

## A Strengths and weaknesses

### A1 Is this the right job for me?

- 1a Sue Jones ist Karriereberaterin (*career counsellor*) und hat einen neuen Blogbeitrag geschrieben. Lesen Sie den Eintrag von Sue und unterstreichen Sie den Titel, der am besten zu ihrer Hauptaussage passt.

THE EXTROVERT GETS THE JOB!

Is your personality working for you?

Know yourself, find your job!

'What are your strengths and weaknesses?' is a question you will often hear during job interviews. But did you know that when you answer it, you are actually telling the interviewer about your personality? That's because personality plays a huge role in what your 'upsides' and 'downsides' are – and in finding which job or work environment is your ideal match. Remember: Your 'dream job' must be based in *your* reality! For example, are you an extroverted person who is positive, optimistic and well-organised? Then you might do well in a high-stress nursing career and not burn out. However, if you are less optimistic and not talented at organisation, a career as a critical care nurse could make you very unhappy – or even ill. In general, people who work well with others but don't have talent for organisation can be wonderful team members in, for example, the green energy sector. But talented organisers who are shy and introverted ought not to dream of leading a controversial project. Selfless, generous and extroverted personalities often excel in health care or education. Creative, dependable people who enjoy working alone might be good at a high-tech career. If you aren't sure what kind of person you are, my advice is: You should take a personality test! (You could also consider making an appointment with me or one of our other career counsellors. 😊)







As research shows: The stress level you experience at work depends greatly on your personality. Furthermore, the happiest employed people have jobs that match their personalities. They also earn more money! That means knowing yourself before you choose your career can pay off in more ways than one!

**1b** Lesen Sie Sues Blogbeitrag auf Seite 7 noch einmal und kreuzen Sie an: Sind die Aussagen wahr (*true*), falsch (*false*) oder nicht im Text enthalten (*not*)?

	true	false	not
1. Some people who work well with others are not good at organising.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Your 'dream job' is always the ideal job for you.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. You must take a personality test if you want a high-paying job.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Introverted people with great ideas could be good programmers.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. A high-stress career always leads to burnout.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. A person with a job that fits their personality can earn more money.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**1c** Ein paar Leserinnen und Leser haben den Artikel kommentiert. Zu wem passen die Aussagen 1–5? Notieren Sie die passenden Namen.

 <b>Theo</b>	I've just read this post and I think it's interesting. But to be honest, I'm not sure that personality is so important. It's only one aspect and the world of work is a lot more complex! I'm quite shy, but I'm still good at my job as a sales-team manager. (At least, that's what my boss tells me. 😊) In my (humble) opinion, this post is too one-sided and should include other views. And IMO: Personality tests are a waste of time!
 <b>Mandy</b>	I disagree with this post. I don't buy that personality has much to do with stress at work. I believe other things are more important. Incompetent co-workers or an impossible boss = stress at work. Your personality can't help much with 'problem' people. But IMHO @Theo, personality tests are fun! You should try taking one!
 <b>Ari</b>	@Mandy: You and @Theo make some good points, but IMHO you shouldn't downplay the role of personality. I completely agree with the post. My job's a nightmare (and badly paid!) And now I know why! I took the advice, and did a pers. test online. Fascinating!
 <b>Ella</b>	@Mandy, are you saying the post is worthless? Personally, I couldn't agree with it more! I think you should try reading it again. A patient and confident person can deal with 'problem' colleagues better. @Theo, I don't want to be too personal, but do you earn as much money as your more extroverted colleagues? It's a good point to consider! And @Ari? You ought to look for a new job!

1. Who thinks that the author of the blog post is correct? \_\_\_\_\_
2. Who thinks that real life is not so simple? \_\_\_\_\_
3. Who did the post motivate to take an action? \_\_\_\_\_
4. Whose opinion about the post seems most positive? \_\_\_\_\_
5. Who argues most strongly against the post? \_\_\_\_\_

**1d Sehen Sie sich die Kommentare in 1c noch einmal an. Notieren Sie die Ausdrücke, die Theo, Mandy, Ari und Ella verwenden.**

1. To clearly show they have an opposite opinion to someone else's:

*I disagree,*

2. To make a suggestion:

3. To show they can find some agreement, respect other people's opinions:

4. To begin sharing their own view about the topic:

**Agreeing / disagreeing politely**

Je mehr Worte Sie verwenden, um Ihren Standpunkt zu unterstreichen, umso höflicher wirkt es. Vergleichen Sie: *I (totally) disagree!* – *I see your point, but I'm (terribly) sorry/afraid I can't (quite) agree.*

