



**TECHNISCHE
UNIVERSITÄT
DRESDEN**



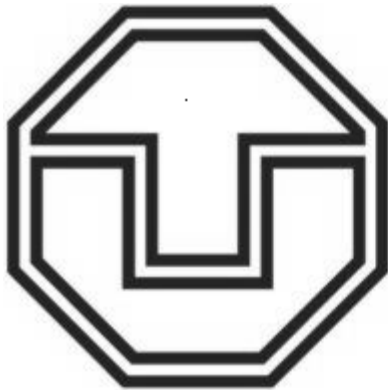
Co-funded by the
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Faculty of Business Administration and Management

Matching Language Competences to the Requirements of the Vocational Education Labour Market

**INTERRUPT AS YOU WISH
WITH QUESTIONS OR
COMMENTS!**





**TECHNISCHE
UNIVERSITÄT
DRESDEN**





State of Saxony and
Technical University of Dresden (TUD)
Library Central Reading Room

Brief History

- ◆ The Technische Universität Dresden was founded in 1828.
 - ◆ It is among the oldest technical-academic educational establishments in Germany.
 - ◆ The TU Dresden has about 45,000 students, over 4,200 permanent employees and 419 professors.
 - ◆ It is the largest university in Saxony today.
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- A stylized, layered mountain range graphic in shades of teal and blue, located in the bottom right corner of the slide.


◆ TU Dresden

- always committed to Science and Engineering.
 - now a multi-discipline university (14 faculties including medicine, forestry, philosophy).
 - few universities in Germany which are able to match this broad scientific spectrum.
 - since June 2012 one of Germany's elite universities of excellence
- 
- A stylized, dark teal mountain range graphic is located in the bottom right corner of the slide, partially overlapping the text of the last bullet point. The mountains are depicted with sharp, jagged peaks and are rendered in a monochromatic teal color that matches the background.

- ◆ TU Dresden participates fully in the European Credit Transfer System (ECTS).
 - ◆ TU Dresden has introduced this system in all faculties and, thus, is one of the forerunners among German universities in introducing the three cycle BA/MA/PhD.
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- A stylized, dark teal mountain range graphic is located in the bottom right corner of the slide, extending from the right edge towards the center.


Hörsaalzentrum / Main Lecture Hall



- ◆ In the 1990s TU Dresden was restructured and since then consistently turned toward competitiveness.
 - ◆ This includes a business-oriented way of thinking and action and expanding of existing partnerships of science with industry and economy.
 - ◆ Leading companies have acknowledged the university's commitment to practice-oriented teaching and research by funding eleven endowed chairs.
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- A stylized, layered mountain range graphic in shades of teal and blue, located at the bottom right of the slide.

TU Dresden – Computer Science Building



- ◆ Students also benefit from a practice-oriented and interdisciplinary co-operation. The principle of incorporating students and graduates into current research tasks has proved very successful.
 - ◆ Close contact between companies, professors and students forms the basis for co-operation.
 - ◆ Many important industries have settled in Dresden in recent years due to the reputation and cooperation with TU Dresden (Siemens, ABB, BMW).
- 
- A stylized, dark teal silhouette of a mountain range is positioned in the bottom right corner of the slide, partially overlapping the text area.

TU Dresden – Business Faculty Building



T.E.N.O.R.

``Teaching of English for No Obvious Reason`` – Michael Peter, HRM, Deutsche Bank.

From TENOR at TUD to:

**Language Competences which focus
on soft skills**

LANGUAGE TUITION CHANGES

**NEEDED TO CHANGE DUE TO
OUTWARD MOBILITY,
NEEDS OF GLOBAL
INDUSTRY AND
UNDERSTANDING IN A
MULTICULTURAL EUROPE
FOCUS ON CONTENT BASED**

LSP AND SOFT SKILLS



ECTS SOFT SKILLS MODULES SUCH AS:

- **ORAL COMMUNICATION IN BUSINESS**
- **INTERCULTURAL COMMUNICATION**
- **INTERNATIONAL NEGOTIATIONS**
- **CAREER START**
- **MANAGERIAL, ACADEMIC &
PROFESSIONAL WRITING**

ENOUGH TUD ADVERTISING!

