

5

Find that job!

Group activity

This is an example of a job advertisement from a newspaper.

What job or what jobs are you doing now?

What jobs have you had?

What job would you like to do?

What are the good things about getting a new job?

What are the difficult things about getting the job you want?



What you will do

This unit is about finding a job. You will practise some of the skills you learned in earlier units. You will develop the new skills listed below. Tick the skills you most want to learn.

Listening and speaking

Skill

- ☐ Listening for key information about jobs
- ☐ Asking questions and listening for information at a jobcentre

Skill code

SLc/E2.1, 2, 4; SLlr/E2.2
SLlr/E2.6

Reading and writing

Skill

- ☐ Looking for information about a job in a newspaper, jobcentre or on the Internet
- ☐ Comparing information about jobs
- ☐ Using a dictionary to find the meaning of new words about jobs and work
- ☐ Writing a personal statement
- ☐ Spelling new words

Skill code

Rs/E2.2
Rw/E2.2, 3; SLc/E2.2, 4
Rt/E2.1, 3
Rw/E2.4, 5
Wt/E2.1; Ws/E2.1, 2, 3
Ww/E2.1, 3
Ww/E2.2

Project work

At the end of this unit you will be able to search and ask for information about jobs.

Match people to jobs

Activity A • Speaking

In pairs, talk about the most enjoyable job or course you have done.

What skills did you need to do the job or course?

Activity B • Listening



Listen to some people describing their jobs on the audio clips. The people explain what they do but do not give a job title. Write down the name of the job title that you think each person has.

Mo works as

Paula works as

Activity C • Reading and listening



In pairs, listen again to the audio clip and read the words in the speech bubbles on page 3. Listen to the key words that describe their jobs. Discuss your answers together and then write the key words in the table below. Add your own words to describe their jobs.

Person	Words which describe their job
Mo	
Paula	

Activity D ● Speaking

In groups, look at one of these jobs. Using describing words, discuss what is good and bad about their jobs. Share your findings with the group.

Mo

I work in a busy hospital. I look after sick people, checking their pulse and blood pressure, changing dressings and giving medication. I work very hard, for long hours. It is stressful. I need to be very organised and I have to write up records for each patient. I need to have good listening skills because the patients are often very worried and want to chat to someone.

Paula

I work part-time, three days a week. I work with children. They're a little bit rowdy at times but I love my job. I have to be very patient and active. Sometimes the children are very naughty and I have to explain to the parents what the problem is. This can be difficult if they believe that their child is an angel. I have to be very diplomatic!

Mike

I love my job. I didn't want a job where you go to the same place every day and I didn't want to work inside all the time. I wanted a practical job, where I use my hands. I work for myself so I have to do all my own bookkeeping and accounts. I have to be very organised and careful with money. The most important part of my job is customer service – it's all about keeping people happy at the end of the day.

Amina

I love computers, and spend hours on the Internet. I started by playing games, then I became interested in how the games were put together with cartoons and lots of sound. I thought that it would be great to do what I really enjoy for a job. I searched for courses and realised I had to start at the beginning with a basic computer course. I also had to learn study skills to write my assignments and manage my time. That was three years ago. I've just finished my course and I'm looking for a job.

Activity E ● Reading and listening

Read the passages from the audio clip. Answer the questions below. More than one answer is possible.

- 1 Who works part-time?
- 2 Who has a very busy job?
- 3 Who needs to be organised?
- 4 Who needs to be good with people?

Activity F ● Speaking

- Would you like to do any of these jobs?
- Do you think that you need different skills for different jobs?
- As a group, using the jobs page provided by your teacher, write a list of the skills you can use in more than one job.

Describing jobs

Activity A • Speaking

What do you think these jobs are?
What are the good and bad points
of each job?

Remember

- Adjectives are describing words. They tell you more about things. Adjectives add detail.



Activity B • Reading and writing

In pairs look at the table below. You will find adjectives that are often used to describe jobs.

