

Professional profile summaries

Read two professional profile summaries to practise and improve your reading skills.

Before reading

Do the preparation task first. Then read the text and do the exercises.

Preparation task

Match the definitions (a–f) with the vocabulary (1–6).

Vocabulary

1. skilled
2. customer service
3. an architect
4. creative
5. famous
6. a partner

Definitions

- a. someone who designs buildings
- b. known by many people
- c. someone who owns part of a business
- d. the department that takes care of people who buy products or services
- e. good at doing something
- f. able to use original ideas to create something

Reading text: Professional profile summaries

Maria

I am an architect with 20 years' experience of designing and developing spaces. I am a partner in the award-winning STG Architects Ltd, which is famous for its work on the Galroy Building in London. I enjoy working with people from all over the world and have international experience of working in Italy, Greece, Thailand, Australia and Brazil. I have a Master of Science from Sheffield University and a BA in Architecture from Hull University. I also speak Italian and Thai. When I am not working, I spend my time hiking, skiing and diving.

Emily

I am an experienced sales manager with 12 years' experience of developing customer service teams. I am skilled in negotiation, team motivation and building successful sales teams. After ten years of working in sales and customer service at Halo Bank, I am now the sales office manager of a team of 120 at Southern General Plastics Ltd. I have an MBA from Stanford University and a degree in Business Studies from Cornell University. I am creative and hardworking and enjoy working with others.

Tasks

Task 1

Are the sentences about Maria or Emily?

	Answer	
1. She manages a large team of people.	Maria	Emily
2. She is a partner of a company.	Maria	Emily
3. She has worked in many different countries.	Maria	Emily
4. Her last job was in a bank.	Maria	Emily
5. She speaks two other languages.	Maria	Emily
6. She likes outdoor sports.	Maria	Emily

Task 2

Complete the sentences.

world	successful	service	20
hard	famous	free	business

- Maria has worked as an architect for years.
- Maria's company, STG Architects Ltd, is for working on the Galroy Building.
- Maria likes working with people from all around the
- Maria likes hiking, skiing and diving in her time.
- Emily has spent 12 years managing customer teams.
- One of Emily's skills is building sales teams.
- Emily studied studies at Cornell University.
- Emily is creative and works

Discussion

What work do you do? How would you describe your experience and your skills?

Answers

Preparation task

1. e
2. d
3. a
4. f
5. b
6. c

Task 1

1. Emily
2. Maria
3. Maria
4. Emily
5. Maria
6. Maria

Task 2

1. 20
2. famous
3. world
4. free
5. service
6. successful
7. business
8. hard