- ◆ Let's focus on Career Start
- ◆ - Getting the job, internship or study place in a foreign university

Presentation Sources Use English as Corporate Language

- **Siemens**
- **Mercedes**
- **Hong Kong Shanghai Banking Corp.**
- **Volkswagen**
- **Bayer**
- **Deutsche Bank, Germany**

Changes in Labour Market

- **Multi-cycle System – BA, MA – EU statistics vague, low info on their acceptability**
- **Focus on “soft skills” abilities in languages**
- **Globalisation of education and labour markets: mobility of students & labour**

Changes in Labour Market

- Vertical ideology (world class orientation vs pedestrian) but also better focus on needs of a diverse HE system
- Egalitarian/Classical vs Neo-liberal Assumptions - skills which lead to competitive advantage for future employers?

Changes in Labour Market

- **Consequences of HE expansion for graduate employment – EU goal of 75%. What about VET?**
- **Ambivalence of Career Centres in HE**
- **Changing values (hunt for maximum salary, work-life balance, end of lifelong employment).**

Question

If you were a car what type of car would you be?

KEY HRM FUNCTIONS

Recruitment

Compensation

**Training
& Development**

**Industrial
Relations**

Anglo-Saxon Influence in HRM

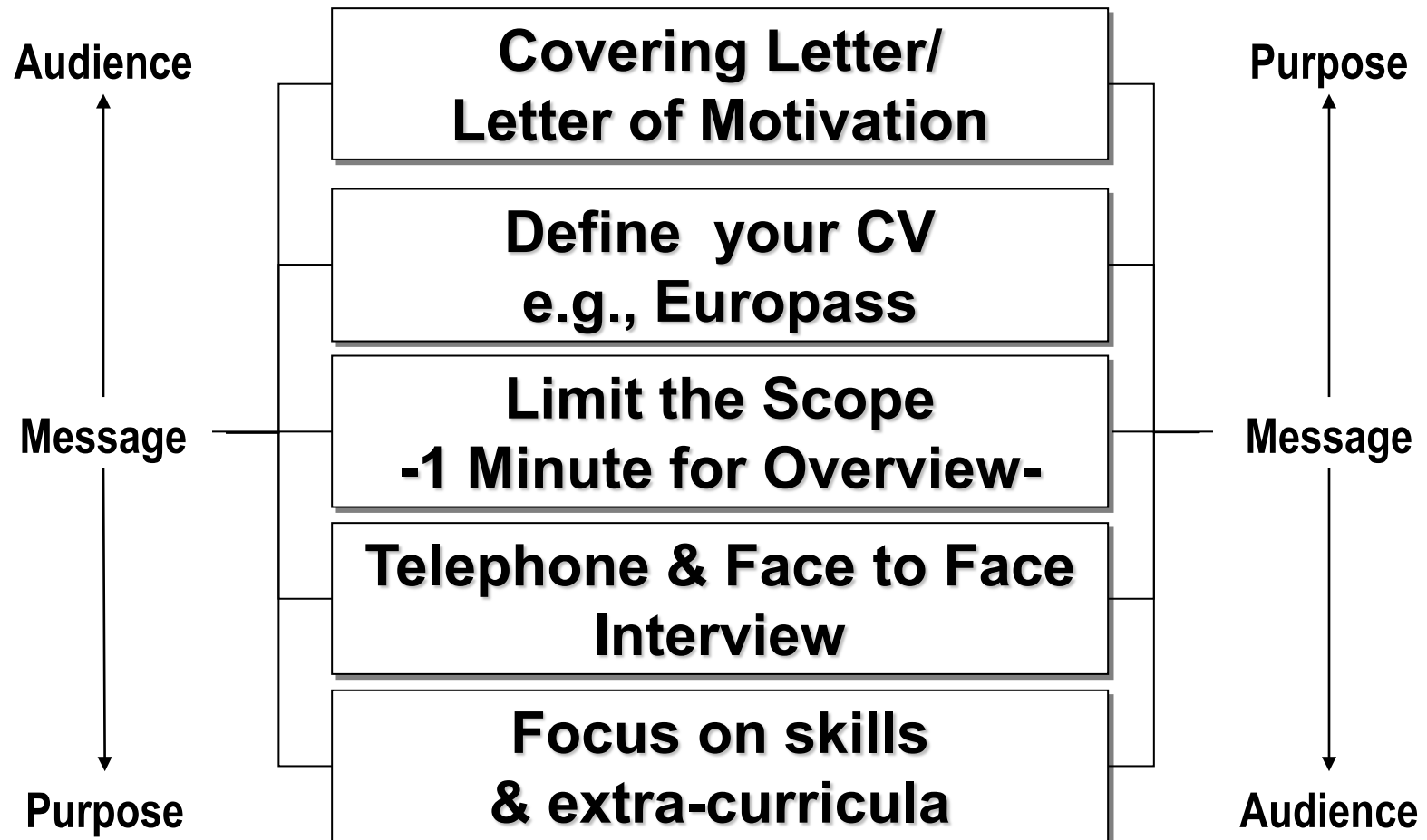
Lingua Franca

Academic Literature

MNEs

Culture

Organizing the Message



Covering Letter/Letter of Motivation

To introduce you to the recruiter, offer you the opportunity to stand out from the other candidates

Define your CV

High achiever (exam results, part-time work, creativity)

Good CV's, stand out because they establish links between it and the job advertised.

Transferrable Skills?

**Teamwork,
goal-orientation, intercultural skills
ability to reach deadlines,
adapt/facilitate change, etc.**

But Be Able to PROVE your skills beforehand

Candidate - I'm a good team worker. I've completed X number of projects all within deadline"

**Focus on
extra curricular activities but also try
