

Unit 1, Lesson 3

LESSON 3



Apply in writing

You will...

- read and identify purpose and general information in a leaflet.
- study how to express quantities.
- write a brochure with tips.

What for?

- To understand general and specific information in an informative text.
- To express your ideas in a coherent and organized way.

Preparing to read

1. Look at the job application form below. Fill it out as accurately as possible.

A job application form presented on a clipboard with a blue clip at the top. The form is divided into several sections with input fields and checkboxes.

PERSONAL DATA

- Name
- Surname
- Date of birth
- Place of birth / Nationality
- Address (number and street, city, postal code)
- Phone N^o

POSITION YOU ARE APPLYING FOR

-
- Full-time
- Part-time
- Temporary

EDUCATION

- Name and address of school
- Special skills and qualifications

EMPLOYMENT HISTORY: (start with present or last position)

- Employer:
- Address / phone:
- Position title: From: To:
- Duties

P Look at these pictures and answer questions (a - d). Exchange opinions with another pair.

- a. What positions do you think these people are applying for? How do you know?
- b. What interests or skills do you think they have?
- c. Do you think it is necessary to dress formally for a job interview? Why? / Why not?
- d. What different factors should you consider when applying for a job?



4. Answer these questions on your own.

- a. Do you think it is necessary to dress formally for a job interview? Why? Why not?
- b. What other different factors should you consider when applying for a job?

Key words

- being fired
- resumé
- typos

Focusing on reading

1. Look at the structure and the title of the text, read the first lines and find out what the text is about. Highlight or underline the main idea.

Strategy in mind

- **Analyzing text structure**
Identify how the information is organized.

Smart reading

Having the reading strategy in mind, scan the text and circle the correct alternative.

- a. What kind of text is it?
 - i. An article.
 - ii. A brochure.
 - iii. A poster.
- b. What is the purpose of the text?
 - i. To inform.
 - ii. To instruct.
 - iii. To define.

Applying for your **FIRST JOB**

I

Be sure to bring your **resumé**, identity card, driver's license, etc. You will probably also need the addresses and phone numbers of previous employers. Do not put too much information in your application form, but make sure you put enough.

II

Always take a few minutes to review the application. Some applications ask for information differently - and all have specific spaces in which you are expected to answer questions. Think of the application as your first test in following instructions.

III

Remember how important handwriting was in school? Make a little extra effort to write legibly - the application is a reflection of you. If completing it by hand, make sure you use only blue or black ink. Do not fold, bend, or damage the application.



NEW TO JOB-HUNTING? This brochure will help you with the most important information you need to successfully complete your first job application.

IV

One of the reasons employers want you to complete an application is because they want the same information from all job applicants. Answer all the questions. However, if some of them do not apply to you, simply respond with "not applicable," or "n / a."

V

It is better not to offer too much negative information. Your goal is to get an interview. If you provide a lot of negative information (such as **being fired** from a job) it just gives the employer a reason not to interview you.

VI

Once you have completed the application, sit back and take a few moments to read the document, checking for all errors - especially **typos** and spelling mistakes.

Your analysis

1. Choose a heading (a - f) for each paragraph (I - VI). Write them in the corresponding place in the text.
 - a. Do not provide any negative information.
 - b. Do not leave any blanks.
 - c. Come prepared with the information you need.
 - d. Read and follow instructions carefully.
 - e. Proof read your application before submitting it.
 - f. Complete the application as neatly as possible.
2. Identify in which paragraph you can find a reference to...
 - a. giving the employer a reason for not interviewing you.
 - b. information that has no relation to you.
 - c. the importance of tidiness and order.
 - d. the documents you should take with you.

After reading

Work it out!

Expressing quantities

P Analyze these examples from the text paying attention to the expressions in **bold**.

Do not put **too much** information, but make sure you put **enough**.

Always take **a few** minutes to review the application.

Make a **little** extra effort to write legibly.

If you provide **a lot of** negative information, it just gives the employer a reason not to interview you.

a. Identify which expressions refer to...

countable nouns _____ uncountable nouns _____ both _____

b. Find and underline more examples in the text. Use a colour code to identify them.

Vocabulary in context

1. Read these sentences from the text and pay special attention to the words in **bold**.

- a. Be sure to bring your **resumé**, identity card, driver's license, etc.
- b. One of the reasons employers want you to complete an **application** is because they want the same information from all job applicants.
- c. Do not fold, **bend**, or damage the application.
- d. Once you have completed the application, sit back and take a few moments to read the document, checking for all errors - especially **typos** and spelling mistakes.

2. **P** Analyze the meaning of the words in **bold** according to the context in which they are used. Circle the correct alternative for each one.

- a. i. a summary of your academic and work history
ii. to begin again, to recommence
- b. i. an official request for something, usually in writing
ii. a computer program designed for a particular purpose
- c. i. to make something become curved
ii. to move the body
- d. i. typographical error, error of printing
ii. the small metal blocks used for printing letters and numbers