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Stage Two
The importance of having a good CV
Well, in my opinion, you can never underestimate the importance of having a good CV. In the majority of cases, your CV is the employer's first impression of you, your first chance to impress your potential employer, let's say. It is the essential illustration of your suitability for the job, showing how your skills and experience match your employer's requirements. But more than that, it shows your ability to summarize, prioritize and present information effectively, essential skills in today's job market. It also shows your linguistic and communicative abilities. Even though employers these days use a variety of selection techniques, such as analyzing your handwriting, a good CV is still the single most important part of any application.

Stage Three
Time Management
Your company has found that ineffective time management is one of the major problem areas throughout the workforce. You have been asked to put forward some suggestions for improving the situation. Discuss, and decide together: why poor time management can become a major problem in companies what procedures could be adopted to ensure that time is managed effectively.
Zhang: Hi, Ms Wang, you know, our company is sort of out of control these days. Don't you think so?
Wang: Yeah. Everything seems to be in disorder here in our company. And that obviously has a lot to do with poor time

management. Zhang: You mean poor time management has caused all these problems. Why? Wang: When time is not well planned within a company, they usually do not allocate blocks of time to specified tasks. They do not have a definite idea of when they should complete a certain task. And ... 100Test 下载频道开通，各类考试题目直接下载。详细请访问 www.100test.com