to emphasize your
character/personality**

**Team sport/Club
participation
&/or responsibility
Internship(s)**

A Word on Qualifications

- **We understand the BA/MA/PhD system.**
- **Transcripts Course Descriptions.**

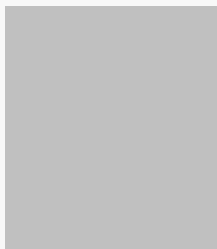
A standard European Union & World CV?

www.europass.eu

Joseph/ Josephine Bloggs

PERSONAL INFORMATION

PHOTOGRAPH



📍 Replace with house number, street name, city,
postcode, country

☎ Replace with telephone number 📞

✉ Rep

📱 Replace with mobile number

💬 State e-mail address

State personal website(s)

[Replace with type of IM service](#) Replace with
messaging account(s)

[Sex](#) Enter sex | [Date of birth](#) dd/mm/yyyy |

[Nationality](#) Enter nationality/-ies

JOBAPPLIED FOR POSITION PREFERRED JOB STUDIES APPLIED FOR

Replace with preferred job / job applied for
/ studies applied for / position (delete non
relevant headings in left column)

WORK EXPERIENCE

[Add separate entries for each experience. Start from the most recent.]

Replace with dates (from - to) Replace with occupation or position held

Replace with employer's name and locality (if relevant, full address and website)

▪ Replace with main activities and responsibilities
Business or sector Replace with type of business or sector

EDUCATION AND TRAINING

[Add separate entries for each course. Start from the most recent.]

Replace with dates (from - to) Replace with qualification awarded Replace with European

Qualification
on
Framework
k (or other)
level if
relevant

Replace with education or training organisation's name and locality (if relevant, country)

▪ Replace with a list of principal subjects covered or skills acquired

PERSONAL SKILLS

Mother tongue(s) Replace with mother tongue(s)

Other language(s)	UNDERSTANDING		SPEAKING		WRITING
	Listening	Reading	Spoken interaction	Spoken production	
Replace with language	Enter level	Enter level	Enter level	Enter level	Enter level

Replace with name of language certificate. Enter level if known.