- Tick the adjectives you know.
- Use a dictionary to find the meanings of the words you don't know.
- Which adjectives would you use to describe the jobs in Activity A?

Write your answers in the spaces by the jobs.

Add to the table words of your own that describe the jobs.

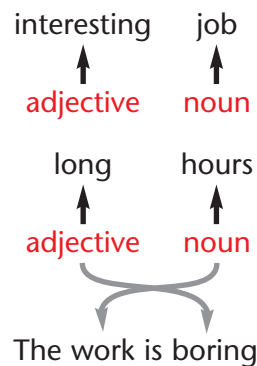
busy	rewarding
easy	
part-time	full-time
flexible	

easy	hard
interesting	boring
	stressful
satisfying	tiring

Tip

Grammar tip: Adjectives

Adjectives are describing words – they tell you more about nouns.



Activity C • Writing

The sentences below use adjectives to describe jobs.

Waiters work **long** hours.

Mike's got a really **satisfying** job – he really enjoys it.

Paul works as a nurse in Accident and Emergency. He has a really **stressful** job.

Using adjectives, write four short sentences about the jobs in Activity A or jobs of your own choice. Use the examples above to help you.

- 1
- 2
- 3
- 4

Remember

- Remember to use capital letters and full stops for sentences.

Activity D • Reading and writing

This is an advertisement from a jobs page.

- Underline the nouns and **highlight** the words that describe them (the adjectives). The first example has been completed for you. Use a dictionary to find out the meaning of any new words.

Activity E • Writing

Write three sentences about a job of your own choice using nouns and adjectives.

Let's Drive Driving School

(your road to success)

Become a driving instructor

A **new** career – a secure income – flexible hours – smart car included.

No previous experience – meet interesting people.

Discover the rewarding experience of teaching someone to drive.

Two references will be required.
Phone for a free information pack and application form.

Tel: 0114 589 6873

Reference 12

Words about jobs

Activity A ● Reading

Your teacher will give you a jobs page to read. The words below are often used in job advertisements.

applicant	wage	required	vacancy	training
details	weekly	information	holiday	

Look at the jobs page. Highlight any of the above words in the advertisement.

Discuss the meanings of the words with your group.

Have you found any other words about jobs that you think you may want to use again? Write them in the spaces below. Look them up in a dictionary.

.....

.....

Activity B ● Reading

In the table below, there are some words and phrases that are often used to describe people and their jobs. These words are often seen in job adverts.

- Discuss the words with your group and look up any you don't know in a dictionary.
- Match the words with the meanings on the right.

The first one has been completed for you.

Words	Meanings
good listener	someone who listens well
manual worker	works 9 am to 5 pm, five days a week
organised	works some but not all of the week
flexible	works with hands
experienced	is kind and looks after people
caring	has a lot of skills gained over time
self-confident	keeps things tidy and in order
full-time worker	believes in themselves
part-time worker	easy-going and doesn't mind change

Activity C • Reading and listening



Read the text about Mo, Andrea, Mike and Paula's jobs as you listen to the audio clip, one at a time. Which words could you use to describe the skills a person needs to do each job? More than one answer is possible.

	Nurse	Student	Painter/ decorator	Classroom assistant
good listener	✓			
manual				
organised				
flexible				
experienced				
caring				
self-confident				
hard-working				

Activity D • Writing

Re-read the text about Mo, Andrea, Mike and Paula's jobs on page 3. Listen to the audio clip if you prefer.

Then write either:

- a short advertisement for one of their jobs
or
- an advertisement for a job of your own choice.

Use the words often found in advertisements from Activity A and the words and phrases from Activity B. Use any other words of your own. Pass your advertisement to another person to check that they can read it. If they cannot, copy it out again and make your writing clearer. You might want to wordprocess your advertisement.

