

Teachers' Notes on Module: Career Planning**Objectives:**

The aim of this module is to encourage students to think about their career plans, to prepare CV's and letters of application and become familiar with the language and vocabulary of job advertisements.

Suggested order of worksheets:**1. Jobs and Careers:**

To look at different types of careers and job sectors to familiarise students with language and vocabulary

2. Job Sectors and Career choices:

To examine job sectors and careers to help students to narrow down their options

3. Career Planning:

To raise awareness of the language skills needed for job sourcing. To do a case study based on a student's experience and qualifications.

4. Sample CV's 1 and 2:

To prepare class for writing or updating their own CV's, students study two sample CV's

5. Curriculum Vitae:

Preparation and writing CV's

6. Cover Letter:

Cover letter writing practice

7 Applying for a job:

Students look at a list of positions and give a description of the work that the person will be expected to do. They then choose one of the positions and apply for that job

8 Sample Job Advertisements:

Students study three job ads in detail, looking at all the information on each ad and paying special attention to employer requirements.

9 Some Career Obstacles:

To raise awareness of the difficulties associated with some professions where Irish qualifications are needed to be appointed to a position and to examine the options available to people in this situation.

Language and Vocabulary

- Vocabulary and language for jobs and careers
- Vocabulary and language used in job advertisements
- Vocabulary and language used in formal letters and CV's