Replace with language	Enter level	Enter level	Enter level	Enter level	Enter level
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Replace with name of language certificate. Enter level if known.

Levels: A1/2: Basic user - B1/2: Independent user - C1/2 Proficient user
Common European Framework of Reference for Languages

Communication skills Replace with your communication skills. Specify in what context they were acquired. Example:

- good communication skills gained through my experience as sales manager

Organisational / managerial skills Replace with your organisational / managerial skills. Specify in what context they were acquired. Example:

- leadership (currently responsible for a team of 10 people)

Cover Letter: Definition, Types and Structure

A cover/ covering letter is a short introduction letter accompanying your CV.

The purpose of a cover letter is to draw the hirer's attention to the most relevant aspects of your experience,.....

and persuade the hirer to read your CV
or application form

Cover Letter Structure

Paragraph 1 – The Introduction

- Clearly state who you are and why you are writing.
- State the position you are applying for and how you learned about it.
- Mention (briefly) why you are interested in this position.

Paragraph 2 – the Body

- Explain the skills and experiences you have, that will make you the best for the position.
- Explain how your academic background and your professional experience make you a well-qualified candidate. If you have some practical work experience, point out your specific achievements and unique qualifications.
- If you do not have directly related experience, think about the skills you have gained throughout your professional life and how those could relate to the duties of the position you are applying for. Your goal should be to make the potential employer want to learn more, which will lead him/her to your CV.

Paragraph 3 – the Body

- Demonstrate that you have done some research about this organisation.
- Search the company's website, look in industry periodicals and talk to any contact that might give you inside information. Show that you have taken some time to think about this position and put some effort into this letter.

Paragraph 4 – the Conclusion

- Restate your interest and enthusiasm
- Summarize what YOU can do for THEM and how the company will benefit from hiring you.
- Indicate your desire for a personal interview to further discuss this opportunity and make sure that you include your telephone number and any special instructions to reach you.
- Write that you will follow up with a telephone call on a specific date at a specific time and then make sure that you do so!
- Mention the enclosed CV
- Finish by thanking them for their attention and express a desire to meet them sometime in the near future.

COVER LETTER: Dos

Customise your Cover Letter to the position you are applying for. Take the time to tailor each letter to the company and potential employer to whom you're writing.

Use simple, clear sentences and avoid abbreviations. Choose every word carefully.

Refer to the job that you are interested in and how you heard about it.

Refer to how your skills, abilities and experience match the company's needs. Tell the employer how you can meet his/her needs and contribute to the company.

Proofread carefully. Errors and misspellings leave a poor impression on the employers.

Include a closing statement: Close the Cover Letter by indicating to your potential employer when you intent to follow up on your application.

COVER LETTER: Don'ts

Do not write to a company in general. It is better to write to a real person with a real title. Address your Cover Letter to the hiring manager, HR professional or recruiter.

Do not send out a letter addressed, “To Whom it may concern.” or “Dear Sir/ Madam”

Do not write unrelated career achievements. Customise each Cover Letter to the employer who will receive it. An employer is interested in what you can do for him/her.

Do not exaggerate on your experience. Remember that your cover letter should be truthful.

Do not forget to give the employer a way to contact you. Include your phone number, or email address or better, both.

Do not forget to enclose your CV.

The Interview

**Well presented, copy of all
application documents**

BTW interview inputs are personal not company opinions

**Inputs from interviewing university
candidates from Germany, Latvia,
Estonia, Poland, Finland, Sweden,
Norway, Denmark, France, Ireland and
Belgium**

Two Interview Assessment Criteria apart from HE Degree

- **LANGUAGE FIT**
- **MENTAL FIT**

Interview Body Language

**Arrive Early in
order to be
Relaxed**

**Be Aware of Your
Body Language**

**Smile & Give a
Firm Handshake**

**Maintain
Eye Contact**

Remain Upright

**Vary Your
Tone of Voice**

Interview



**Try to Avoid One Word,
One Sentence Answers**

**Try to Avoid
Negative Answers**

**Speak the language
of the business**

Types of Interview Questions

- **GENERAL ``Getting to know you Qs``**
 - **Tell me about yourself**
 - **What do you know about our company/university etc?**