We want you

Activity A ● Reading and speaking

This is a job advertisement from a local newspaper. The advert asks lots of questions, for example, "Are you organised?" Sentences that ask a question always end with a question mark (?).

Read the job advertisement below. What kind of job is it for? Discuss the job advert with another person.

NEW HOMES

The best people give the best service

Estate Agency Staff

NEWPORT

Salary £15,000

We are now looking for people with sales or customer service experience for our Newport office.

Are you organised?

Are you a good timekeeper and reliable?

Do you have people skills?

Can you work flexible hours?

We need full-timers who can work Saturdays.
Training given.

Telephone or e-mail for an application form.



Fiona Ling, telephone 07711 678 23431
e-mail: fling@newhomes.com

Activity B ● Reading

Are these sentences true or false? Put a tick in the 'true' or 'false' column.

	True	False
1 The pay is £20 000.	<input type="checkbox"/>	<input checked="" type="checkbox"/>
2 You must have experience in sales and customer service.	<input type="checkbox"/>	<input type="checkbox"/>
3 You need to be good with people.	<input type="checkbox"/>	<input type="checkbox"/>
4 Full-time staff never work weekends.	<input type="checkbox"/>	<input type="checkbox"/>
5 They will train you if you get the job.	<input type="checkbox"/>	<input type="checkbox"/>
6 You can only apply by telephone.	<input type="checkbox"/>	<input type="checkbox"/>

Activity C ● Reading

Read the advertisement for *New Homes* again. Underline the sentences that end in a question mark (?).

Activity D ● Reading

Look at these sentences. Which are questions? Put a question mark or a full stop in the box at the end of the sentence.

- 1 Do you have experience in customer service
- 2 The best people give the best service
- 3 Do you work weekends
- 4 I work late on Thursdays and Fridays
- 5 Are you reliable
- 6 Can you do flexible hours

Tip

Punctuation tip

Question marks (?)

When you ask a question, make sure you use a question mark (?). For example:

Are you self-confident?

Read the sentence aloud to see if it sounds like a question.

Activity E ● Reading

Most questions use question words, many of which begin with 'wh', for example:

'What?' 'When?' 'Why?' 'Where?' 'Which?'

Some other questions start with the word 'How?'

Using 'wh' words and the word 'how', fill in the questions below.

- 1 college do you go to? Manchester or Stockport?

I go to Stockport College.

- 2 course are you studying part-time?

I'm studying computer skills on a part-time basis.

- 3 often do you go?

Twice a week.

- 4 do you want to study computer skills?

I want to get a better job.

- 5 job would you like to do when you finish this course?

I'd like to work in an estate agency.

- 6 do you finish your course?

In June.



Activity F ● Writing and speaking

This game 'Find that job' lets you make up your own questions and answers to jobs that your teacher gives you. Your teacher will give you instructions for playing the game. Move around the group as you play the game.

Jobcentre Plus

Activity A • Speaking

In this picture, Carla is working. Look at the picture and consider the following questions:

Where is Carla? What is she doing?

What do you think her job is?



In the next picture Carla is at the Jobcentre.



Activity B • Listening



Steve Barret is Carla's personal adviser. Listen to the audio clip and match Steve's questions to Carla's answers below.

Steve's questions	Carla's answers
work experience?	needs childcare for three-year-old child
skills?	NVQ 1 Hairdressing
training?	people, hairdressing, listening
qualifications?	did hairdressing modern apprenticeship at <i>Hair Today</i>
special help?	one year working in <i>Hair Today</i>

Activity C • Writing



Listen to Carla's interview with Steve again. Choose five of the questions that Steve asks Carla. Write them below.

- 1
- 2
- 3
- 4
- 5

Activity D • Writing

Here are two adverts from the Jobcentre Plus notice board.

Job A

JOBCENTRE

Wanted: call operators.
Good telephone manner.
Part-time evening work. For more
information phone Elaine on:
0103 252 5777

Job B

JOBCENTRE

Painter/decorator
£240 per week.
Working in a small team.
2 years' experience needed.
A car would be helpful.
Ring Alan on: **0103 445 1191**

What else might you want to know about these jobs?

