

### Proofreading: CV “[Lebenslauf](#)“

Pass your pieces of homework round clockwise and focus each on just one or two aspects. Use different colours in your annotations. If something strikes you as unclear, misleading or incorrect, politely suggest changes.

- 1) **Grammatical correctness A.** (Use our [sheet.](#)) (violet)
  - Are definite and indefinite articles put correctly? (*school = lessons, the school = the building*)
  - Are quantifiers for countable and uncountable nouns used properly?
- 2) **Grammatical correctness B.** (Use our [sheet.](#)) (orange)
  - Are the tenses correct?
  - Are adverbs used where needed and are they in their right positions?
- 3) **Layout** (red)
  - Check if the instructions to write a CV have been complied with. Look into
    - the template and how useful it is in this context
    - the addresses of sender and addressee
    - the reverse chronological order
    - long forms of verbs (e.g. “cannot”)
- 4) **Language** (green)
  - Is your spelling correct?
  - Will foreigners understand your [German education in English](#)?
  - Is the wording precise and clear?
  - Are skills and work experience properly linked to the job or place applied for?  
(*Mark each one with an exclamation mark on the margin!*)

While working, you will observe silence. If anything needs to be said, whisper.

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