your pen pal from Bath. In order to do so, use a table to point out the differences between job applications in England and Germany. Write down your information in English!*

*Task 2: Write an e-mail to your English pen pal in Bath with your attached table. Ask him/her if your list is complete and whether he/she could also send you an English checklist on how to write a letter of application.*

### **Bewerbung in England: Bloß nicht zu Deutsch**

**In Großbritannien laufen Bewerbungen nicht so formell ab wie in Deutschland – keine Fotos, keine Angaben zur Religion, nicht einmal zum Alter. Zeugnisse und Referenzen zeigt man erst, wenn man darum gebeten wird. Und vor allem gilt: locker bleiben.**

„Eine Bewerbung sollte höchstens drei Seiten lang sein, eine Seite für das Begleitschreiben und zwei Seiten für den Lebenslauf selbst“, erklärt Ian Wivell, Leiter der Abteilung Marketing Services der deutsch britischen Industrie- und Handelskammer in London. Doch sollten sich Bewerber vor den Fettnäpfchen hüten und Begleitschreiben und Lebenslauf nicht einfach übersetzen. „Machen Sie es ein bisschen lockerer. Die Engländer sind ein bisschen entspannter in ihrem Berufsleben. Und: Don't be so German“, rät der Personal-Experte.

Vor allem sollten Bewerber Mut zur Lücke beweisen. Also bloß keine historische Auflistung sämtlicher Eckdaten von der Wiege bis zum Abitur. Religion und Familienstand? Irrelevant. Geburtsdatum? Kann man auch verschweigen. In Kürze wird in England ein Gesetz gegen Altersdiskriminierung verabschiedet. Dann dürfen potenzielle Arbeitgeber gar nicht mehr nach dem Alter fragen. Und das obligatorische Foto? Auch nicht sonderlich gefragt.

Aber wie kann man sich von der Masse der Bewerber absetzen? Durch das Begleitschreiben. „Besonders hervorzuheben sind Deutschkenntnisse“, erklärt Ian Wivell. Die Engländer legten Wert auf Qualifikationen, aber sie legten genauso viel Wert auf Erfahrungen und die persönliche Einstellung. Auslandserfahrungen seien da von Vorteil, sagt Ian Wivell. [...]

Der Einstellungsprozess läuft schneller ab als in Deutschland. Manche Bewerber werden gleich am nächsten Tag zum Vorstellungsgespräch gebeten – und eingestellt. Annoncen haben nur ein paar Tage Laufzeit. Dafür gibt's aber auch weniger Arbeitsschutz als in Deutschland und kürzere Kündigungsfristen.

Für Nadja Khan [Personalleiterin eines großen Finanzinstituts in der Londoner City – das allerdings nicht namentlich erwähnt werden will] zählt bei Bewerbern [...] vor allem das Engagement. Bewerber, die sich über die Firma im Voraus informiert haben und immer wieder nachfragen, zeigten ihr Interesse, erklärt Khan. Das Wichtigste sei nach wie vor, aktiv zu werden.



## Your dream job in your hands – Get ready to write your application!

Your English pen pal likes your list. He/She has some additional information for you on how to write a great letter of application. Use it as a checklist when writing your application.

*Task 1: Highlight important information on the checklist.*

Have you ...

- ✓ addressed the letter to the right person?
- ✓ checked what the employer wants from the applicant?
- ✓ given clear evidence of how you meet the most important criteria for the job?
- ✓ put your most important skills in the first half of the letter of application?
- ✓ ended with a summary of why you would be perfect for this role?
- ✓ asked a friend to proof read it and to ensure the language is understandable?

Quelle: Carr, Lisa (o.J.): How to write a cover letter for academic jobs. <http://www.jobs.ac.uk/media/pdf/careers/resources/how-to-write-a-cover-letter-for-academic-jobs.pdf> Page 12 [2.2. 2016; gekürzte und adaptierte Version].

## Your dream job in your hands – Get prepared for the job interview!

A job interview is always challenging. But do not worry, this is how to prepare:

### PART 1

Task 1:

- a) *Collect ideas about why you would like to join the team during the autumn holidays.*
- b) *Describe your previous work experience in the field of animal rights and how you would like to contribute to the organisation's work.*

Task 2:

*Using what you have learned in our previous lessons, write your CV and letter of application.*

### PART 2

Task 1:

*In order to prepare yourself for the job interview, you are going to watch a video clip. Watch the clip twice. While watching for the first time, write down useful questions and phrases that María and Mrs Thomson use (see the two boxes below). While watching the clip for a second time, check the notes you have already made and add more if possible. Follow the link here: [https://www.youtube.com/watch?v=dMkp40\\_Dr0E](https://www.youtube.com/watch?v=dMkp40_Dr0E)*

These are my answers for part 2, task 1:

Useful phrases that María said:

Useful phrases that Mrs Thomson said:

### PART 3

Go to the *bus stop* and compare your solution with your partner. Then go to the solution sheet!

