

Job Search

Work places

Work in pairs. Imagine you have a job in one of these places. Your partner will ask you yes/no questions to discover your job, e.g. A - I work in a hospital. B - Do you operate on people? A - No. I'm not a surgeon. B - Do you clean the floors? A - No. I'm not a cleaner.

a hospital, Disneyland, an airport, an office, a hotel, an EFL school

What's my job?

Work in two teams. Listen to my sentences and shout out the job. The first team to say the job each time wins a point. (Here are four ideas to start with.)

Take two of these three times a day. (doctor) The brakes needs replacing. (mechanic)
Are you ready to order? (waiter) Now over to Jo in the weather centre. (newsreader)

Skills and strength

Look at these jobs. Shout out some of the skills they need, e.g. T-Chefs. S-Chefs need to be good at organizing their time.

actors, nurses, waiters, farmers, pilots, miners, lawyers, soldiers, artists, singers, doctors,
cleaners, carpenters, journalists, bricklayers, receptionists, police officers, undertakers

Choose one of the jobs on the board. Listen to the following adjectives. Write down the ones that apply to people who are good at the job you've chosen.

decesive, confident, motivated, creative, organized, strong, honest,
flexible, hard-working, responsible, capable, inspirational, patient

What other skills does the job you've chosen need?

Personal profiles

What is a personal profile? (Answer: a description of yourself as a professional.) Listen to this personal profile and tell me what kind of work the person does. (Possible answer: a researcher for an international company.)

I am a hardworking, energetic and reliable person with a creative approach to tasks. I can adapt easily to all kinds of working environments as I am very flexible, an advanced PC user, I am also eager to broaden my knowledge and learn new skills. I interact well with colleagues. Able to work efficiently under pressure, I can prioritise my workload to meet tight deadlines. I am fluent in Russian and have an excellent command of German. Given the opportunity I will prove myself a valuable member of any team.

Listen to it again and write down the key words (in italics). Compare your list with a partner's and choose words which apply to you. Can you think of any others?

Here are some expressions from personal profiles. I'll read through them twice. Listen and write down the ones that apply to you.

I am an excellent communicator.
I get on well with people at all levels.
I work well on my own or as part of a team.
I enjoy challenges.
I have strong leadership skills.
I am a well-organised person.
I enjoy learning new skills.
I am committed to equal opportunities.
I follow instructions well.

Write your own personal profile. Compare your profile with a partner.

Situations vacant

In pairs, compose a short recruitment advertisement including information about the job, qualifications and experience required, and conditions of work. Swap advertisements with another pair and write some questions you would ask about the job, e.g. the number of people in the department, how many days' holiday you get. Swap partners with the same pair and role-play this telephone call.

Student A, ask about the job and request an application form.

Student B, answer questions about the job and take down Student A's details.

(This activity works well as a follow-up to the Project on the next page.)

Job interview

(If you do not already know about the students' professions or future career plans, ask them to tell you the job they do, or the one they would like to do. Choose two or three students who do, or would like to do, the same kind of work and put them together to prepare for a job interview for a specific position of your choosing. They should write a list of their relevant skills and strengths.

The rest of the class works in two or three groups to write interview questions for this position. Each applicant then spends ten minutes being interviewed by each group in turn. At the end of the interviews ask these questions.)

Interviewers: Who had the best qualifications and experience? Who was the most relaxed and friendly during the interview? Who gets the job?

Applicants: How did you each feel about your interview? What did you think about the attitude of the different interviewers? Do you think you'll get the job?

Project

Look in the situations vacant section of a newspaper and find a job advertisement to bring to the next lesson. In class, have a look at everybody else's advert and agree the three or four most interesting ones. Work in groups, one advert for each group. Agree a list of the skills and strengths needed for the job and discuss what research you could do on the company and the job before applying.

Write a letter of application for the job. (Elicit the layout and conventions for this kind of letter. Decide if the letter should simply request an application form, enclose a CV, or give additional information.)

Write your own CV in English and bring it to class. Include the following information.

personal details,	personal profile,	education and qualifications,
employment history,	other skills,	hobbies/interests, referees

In class, work in pairs or small groups. Look at another student's CV and make suggestions for improving it.