**1e Die Sätze unten geben an, wie sehr jemand für oder gegen eine Sache ist.**

**Vergeben Sie Punkte auf einer Skala von 1–5: 1 = starke Ablehnung, 5 = starke Zustimmung. Unterstreichen Sie die Wörter, die Ihnen dabei geholfen haben.**



- |                                                                  |                                                                       |
|------------------------------------------------------------------|-----------------------------------------------------------------------|
| 1. I would definitely do it! <input checked="" type="checkbox"/> | 5. I'm really not sure. <input type="checkbox"/>                      |
| 2. I absolutely don't buy that. <input type="checkbox"/>         | 6. That idea is worthless. <input type="checkbox"/>                   |
| 3. Great idea, but you could ... <input type="checkbox"/>        | 7. That's out of the question for me. <input type="checkbox"/>        |
| 4. I do agree up to a point, just ... <input type="checkbox"/>   | 8. I'm afraid I mostly disagree, however ... <input type="checkbox"/> |

**1f Spielt die Persönlichkeit eine wichtige Rolle im Hinblick auf beruflichen Erfolg und Zufriedenheit – oder nicht? Notieren Sie kurz Ihre Meinung.**

*I* \_\_\_\_\_ *with Sue's post. My opinion is that*

**1g** Ari hat Sues Blogbeitrag an seine Freundin Vicky weitergeleitet. Bei einem Kaffee plaudern sie darüber. Unterstreichen Sie die richtigen Wörter, um das Gespräch zu vervollständigen. (Die Infobox unten kann Ihnen helfen.)



- Ari, I really enjoyed to read reading that blog post. I'm glad you agreed to take taking the counsellor's advice and tried to take taking the personality test.
- ▲ Yeah, Vicky, me too! Now I know that I'm a caring person who tries to protect protecting the environment. I also think I'd rather prefer working in a small team.
- It sounds like you say are saying that you ought to change changing jobs! That's also my opinion. Do you have a plan?
- ▲ Well, not really. I'd rather think thinking about it more first. I'm not the best at make making fast decisions! But I am considering to look looking at advertisements for green jobs first. What do you think?

#### Gerund or infinitive?

Folgende Hinweise helfen Ihnen zu erkennen, ob auf ein Verb das Gerund (die -ing-Form) oder der Infinitiv folgt:

- Auf Verben, die Vorlieben oder Abneigungen ausdrücken, folgt die -ing-Form: *like, love, enjoy, hate doing sth*
- Weitere Verben mit Gerund: *consider, think about, look forward to, (don't) mind, can('t) imagine, suggest doing sth*
- Hier sind beide Formen möglich: *prefer doing sth = prefer to do sth*
- Nur mit Infinitiv: *agree to do sth*
- Und hier ändert sich die Bedeutung (!): *try doing sth = do this and it could help you*  
*try to do sth = see if it is (even) possible to do it*

**1h** Sue macht sich Notizen, um den Personen aus 1c Ratschläge zu schreiben. Formulieren Sie die Ratschläge anhand ihrer Notizen und ergänzen Sie die richtigen Namen aus 1c.

*has good point regarding one-sidedness;  
agree with other commentor re. pers.  
test – IMHO ought to try one!*

*glad took the advice re. test!  
consider a career change!  
suggest using test results to help!*

1. Hello \_\_\_\_\_, You \_\_\_\_\_ about my post being  
\_\_\_\_\_. But I agree with @ \_\_\_\_\_ ! In  
\_\_\_\_\_, you \_\_\_\_\_  
a personality test! They really are NOT a waste \_\_\_\_\_ !

2. Hi \_\_\_\_\_, I'm really \_\_\_\_\_ that \_\_\_\_\_  
 \_\_\_\_\_ about the test. But like @ \_\_\_\_\_!  
 said, you really should consider \_\_\_\_\_!  
 Tip: Try \_\_\_\_\_ to help you!

## A2 That's 'my' job!

**2a** Im Internet hat Ari eine interessante Stellenanzeige gefunden. Lesen Sie die Anzeige und finden Sie die Wörter oder Ausdrücke, die zu den Definitionen 1.–8. passen.


Let's Get Green is a young, innovative and global consulting agency.  
 We enjoy working around the world to protect the environment!  
 For our Berlin office, we are looking for an:

**OFFICE MANAGER / ASSISTANT TEAM LEADER**

Our ideal candidate brings the following qualities with them:

- prior experience in entry-level management (min. 2 years)
- excellent IT skills and highly organised
- able to communicate fluently in German and English (3rd language a plus!)
- a talent for motivating others in a small team, excels at trying to find creative solutions
- knowledge of climate change / environmental problems. Curious to learn more!
- willingness to travel and work some weekends and occasional late nights
- enjoys working in a small, international team with big goals!