## Your dream job in your hands – The big day of the job interview has come!

The big day of the job interview has come! You phone Joanna from The Seal Protection Action Group.

*Task 1: Work with a partner and choose one of the two roles: You can be either Joanna or just be yourself! Take notes for your role first. Include formal language, please!*

*Task 2: Practise the three-minute-interview twice. Don't forget to stop the time and to include the questions and phrases that you collected for worksheet 4. Your content, language and performance will of course decide whether you will get the job.*

*Task 3: Observe your classmates' interview and use the phrases from the feedback cards during the evaluation.*

*Task 4: Write a short statement in which you say how you felt during your job interview. Explain what you liked about it and what you should do to improve next time. Use the box below and include phrases for stating your opinion.*

My statement:

## Anhang

# Lösungen

## Worksheet 1, task 1: Solution

*Task 1: Read the organisation's profile and their job advert. Highlight important information about the job.*

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**Your skills:** We expect you to be an outgoing and communicative person who loves nature and who believes that saving the last remaining seals is one of the most important missions in life. It goes without saying that you should be fluent in both English and German.

**Contact us asap:** Write an email to [joanna@seal-action.co.uk](mailto:joanna@seal-action.co.uk) to arrange a job interview via Skype or FaceTime. Don't forget to forward a letter of application and a CV (pdf-documents).

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## Worksheet 2, task 1: Solution

*Task 1: Write down the conversation (participants: yourself, your father and Leonie). After the conversation you should be able to give a positive answer to the following questions:*

- 1) *Have you summed up all the important information for Leonie and your father?*
- 2) *Have you asked only those questions that can be answered by the job profile?*

Leonie: Na los, erzähl schon. Worum geht es da?

You: Also, das ist eine schottische Tierschutzorganisation, die sich weltweit und insbesondere im Vereinigten Königreich für den Schutz von Robben einsetzt. Sie möchten über die Gefährdung der Tiere informieren, Kampagnen starten und wissenschaftliche Forschungsprojekte unterstützen.

Your father: Weißt du, wie viele Robben jährlich getötet werden?

You: Allein in Schottland werden ungefähr 5000 Robben pro Jahr getötet. Das ist eine Folge der Lachsfarmen und der Fischerei. Die Organisation setzt sich dafür ein, dass der Einzelhandel nur Robbenfreundlichen Lachs anbietet. Dabei werden keine Robben getötet.

Your father: Was wären deine Aufgaben?

You: Während des zweiwöchigen Aufenthaltes würde ich auf einer der schottischen Orkney-Inseln arbeiten und Touren auf Deutsch und Englisch anbieten. Außerdem geht es um die Gestaltung von Flyern und das Schreiben von Texten für ihre Auftritte in sozialen Netzwerken.

Your father: Wieviel Taschengeld gäbe es und wie sähe es mit einer Unterkunft aus?

You: Dafür gäbe es 75 Pfund pro Woche und ich könnte kostenlos in der Forschungsstation übernachten.

Your father: Was wird denn von den Bewerbern erwartet und wie läuft die Bewerbung ab?

You: Von den Bewerbern erwarten sie, dass sie aufgeschlossen und kommunikativ sind. Außerdem soll man ein Naturfreund sein und die Robben unbedingt retten wollen. Natürlich muss man fließend Englisch und Deutsch sprechen können. Der erste Kontakt erfolgt über eine Joanna, der ich eine E-Mail schreiben soll, um ein Bewerbungsgespräch bei Skype oder FaceTime zu verabreden. Der E-Mail muss ich ein Bewerbungsschreiben und meinen Lebenslauf beifügen.

Your father: Und woher weißt du, wie ein Bewerbungsgespräch in England abläuft, damit du eine Chance hast? Da musst du dich unbedingt informieren.

You: Stimmt, dazu werde ich mir etwas im Internet durchlesen.

Leonie: Wow, das klingt ja richtig spannend.

Your father: Einen Versuch ist es wert. Probier's mal!

