



University
of Glasgow



CV Writing in the Language Classroom

Dr Eamon McCarthy



CV writing in the language classroom

Students develop CV writing skills in the languages they are learning.

Context

School of Modern Languages and Cultures

Level 2

Subjects: French, German, Italian, Portuguese, Russian, Spanish

Contributor

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Key features

Small groups of students (< 25)

Focus on raising general awareness.

A mix of in-class and out-of-class activities, in form of a lecture follow by a seminar.

Paper material and slides with projector.

No technology used but parts of the activity could be delivered online.

Since the activity is assessed, it is fully integrated into the curriculum and aligned with ILOs, L&T activities and assessments. This has impact on syllabus redesign and requires PIP to be revised.

Considerable impact on staff's workload, since the activity involves students writing and submitting CVs and cover letters as part of their assessment for the course.

Activity description



Rationale

Writing cover letters & CVs helps prepare level 2 students for going abroad. It can also be used as a way of teaching writing in a formal register and writing for a specific purpose.

Implementation

Stage 1: Lecture from careers on CVs in English.

Stage 2: Look at examples of CVs in target language in class.

Stage 3: Class on formal writing (e.g. writing cover letters).

Stage 4: Look at jobs ads in target language in class and discuss the skills required for each job.

Stage 5: Students apply for a job by writing a CV and cover letter, which will be assessed.

Reactions

Staff are very positive about the activity. Students are very supportive of the idea but we will only roll out the activity in 2018-19.

Analysis and evaluation

Since the activity is new, the evaluation is going to be done through course feedback at the end of 2018-19.



This resource is part of the 'Graduate Attributes – Roadmap for Staff' resource:

<https://www.gla.ac.uk/myglasgow/leads/goodpractice/graduateattributes>

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