We offer: great benefits – a four-day work week and flexible start time – a performance-based salary (with bonuses) and a dedicated team that is passionate about protecting the environment and excels at finding sustainable solutions!



- |                                                            |                             |
|------------------------------------------------------------|-----------------------------|
| 1. has done this before / has practical knowledge          | <u>has prior experience</u> |
| 2. show excellence at doing something                      | _____                       |
| 3. quality of being ready / OK with something              | _____                       |
| 4. plus points other than money                            | _____                       |
| 5. works well and lasts long                               | _____                       |
| 6. be naturally good/gifted at something                   | _____                       |
| 7. interested in finding out / discovering                 | _____                       |
| 8. describes jobs for beginners / getting first experience | _____                       |

- 2b** Ari will sich auf die angebotene Stelle bewerben und stellt eine Liste seiner Stärken und Schwächen auf. Welche könnten ihm bei der Bewerbung nützlich sein, welche seine Chancen vielleicht mindern? Notieren Sie + (für mögliche Vorteile), – (für mögliche Nachteile).



- |                                                                        |                                                                          |
|------------------------------------------------------------------------|--------------------------------------------------------------------------|
| 1. <i>+ experienced manager (4.5 yrs.!) ☹️</i>                         | 7. <i>___ native DE, fluent English, bilingual French! (Thanks Dad!)</i> |
| 2. <i>___ not that fond of travelling ☹️</i>                           | 8. <i>___ no team leading experience</i>                                 |
| 3. <i>___ weekend/night work no problem</i>                            | 9. <i>___ need a guaranteed monthly salary</i>                           |
| 4. <i>___ could be better at organising</i>                            | 10. <i>___ super with IT</i>                                             |
| 5. <i>___ enjoy working in smaller teams</i>                           |                                                                          |
| 6. <i>___ passionate about green living and sustainable solutions!</i> |                                                                          |

- 2c** Als nächstes schreibt Ari eine E-Mail an Sue Jones, um einen Beratungstermin zu vereinbaren. Sue antwortet. Lesen Sie die E-Mail-Korrespondenz und beantworten Sie die Fragen auf Seite 13.



Dear Sue Jones,

I took your advice about making a career change and I am going to apply for a new job! I believe I'm well-qualified for it, but I'm a little anxious. I am not the best organiser, and I'm not sure if I am able to be a good team leader. Could I make an appointment for a counselling session with you to help me with my application? When could you meet – and what does a session cost? I'm attaching the ad for the job and a list of my job-related strengths and weaknesses (my personality 😊).

Looking forward to hearing from you,

Ari Desoutier



Hi Ari Desoutier,

Thanks so much for writing. Please contact my assistant, Ben Thompkins, to make an appointment. (A session is 45 minutes and costs 75 £.) Before we meet, please send me your CV and a draft cover letter. Two tips: Try making a list that describes your personality in general. Try to think positively and imagine yourself getting this job!

I am looking forward to helping you.

Sue Jones

1. What practical things does Ari want to know? *Ari wants to know*

\_\_\_\_\_

2. What two things worry Ari? *Ari is worried that*

\_\_\_\_\_

\_\_\_\_\_

3. What advice does Sue give Ari? *Sue advises Ari to*

\_\_\_\_\_

\_\_\_\_\_

4. What does Sue ask Ari to do? *Sue asks Ari*

\_\_\_\_\_

\_\_\_\_\_

5. What advice do you have for Ari? *I think Ari ought to*

\_\_\_\_\_

\_\_\_\_\_

**2d Sue sieht sich Aris Liste seiner Persönlichkeitsmerkmale an. Ordnen Sie die Adjektive aus der Liste den Definitionen 1.–8. zu.**

anxious • experienced • industrious • passionate •  
pro-active • sensible • sensitive • shy



1. very enthusiastic

\_\_\_\_\_

2. done sth before (a lot)

\_\_\_\_\_

3. take the initiative

\_\_\_\_\_

4. not lazy / hard-working

\_\_\_\_\_

5. not extroverted

\_\_\_\_\_

6. practical, realistic

\_\_\_\_\_

7. worried, concerned

\_\_\_\_\_

8. easily hurt / empathetic

\_\_\_\_\_

- 2e** Jetzt liest Sue Aris Entwurf für das Anschreiben seiner Bewerbung. Lesen Sie den ersten Teil seines Entwurfs und vervollständigen ihn mit dem Gegenteil der Adjektive in Klammern.

Dear *Let's Get Green* Team,

I was very (bored) interested to learn about your job opening for an Office Manager and Assistant Team Leader. I believe that I am (unqualified) w -q for this (horrible) f position. I can be a little (outgoing) s, but this means I am a (careless) c listener. I'm also (not care at all) p about finding (one-way) s solutions to ...

