

## UNIT 2: STUDY SKILLS

### Using your dictionary

1 Look at the words in the table and the answers. Use your dictionary to find out:

- if the word is a verb or noun
- the number of syllables in the word AND which syllable is stressed

	Verb or noun	No. of syllables and word stress
1 conference	<i>noun</i>	<i>three syllables / 1<sup>st</sup> syllable</i>
2 qualification		
3 secretary		
4 create		
5 prepare		
6 navigate		
7 laptop		
8 application		

### Writing a CV

2 Read Carmen's notes about herself. Then use this information to complete her CV below. Remember to use capital letters when necessary.

*spanish 10/10/1980 45, debden road, cambridge, cb4 8ed bristol university – modern languages – second-class degree 2002-present: translator, bristol university press travel: south america and australia*

Curriculum Vitae – Carmen Romoly	
Nationality:	..... <sup>1</sup>
Date of birth:	..... <sup>2</sup>
Address:	..... <sup>3</sup>
Telephone:	(home) 01223 456654 (mobile) 0897 456321
Email:	<a href="mailto:Carmenromoly1@hotmail.com">Carmenromoly1@hotmail.com</a>
Education	
1998-2002	..... <sup>4</sup>
	..... <sup>5</sup>
	..... <sup>6</sup>
Employment	
	..... <sup>7</sup>
Interests	
	..... <sup>8</sup>