As a group, discuss Job A and talk about the different questions you might ask.

Now look at Job B and write down the questions you want to ask the Jobcentre adviser. (Remember to include the questions words 'who?' 'what?' 'where?' 'when?' and 'how?')

- 1
- 2
- 3
- 4
- 5


Activity E • Speaking

Get into groups of three. You are going to do a role play about a visit to the Jobcentre. You will take turns to ask each other questions. Make sure your answers are clear.

- Your teacher will give you further instructions.

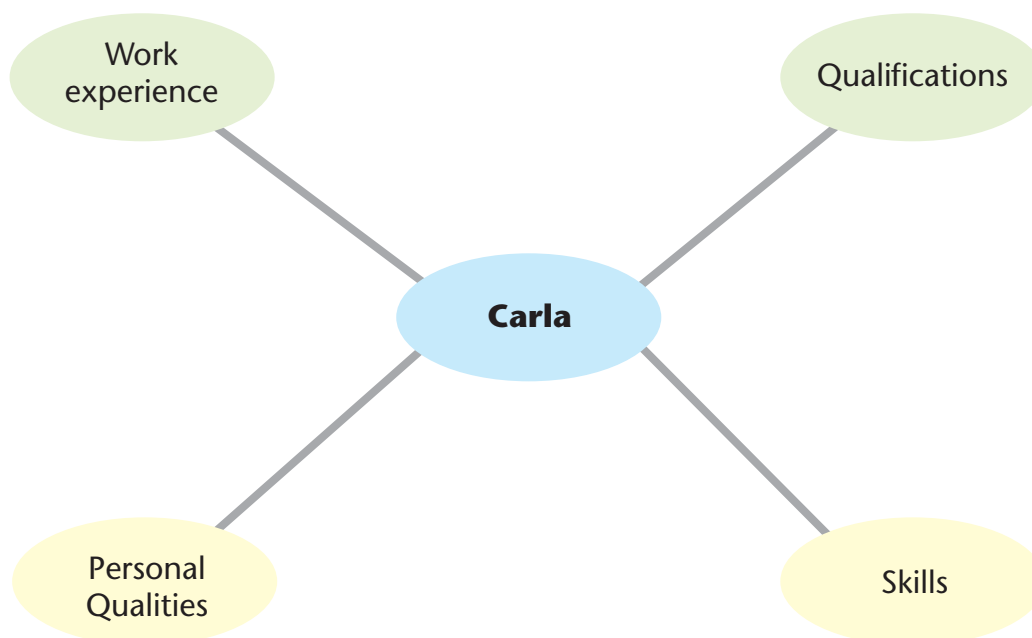
Selling your strengths

Activity A • Listening

 A personal statement is a chance for you to describe yourself and highlight your skills. Carla's personal statement and a word web are shown below. Add to the word web by reading and listening to her personal statement.



I've always worked with the public. I worked in Hair Today as a trainee for a year, but before that I worked as a waitress for two years. My good points are that I'm always on time and I get on well with people because I'm very friendly. I'm a good listener. Also, I have very good hairdressing skills. I've completed my first year as a trainee and got my NVQ 1 in Hairdressing. I'm quite good with numbers and I've used a till because I had to take money from clients. I think I would be right for the job because I'm good with people and I'm very reliable.



Activity B • Writing

Make a word web of your own. Use the following headings:

'Work experience', 'Skills', 'Qualifications' and 'Personal Qualities'.

Look at the following sentences from Carla's personal statement:

I worked as a waitress for five years.

I get on well with people.

I'm very friendly.

Write four sentences about yourself using words from your word web.

1

2

3

4

Tip

Grammar tip: Joining words

Sentences can be linked with joining words, for example 'and', 'but' and 'because'.

