

# INTRODUCTION: Course Instructions

## 1. METHODOLOGY

This course is addressed to everybody who wants to succeed in finding a job around the world. It will last 4 weeks and it will be divided in 4 modules of 4 mixed sessions each one. In it, we will deal with the key strategies to go through a successful job interview, to achieve a neat and accurate English CV, and to learn the tips for an effective job application letter.

Along the course, there will be a series of activities related to the topic which you will have to fulfil successfully. The course also counts with a public general forum available to all the students enrolled where you can address all your doubts and questions. Each unit or module counts with a topic-centred forum, where specific questions about the ongoing module can be addressed. The course teachers will monitor the students' progress along the units.

## 2. ASSESSMENT

A positive assessment will be given to those participants enrolled in the course having completed all the activities in each unit. Participants will be able to self-correct and self-assess most of the activities. Some activities will be peer-reviewed by other course participants; you just have to follow the instructions in each unit.

## 3. CERTIFICATE

At the end of the course, a certificate is available for those participants having completed the course activities. The certificate will include the amount of hours (16h) and the work load done.

## **GENERAL RECOMMENDATIONS**

Basic English A2 level is recommended