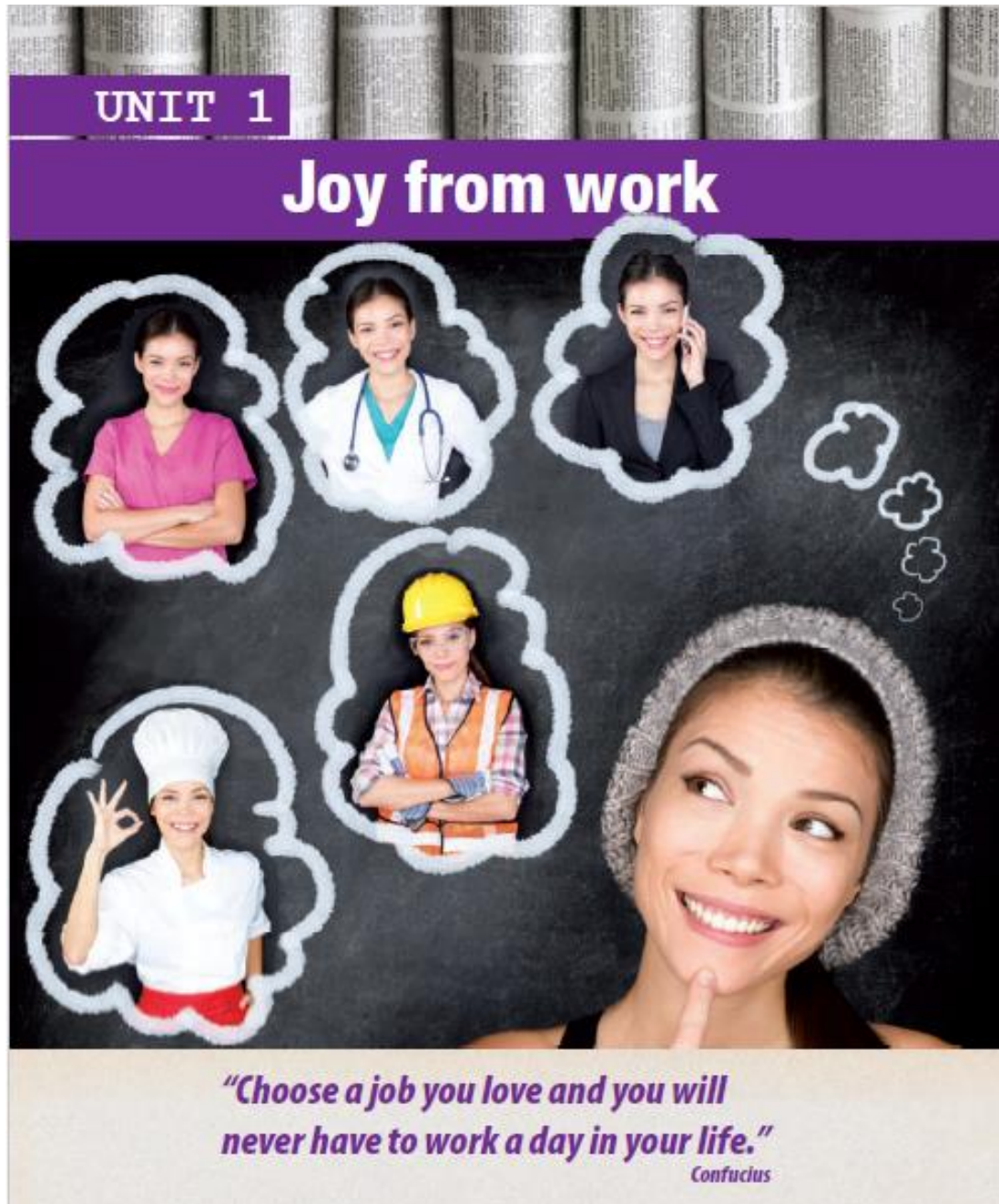


## Unit 1: Jobs



**UNIT 1**

# Joy from work

*"Choose a job you love and you will never have to work a day in your life."*  
Confucius

# Introduction

I- Look at the picture on the front page and discuss these questions:

- a)- Why do you think it was placed at the beginning of this unit?
- b)- What is the first word that comes to your mind when you look at it? Why?
- c)- What do you think Confucius's quotation means?

II- Do you remember?

- a) What words or phrases do you know about jobs, professions and working life?
- b) How do you feel about studying this topic?

III- Think about the jobs your family, friends and neighbours have. Choose two and fill in the table with brief information:

Job / Occupation	Skills and qualities needed

IV- Read these business cards (1-3) carefully. In your own words, write a job description for each person. Follow the pattern below:



Card N° \_\_\_\_\_. A professional who \_\_\_\_\_

Card N° \_\_\_\_\_. A professional who \_\_\_\_\_

Card N° \_\_\_\_\_. A professional who \_\_\_\_\_

## LESSON 1



## Finding the right job

### You will...

- read and analyze information in job advertisements.
- use strategies to identify specific information in the texts.
- write a job advertisement.

### What for?

- To identify words and phrases related to job advertisements.
- To identify different sources of information.
- To characterize jobs and enumerate their benefits.

### I- Let's discuss these questions:

- a- Where would you look for a job?
- b- Where can you find printed job advertisements?
- c- In what section of the newspaper would you look if you were looking for job advertisements?
- d- What is an employment agency?
- e- What does a headhunter do?

### II- As a class, brainstorm the things you would like or need to know before applying for a job:

### • Let's Read!

### III- Read the advertisements below (I-IV) and check with things in your list on exercise II are mentioned:

#### **Key Words**

*Foreigner  
To be keen on  
IT skills*

### Strategy on Mind

- Scanning: Read quickly to identify specific information.