I worked as a trainee hairdresser **but** before that I worked as a waitress for five years.

My good points are that I'm always on time **and** I get on well with people.

I get on well with people **because** I'm very friendly.

Read Carla's statement. Underline any other joining words that you can find.

Activity C ● Writing

Write your own personal statement. Join the short sentences together with 'and', 'but' or 'because'.

.....

.....

.....

.....

.....



Spelling

Activity A

Here are some words from the unit that you might like to remember.

easy	great	boring
tiring	stressful	short busy

- 1 **Look** at each word and find a way of remembering it.
- 2 **Cover** the word and **write** it again underneath.
- 3 **See** if you have spelt it correctly.
- 4 If you have spelt it wrong, look where you made the mistake and think of a way of spelling the word correctly.
- 5 **Cover** and write the word again. Repeat this process until you remember the spelling.

Use this method to learn how to spell other words you want to use in your writing.

Activity B

Find the adjectives used to describe jobs in the box above, in the wordsearch.

Which word is missing?

Look for:

- the shape of the words
- the beginning and end letters
- long and short blends in the word

s	p	z	b	o	r	i	n	g
q	t	i	r	i	n	g	x	o
r	o	r	a	c	n	t	e	n
c	t	z	e	s	p	p	a	j
m	n	b	u	s	y	x	s	f
o	i	j	g	h	s	n	y	s
n	i	c	e	o	t	f	v	t
b	c	x	p	r	s	p	u	y
g	r	e	a	t	m	v	r	l



Activity C ● Plurals

Plural means more than one.

When there is one thing, the word is **singular** (for example one job).

When there is more than one thing, the word is **plural** (for example two jobs).

When a word changes from singular to plural, the spelling of the word often changes.

One way to show that a noun has changed from **singular** to **plural** is to add 's' to the end of the word.

Singular	Plural
job	jobs
car	cars
newspaper	newspapers
advertisement	advertisements
receptionist	receptionists

Here are some words from this unit. They are in **singular** form. Change them to **plurals**.

Singular	Plural
skill	
wage	
hour	
applicant	
trainee	

Singular	Plural

Now repeat the exercise in the table on the right, using words of your own choice.

Activity D

Underline the plurals in the text below. The first word has been completed for you.

I'm on a computer course. I love computers and spend hours on the Internet. I started by playing games. Then I became interested in how the games were put together with cartoons and sound. I thought it would be great to do what you really enjoy for a job. I searched for courses and realised that I had to start at the beginning with a basic computer course. I also had to learn study skills to write my assignments and manage my time. That was three years ago. I've just finished my course and I'm looking for a job.



Integrated skills

A ● The real thing

Find an advert in the newspaper.

Write questions to find out the information you need.

Discuss the following questions with the group in the next session.

- Why your questions are important.
- Would your questions give you the information you need?

B ● Finding a job on the Internet

There are many jobs on the Internet. If you have an Internet connection, look at www.monster.co.uk

Type www.monster.co.uk in the address box of your browser and press 'return'.

When the web page appears, click on the 'Search Jobs' button.

When the 'Search' page appears, it will ask you for information about you.

Type in where you want to work, for example Nottingham. Type in the job you want, for example nurse.

Type in the sort of contract you want, for example permanent, temporary, full-time or part-time.

Type in the salary, eg £20 000.

What results do you get?

Write down your results and share them with your group.

Discussion questions

What are the benefits of looking for a job on the Internet?

Have you ever used the Internet to search for a job?

What do you normally use? Internet? Jobcentre? Friends?



Check it

A ● Writing practice

- Look at a job advert.
- Make a list of the main experience and qualities you will need for the job.
- Write a personal statement for one of the jobs. Try to include:
 - why you would be good for the job
 - your relevant experience
 - your personal qualities
 - how you can be contacted.

B ● 'What?' 'When?' 'Why?' 'Where?' 'Which?' 'How?' and 'How much?'