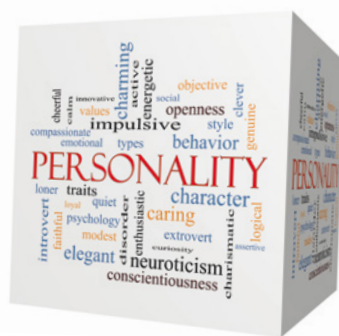
- 2f** Jetzt Sie! Sie wollen sich auf die Stelle von Seite 11 bewerben. Vervollständigen Sie zunächst die folgende kurze Beschreibung Ihrer Stärken, Schwächen und Persönlichkeitsmerkmale, die für die Stelle relevant sein könnten. Verwenden Sie dafür Ausdrücke aus Kapitel A2.

I'm interested in this job because (I like / want to /

am good at, etc.)

I think I'm well-qualified for this job because

Some of my downsides/weaknesses are that I (don't like / excel at / am not good at, etc.)





### A3 Dear colleagues, ...

**3a** Ari hat die Stelle bei *Let's Get Green* erhalten. Einen Monat später schreibt er ein Memo an seine Kolleginnen und Kollegen mit einer Idee für eine neue Initiative. Sein Text ist durcheinandergeraten – sortieren Sie die Teile.

a. ☐

Thursdays a 'vegan day' too? So, for example, we could use only plant-based milk in our coffee (that we ought to drink less of 😊), and of course, no ham and cheese sandwiches for lunch, or steaks for dinner! We might also think about what we wear to work



b. ☐

What I mean by Green Thursdays is: We take this day of the week to be an even better example of what *Let's Get Green* really means! As you all know, our purpose is to help and encourage people to try to do whatever they can to protect our environment. I know everyone here is passionate about doing that.

c. ☐

your thoughts and ideas. Perhaps we can chat about it on our office intranet and have a brainstorming session about this next week. Thanks so much and I am really looking forward to your feedback! Regards and thanks for your time, Ari

d. ☐



But I think yes, we can all do more (myself included!) For example, on Thursdays, we could all commit to using public transportation or walking/cycling to work. (Even when it rains or snows or is really hot!) And what about making



e. ☒

Dear *Let's Get Green* Colleagues, Thanks so much everyone for making me feel so welcome here. Today, I'm writing to share with you an idea I've been thinking about. Don't get anxious! It is just something we could try doing and see how it works. The idea in a nutshell is: We begin having Green Thursdays in our office.

f. ☐

(and in our free time) on Thursdays. We could try only wearing clothes made of natural materials that are long-lasting (or even second hand?) I think this idea has a lot of potential. I'm also very curious about learning your opinions. So please share





**3b** Die Teammitglieder von *Let's Get Green* diskutieren Aris Ideen im Firmenchat. Wer ist dafür, sie auszuprobieren, wer dagegen? Kreuzen Sie  oder  an.



If we all get sick from walking/cycling in the rain/cold, who will do the work? 1.  

If we do this, it will be a great marketing strategy/example! 2.  



In general, it's not a bad idea. But do we HAVE to go vegan? I mean, isn't vegetarian (with organic milk allowed) enough for a start? 3.  


I like the idea! But if we go with it, let's talk about the amount of paper we still use, e.g. contracts, brochures, etc. 4.  

Yes! (And we might see if other businesses in the building/area want to try this too!) 5.  

We need more creative ideas like this! 6.  

I really think this goes too far. If people want to do it, fine – but it shouldn't be a formal 'must' for everybody. 7.  

What will we do to control it? Do we have to 'report' people who don't do it? 8.  

We are always telling other people how to live greener, so this is a chance to show them what we mean. 9.  

In theory, yes, but in practice? 10.  

I think it is definitely worth trying – we can work out the problems later. 11.  

**3c** Für eine Brainstorming-Sitzung zu den *Green Thursdays* hat Ari Notizen vorbereitet, aus denen er eine Präsentation erstellen möchte. Verwenden Sie Aris Notizen, um einen Text für seine Präsentation zu schreiben.

- Thank everyone for coming / their intranet comments
- Sum up feedback so far → mostly positive!  
Point out some positives → involve other businesses, marketing potential, good example!
- Also (quickly!) mention some negatives like:  
cycle/walk in bad weather, make people do it?  
OR you take part if you want to? → not as effective, but more diplomatic/fairer?
- Then move on to brainstorming → Like/dislike idea in general? Other green suggestions? How/when to do it (if yes)? Alternatives to *Green Thursdays*?



*Good afternoon, everyone! First, thanks*

---

*and*

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*Now, let me sum up*

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*Of course, not all your feedback was positive, for example*

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*I'm really interested now in your thoughts! So, do you*

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