Types of Interview Questions

- **GENERAL `` Getting to know you Qs``**
 - **What are your greatest strengths?**
 - **What is your greatest weakness?**
 - **What salary do you expect?**
 - **How do your friends describe you?**

Types of Interview Questions

- **BEHAVIOURAL – Try to find out your past behaviour as an indicator of future behaviour – focus on specific skills, knowledge, experience**
- **Tell me about a time when you had to deal with a stressful situation**

Types of Interview Questions

- **Give me an example of a time when you motivated someone**
- **Tell me about the most difficult class you've ever taken**
- **Explain a time when you coordinated a project/event**
- **Tell me about a personal conflict you had**

Types of Interview Questions

Case Example: a machine engineer

Questions with explanations- and sample answers

Generic basic question

"Why do you want to work for us?"

- What the interviewer is really asking: They want to find out what you know about the company, why you've chosen to apply to them, and how this job fits into your career expectations. Be sure to focus on the company, and not why you want to work in the industry in general.

- ***I've been interested in your company for several years, and am impressed by your work, especially your 2013 breakthrough in turbine efficiency. I am keen to work for an international firm that has the size to really in favour of clean, green power – an area that I believe is the future of energy in Vietnam.***

Sector knowledge question

"What are the big challenges for the wind sector in the coming years?"

- What the interviewer is really asking: They want to know if you understand the sector and have done your homework – ultimately, they want to hire someone who cares about the industry and understands future opportunities and risks.

- ***There are some important challenges on the horizon, most specifically, many governments are reducing subsidies for the wind sector, meaning revenue is lower than it once was.***

Specific role-related question

"Describe the process of laying a wind turbine on the ocean floor"

- What the interviewer is really asking: They want to see evidence that you have basic technical knowledge of the field. Show them that, if sent out to a work site tomorrow, you'd be able to cope with difficult tasks.

• You would describe the process of piling a wind turbine into the sea floor and installing the cables. Give technical detail, citing where relevant real experiences.

Problem-solving question

"Today`s task is to repair a broken wind turbine in an offshore location. What do you do?"

- What the interviewer is really asking: They want to see how you think when you discover a problem – what's your step-by-step process for resolving such a situation?

- ***I would quickly organise a meeting of my engineering team workers and together we carry out an assessment of the problem. I would consider time delay for repairs, and report to my manager.***

Personal attribute question

"How do you cope when given a tight deadline?"

- What the interviewer is really asking: They want to get a sense of the who you are and see how you react under stressful circumstances. They want to hear how you'll cope on both a practical and personal level.

- ***First I look at my workload and prioritise tasks. Then I would develop an action-plan, and what resources are needed to complete the work in time, and after that inform the manager about the situation.***

Experience question

"Tell us about a time when you discovered a critical fault in a product that required emergency action."

- What the interviewer is really asking: They want to learn how you react to problematic situations, and how you cope under pressure.

• In 2014, I was the sub-project assistant on a land installation in Vinh province. I discovered that three of the turbines had a critical technical fault. My first response was to follow the standard testing protocol the company had put in place. Once we discovered they still weren't working, I reported to the project manager with a report of the issue and presented possible solutions.

Concluding



**Restate your
Main Points**

**Be Positive about
Your Achievements**

YOU ask Questions

Question

So, If you were a car what type of car would you be?

One that demonstrates:

- High performance**
- Reliability**
- Efficiency etc**

References

- Doyle, A. (2019). Cover letter format. *The Balance Careers*:
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- <https://www.thoughtco.com/interview-composition-term-1691078#:~:text=Methods%20and%20Observations%201%20Choose%20as%20your%20subject,or%20vivid%20in%20their%20lives.%20Weitere%20Artikel...%20>

THANK YOU!

Questions?