Write seven sentences to show that you understand how to use these question words and phrases. Use your personal statement to make-up your questions.

C ● Paula's college course

Paula wants to go on a teacher training course. Here is the text describing Paula's job:

"I work part-time – three days a week. I work with children. They're a little bit noisy at times but I love my job. I have to be very patient and caring. Sometimes the children are very naughty and I have to explain to their parents what the problem is. This can be difficult if they believe that their child is an angel. I have to be very diplomatic!"

- Find adjectives that describe the children.
- Make a word web of Paula's skills and experience.
- Write a short personal statement for Paula to include with a college application form. Use the information in the text and your own ideas to write about Paula's experience and qualities.

D ● Adjectives

Write four adjectives to describe the following jobs:

- DIY warehouse supervisor
- hotel receptionist.



How am I doing?

Now look back at the skills listed on page 1.

Then finish the sentences below.

I am confident with

.....

.....

.....

I need more practice with

.....

.....

.....

Date

Page 2 Match people to jobs

Activity A • Listening

Mo is a nurse.

Amina is looking for a job.

Mike is a painter and decorator.

Paula is a classroom assistant.

Activity E • Reading and listening

- 1 Paula
- 2 Mo
- 3 Mo and Mike
- 4 Mo, Mike and Paula

Page 4 Describing jobs

Activity D • Reading and writing

Adjective	Noun
new	career
secure	income
flexible	hours
smart	car

Page 6 Words about jobs

Activity B • Reading

good listener	someone who listens well
manual workers	work with hands
organised	keeps things tidy and in order
flexible	easy-going and doesn't mind change
experienced	has a lot of skills gained over time
caring	is kind and looks after people
self-confident	believes in themselves
full-time worker	works 9am to 5pm, five days a week
part-time worker	works some but not all of the week

Activity C • Reading and listening

Check your answers with other learners. You may have different answers. More than one may be right.

Page 8 We want you

Activity B • Reading

- | | | |
|---------|---------|---------|
| 1 False | 3 True | 5 True |
| 2 True | 4 False | 6 False |

Activity D • Reading

- 1 Do you have experience in customer service?
- 2 The best people give the best service.
- 3 Do you work weekends?
- 4 I work late on Thursdays and Fridays.
- 5 Are you reliable?
- 6 Can you do flexible hours?

Activity E • Reading

- 1 What (or which) college do you go to? Manchester or Stockport?
- 2 Which (or what) course are you studying part-time?
- 3 How often do you go?
- 4 Why do you want to study computer skills?
- 5 What job would you like to do when you finish this course?
- 6 When do you finish your course?

Page 10 Jobcentre Plus

Activity B • Listening

work experience? – one year working at *Hair Today*

skills? – people, hairdressing, listening

training? – finished hairdressing Modern Apprenticeship at *Hair Today*

qualifications? – NVQ 1 Hairdressing

special help? – childcare for three-year-old child

Activity C • Writing

- 1 What kind of work are you looking for?
- 2 Do you have any qualifications in hairdressing?
- 3 And have you worked as a hairdresser before?
- 4 Did they give you any training at the salon?
- 5 Have you thought about another college course?
- 6 What did you learn at *Hair Today*?
- 7 Do you need any special help in your job search, such as childcare or healthcare?



Page 12 Selling your strengths

Activity A • Listening

Word web

Experience

Worked with people

Worked as a trainee hairdresser

Worked as a waitress

Personal Qualities

Punctual

Friendly

Gets on with people

Good listener

Good with people

Very reliable

Skills

Hairdressing skills

Good with numbers – handled money

Qualifications

NVQ1 Hairdressing

Page 15 Activity C

Singular	Plural
skill	skills
wage	wages
hour	hours
applicant	applicants
trainee	trainees

