

**What can I  
do with  
English?**

# Studying English will develop skills such as...

Oral and written communication

Leading and participating in discussions

Presenting ideas and information

Ability to convey opinions and arguments effectively

Creative thinking

Critical reasoning and analysis


Teamwork

Time management and organisation

Planning and research

Independent working



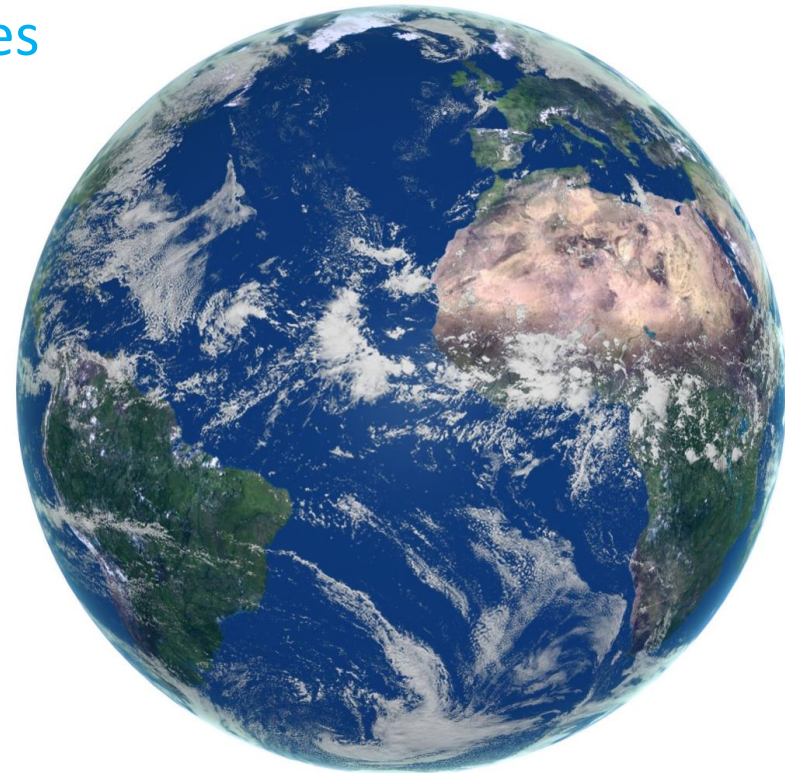
A young man with dark hair and glasses is shown in profile, looking upwards and to the right. He has his hand resting on his chin in a thoughtful pose. A white thought bubble is drawn above his head, containing purple text. The background is a plain, light-colored wall.

**Why is English  
sooooo important  
for careers?!?**

# The English language connects people from different regions, cultures and nations.

Globalisation means that in our work lives we have to be able to communicate effectively with colleagues and clients from all around the world. We need to give a good impression of ourselves and the organisation we work for.

Most employers (and universities too) will want at least grade 4/5 in English GCSE.



# How will good literacy skills help you get a job?

**Reading:** Understanding job descriptions and person specifications, and how to relate them to yourself.

**Writing:** The employer's first impression of you is often from your application form, which must show how you match the sort of person and skills they are looking for. Spelling, punctuation and grammar mistakes, untidy writing and crossings out = **No Interview!!!**  
**No Interview = No Job!!!**

**Speaking:** Answering questions at job interviews.



Once you've got that job, how will having good English skills help you at work?



**Reading:** Labels and instructions  
Understanding health and safety procedures  
Contracts, reports and other documents  
Viewing web pages

**Writing:** Filling out forms  
Writing e-mails and letters  
Taking notes  
Typing reports

**Speaking:** Giving instructions  
Participating in meetings  
Addressing a group  
Giving presentations



# Also, the skills you will develop from studying English *literature* will help ...

- If you have to analyse texts of any kind in your work e.g. lawyers, management consultants
- If you have to research texts in order to write an article or academic paper e.g. journalist or historian
- If careful planning is essential e.g. a scientist writing a proposal in order to get funding for a science project.



**English is important in helping you get any job, and particularly for those such as...**





Writer

Information Officer

Records Manager

Librarian

Editorial Assistant

Copywriter

Journalist



English as a Foreign Language Teacher

Arts Administrator

Business Person

Primary / Secondary School Teacher

Marketing Professional

Speech Therapist

Public Relations Officer

Advertising Account Executive



**Want to know more about any of  
these jobs?**