I

#### SHOP ASSISTANT

Busy London flower shop - suitable for a student

Category: Marketing and similar

Salary: £ 200 per week

Location: London

Start date: Immediately

Contact name: Sandra

Telephone: 2779565572

Contact e-mail: daffodils@flowershop.co.uk

Working hours: Part-time, Monday to Friday, 9 am - 1 pm or 1 pm - 5pm

Requirements: Must be good with people, no experience required



II

#### ECOURIER

eCourier - www.ecourier.co.uk - is the UK's premier same-day delivery service

Category: Courier jobs

Salary: £ 1,500 per month

Location: Manchester

Start date: November 2020

Contact name: Christian

Telephone: By e-mail only

Contact e-mail: fasttravel@gmail.com

Working hours: Shifts (day / night) Monday to Sunday

Requirements: Must be over 18 with a motorcycle licence



## Smart Reading

- 1- Read these questions and then focus on finding only the information required:

Which job...

- a- is part-time only? \_\_\_\_
- b- offers the best salary? \_\_\_\_
- c- requires a special license? \_\_\_\_
- d- requires a specific age? \_\_\_\_
- e- requires the applicant to start immediately? \_\_\_\_
- f- working hours are generally 8.30 am to 5 pm? \_\_\_\_
- g- requires knowledge of foreign language? \_\_\_\_
- h- offers the opportunity to be outdoors? \_\_\_\_

- 2- Read the adds more carefully. Identify which of the following topics are incomplete or not mentioned in them.

- a- What is required from the applicant.
- b- Location of job.
- c- Contact details.
- d- Holidays entitlement.
- e- Payment offered
- f- Training opportunities.
- g- Special benefits.

## Your Analysis

### 1- True or False? Why?

- a- \_\_\_\_ Job I involves sales
- b- \_\_\_\_ Applications for job II only by telephone.
- c- \_\_\_\_ Salary for job number III depends on the experience.
- d- \_\_\_\_ People applying for job number III must speak German.
- e- \_\_\_\_ People applying for job number IV might have to work on the evenings.

### 2- Identify a job for a candidate who:

- a- \_\_\_\_ likes travelling and getting to know the country.
- b- \_\_\_\_ loves working indoors using IT skills.
- c- \_\_\_\_ doesn't want to work nights and weekends.
- d- \_\_\_\_ would love to do something that will let him/her meet people.
- e- \_\_\_\_ doesn't have any experience.
- f- \_\_\_\_ want some flexibility to keep on studying.

III

#### TOURIST GUIDE

Visit UK – biggest tourism agency in London. **Foreigners** welcome to apply.

<b>Category:</b>	Tourism
<b>Salary:</b>	Based on experience
<b>Location:</b>	London
<b>Start date:</b>	December, 2020
<b>Contact name:</b>	Dora Jones
<b>Telephone:</b>	+4402067985622
<b>Contact e-mail:</b>	visituk@visituk.co.uk
<b>Working hours:</b>	Flexible
<b>Requirements:</b>	Must speak at least one foreign language and <b>be keen on</b> life outdoors; occasional travel required



IV

#### OFFICE ASSISTANT

A busy legal practice in Birmingham seeks an office assistant

<b>Category:</b>	Office
<b>Salary:</b>	£ 19,000 per year
<b>Location:</b>	Birmingham
<b>Start date:</b>	As soon as possible
<b>Contact name:</b>	Nin Hao
<b>Telephone:</b>	0779986769
<b>Contact e-mail:</b>	legal@legal.com
<b>Working hours:</b>	Monday to Friday, 8.30 am - 5 pm, some night hours required
<b>Requirements:</b>	Some <b>IT skills</b> , punctual, reliable





- After Reading

IV- Vocabulary in context. Classify the occupations in the box into different categories in a diagram.

doctor actor technician waitress farmer principal dentist scientist postwoman  
 electrician musician singer translator salesperson police officer flight attendant  
 hostess pharmacist sportsperson journalist seamstress lawyer psychologist

V- Play a guessing game.

- Complete the table following the example.
- Take turns to read a description in the right column aloud without naming the occupation.
- The other students must guess the occupation.

baker	A person who bakes cakes and bread.
driver	
astronomer	
geneticist	
hairdresser	
reporter	
archaeologist	
researcher	
actor	

- Writing Workshop. *An advertisement for a job.*

VI- You will create a job advertisement.

1- Organizing ideas

- Before you start, analyze the job advertisements on pages 4 and 5 again. Identify and underline what each applicant must do and the skills he/she must have.
- Think of a job you would like to write the advertisement for.
- After analyzing the job, answer these questions and take notes:
  - What types of skills are required to carry out the job?

- What qualifications will be needed? Will your applicant require a particular college degree, or just a high school diploma? Will he or she need an experience?
- Where will the job be located? When would you want the candidate to start? And what will the working hours be?
- What benefits (pay, holiday, training, etc.) will you offer him/her?

**2- Drafting**

Use your notes to write some phrases and sentences about the job you will offer, following the examples on pages 4 and 5.

**3- Revising**

Think of the format you will give the advertisement (You may use the same format as the ads on pages 4 and 5).

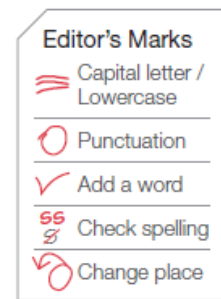
Write the add making sure you included all the necessary information.

Pick a title that is a good description of the job but that is simply to understand (For example, pastry chef for busy restaurant).

Add some visual to attract the readers' attention.

**4- Editing**

Proofread the ad using the Editor's Mark in the box.



**5- Publishing**

Exchange your add with another student and evaluate each other's work using the prompts in the box.