Page 15 Activity D

computers

hours

games

games

cartoons

courses

skills

assignments

years

Page 14 Spelling

Activity B

s	p	z	b	o	r	i	n	g
q	t	i	r	i	n	g	x	o
r	o	r	a	c	n	t	e	n
c	t	z	e	s	p	p	a	j
m	n	b	u	s	y	x	s	f
o	i	j	g	h	s	n	y	s
n	i	c	e	o	t	f	v	t
b	c	x	p	r	s	p	u	y
g	r	e	a	t	m	v	r	l

enjoyable



Audio scripts

Audio script 1

Mo

I work in a busy hospital. I look after sick people, checking their pulse and blood pressure, changing dressings and giving medication. I work very hard, for long hours. It is stressful. I need to be very organised and I have to write up records for each patient. I need to have good listening skills because the patients are often very worried and want to chat to someone.

Amina

I love computers, and spend hours on the Internet. I started by playing games, then I became interested in how the games were put together with cartoons and lots of sound. I thought that it would be great to do what I really enjoy for a job. I searched for courses and I realised I had to start at the beginning with a basic computer course. I also had to learn study skills to write my assignments and manage my time. That was three years ago. I've just finished my course and I'm looking for a job.

Mike

I love my job. I didn't want a job where you go to the same place every day and I didn't want to work inside all the time. I wanted a practical job, where I use my hands. I work for myself so I have to do all my own bookkeeping and accounts. I have to be very organised and careful with money. The most important part of my job is customer service – it's all about keeping people happy at the end of the day.

Paula

I work part-time – three days a week. I work with children. They're a little bit noisy at times but I love my job. I have to be very patient and caring. Sometimes the children are very naughty and I have to explain to their parents what the problem is. This can be difficult if they believe that their child is an angel. I have to be very diplomatic!

Audio script 2

Steve: Hello Carla, sit down. Before we can look for a job for you, I need to fill in one of these forms. I'm going to ask you about your skills, qualifications and work experience. That way we can find the best job that suits you.

Carla: Right, OK.

Steve: What kind of work are you looking for?

Carla: Hairdressing.

Steve: Do you have any qualifications in hairdressing?

Carla: Yes, I got my NVQ 1 in Hairdressing last year from Brighton College.

Steve: And have you worked as a hairdresser

before?

Carla: Yes, I was working for a year at *Hair Today* in town.

Steve: So that's one year's work experience... good. Did they give you any training at the salon?

Carla: I did my hairdressing modern apprenticeship at *Hair Today*. They gave me some training in shampooing and colouring hair but I think I need more.

Steve: Have you thought about another college course?

Carla: I'd like to do my NVQ 2 in Hairdressing at college part-time.

Steve: Well, the Jobcentre can help you arrange that. I'll tell you about it later. Before that I need to know something about your skills. What did you learn at *Hair Today*?

Carla: Well I learnt a lot about hairdressing, especially how to build relationships with clients. You have to be a good listener and a good communicator all round, really.

Steve: OK, I'll put you down for hairdressing, and good people and listening skills.

Here's my last question. Do you need any special help in your job search, such as childcare or health care?

Carla: Well, I have a three-year-old child. So I either need to work flexible hours or find some cheap childcare.

Steve: Well, the Jobcentre runs a scheme to help single parents, so that all your earnings aren't spent on childcare.

Carla: That sounds good. How much does it cost?

Steve: It depends on how much you earn. I'll work out what benefits you could get when we see the salaries for jobs on offer.

Audio script 3

Well, it's hard to write about yourself but here goes.

I've always worked with the public. I worked in *Hair Today* as a hairdresser's trainee for a year last year but before that I worked as a waitress for five years.

My good points are that I'm always on time and I get on well with people because I'm very friendly. I'm a good listener when people have complaints. Also, I have very good hairdressing skills. I've completed my first year as a trainee and got my NVQ 1 in Hairdressing. I'm also quite good with numbers and I've used a till because I had to take payment from clients.

I think I would be right for the job because I'm good with people and I'm very reliable.