### Worksheet 3, task 1 and 2: Solution

*Task 1: You would like to make sure that you have found out all the important criteria for the application in the article and that is why you plan to send your results to your pen pal in Bath. In order to do so, use a table to point out the differences between job applications in England and Germany. Write down your information in English!*

England	Germany
<ul style="list-style-type: none"><li>• short and precise letter of application (1 page) + CV (2 pages)</li><li>• adequate language but not too formal</li><li>• necessary information: Language skills, work experience, stays abroad</li><li>• unnecessary information in a CV: Date of birth, marital status, religion</li><li>• no picture needed</li><li>• reports and references to be sent only on request</li><li>• the applicant's personal attitude is important</li><li>• future employees can be taken on the same day as the job interview</li><li>• vacancies are not online for a long time</li><li>• the applicant has to inform him-/ herself about the respective company and get in touch in advance</li></ul>	<ul style="list-style-type: none"><li>• highly formal language</li><li>• detailed CV</li><li>• the employment procedure is comparatively slow</li><li>• better health and safety protection at the workplace</li><li>• longer dismissal notice period</li></ul>

Anmerkung: Die tabellarische Auflistung bezieht sich lediglich auf die Informationen aus dem Online-Artikel des SPIEGEL.

*Task 2: Write an email to your English pen pal in Bath with your attached table. Ask him / her if your list is complete and whether he / she could also send you a checklist on how to write a letter of application.*

Individuelle Antworten der Schülerinnen und Schüler





## Worksheet 4, Solution:

### PART 1

#### Task 1:

- a) *Collect ideas about why you would like to join the team during the autumn holidays.*

I am a real nature lover and always excited about animal documentaries on TV. Besides, I am always interested in meeting other people, especially from other countries. What is more, English is my favourite subject at school, so I really want to improve my speaking skills. And I love Scotland: I went to Edinburgh two years ago.

- b) *Describe your previous work experience in the field of environmentalist charities and how you would like to contribute to the organisation's work.*

I have been working for a local charity for two years that helps to keep our forest clean. We pick up rubbish and inform young kids from our village about the importance of having a clean environment. As I am a keen writer, I would like to contribute to the social networking sites.

#### Task 2:

*Using what you have learned in our previous lessons, write your CV and letter of application. Individual answer.*

### PART 2

#### Task 1:

*In order to prepare yourself for the job interview, you are going to watch a video clip. Watch the clip twice. While watching for the first time, write down useful questions and phrases that María and Mrs Thomson use (see the two boxes below). While watching the clip for a second time, check the notes you have already made and add more if possible. Follow the link here: [https://www.youtube.com/watch?v=dMkp40\\_DrOE](https://www.youtube.com/watch?v=dMkp40_DrOE)*

These are my answers for part 2, task 1:

#### Useful phrases that María said:

- What information do I need about the job?
- Is it a full-time or a part-time position?
- Can I make an appointment for an interview?
- Good morning, I'm calling about ...
- May I please speak with ...?
- I am fluent in ... and pretty good at organising things.
- Could you please tell me what the job would entail?
- I see, that sounds like an exciting challenge for me.
- Could you give me your email-address, please?
- I'll also attach copies of my qualifications and references from former employers.
- I'll send you my CV and other qualifications within the hour.
- Thank you very much for your time. Bye!

#### Useful phrases that Mrs Thomson said:

- XY, speaking. How can I help you?
- Would you mind if I ask you some questions first?
- What is your educational background?
- What work experience do you have?
- The job would involve ...
- Could you please email me your resumé and references?

## Peer feedback: Give feedback to your classmates I

I Content expert: Give feedback to the future employee!

- ✓ Reasons why the animal rights group should choose you
- ✓ Ideas on how you could contribute to the work of the animal rights group

II Performance expert: Give feedback to the future employee!

- ✓ Eye contact
- ✓ Fluency
- ✓ Rules for having a polite conversation
- ✓ Role was fulfilled

III Language expert: Give feedback to the future employee!

- ✓ Thematic vocabulary
- ✓ Ways of expressing your opinion
- ✓ Linking words
- ✓ Adjectives / adverbs

## Peer feedback: Give feedback to your classmates II

I Content expert: Give feedback to the employer!

- ✓ Effective questions
- ✓ Expected skills a future candidate should have

II Performance expert: Give feedback to the employer!

- ✓ Eye contact
- ✓ Fluency
- ✓ Rules for having a polite conversation
- ✓ Role was fulfilled

III Language expert: Give feedback to the future employer!

- ✓ Thematic vocabulary
- ✓ Ways of expressing your opinion
- ✓ Linking words
- ✓ Adjectives / adverbs