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FUTURE JOBS

- Job Interviewing
 - Reading: Employment in Japan
 - Writing: Letter of Application
 - Expressions with *Make* and *Do*
 - Relative Clauses (Restrictive and Non-restrictive)
 - Word Puzzle
-

PRONUNCIATION

a) Circle the word whose bold part is pronounced differently from that of the other three.

- | | | | |
|-----------------------|---------------------|---------------------|---------------------|
| 1. A. typical | B. demeanor | C. fill | D. hindrance |
| 2. A. status | B. marital | C. ambitious | D. contact |
| 3. A. ginger | B. goal | C. gesture | D. gymnasium |
| 4. A. same | B. resources | C. sun | D. sure |
| 5. A. mechanic | B. salary | C. many | D. satisfy |

b) Circle the word whose stress pattern is different from that of the other three.

- | | | | |
|--------------------------|-----------------------|------------------------|----------------------|
| 1. A. resources | B. demeanor | C. processor | D. appearance |
| 2. A. interviewer | B. appointment | C. receptionist | D. inaccurate |
| 3. A. résumé | B. interview | C. processor | D. essential |
| 4. A. marital | B. mechanic | C. satisfy | D. salary |
| 5. A. reiterate | B. inaccurate | C. profitable | D. eventually |



LISTENING

Listen to two students talking about their favorite subjects and jobs. Choose the option that best answers each of the following questions.

1. What are Michael's favorite subjects in school?
 - A. English and history.
 - B. English, geography, and history.
 - C. History and geography.
 - D. All subjects in school.
2. Why does he like English?
 - A. Because he likes to study at a college.
 - B. Because he likes to study abroad.
 - C. Because he likes his teacher.
 - D. Because he likes to read books in English.
3. Why does he like history?
 - A. Because he likes to remember dates.
 - B. Because he wants to be a history teacher.
 - C. Because his teacher's an excellent teacher.
 - D. Because his teacher is a historian.
4. What does he want to do when he finishes high school?
 - A. He'll go to a college of tourism.
 - B. He'll travel.
 - C. He'll apply for a job.
 - D. He'll try to earn money.
5. What does he want to do after college?
 - A. To study more.
 - B. To be a receptionist.
 - C. To be a tour guide.
 - D. To be a businessman.



SPEAKING

Read the *résumé* and complete the interview. Then practice speaking with a partner.

RÉSUMÉ

Last name: TRAN *First name:* LE VINH
Mr. ☒ Mrs. ☐ Miss ☐ Ms. ☐
Address: 211 Hai Ba Trung Street, District 1, Ho Chi Minh City
Telephone number: 8642 277
Nationality: Vietnamese
Date of birth: Dec 12, 1980
Marital status: Single
Education/ Qualifications: Bachelor's Degree in Economics – 2003
Present job: Accountant – CO-OP MART
Languages: English (Proficiency level); French (B level)
Interests: Traveling; meeting new people
References: Mrs. Rose Jones, CO-OP MART – Cong Quynh Street,
District 1, Ho Chi Minh City

An Interview

Interviewer: Good morning, Mr. Vinh.
Interviewee: Good morning, sir.
Interviewer: We're glad to have you with us today. Well, you have a Bachelor's Degree in (1)_____, don't you?
Interviewee: Yes, sir.
Interviewer: What subject are you particularly interested in?
Interviewee: (2)_____.
Interviewer: Have you had any (3)_____ in this field?
Interviewee: Yes. I've worked as a(n) (4)_____ at Co-op Mart since 2002.

Interviewer: You can speak and write (5)_____ well, can't you?
 Interviewee: Yes, sir. And I know a little (6)_____, too.
 Interviewer: Well, I'd like to have the (7)_____ from Mrs. Rose Jones.
 Interviewee: I'll ask her to write it to you.
 Interviewer: It was very nice talking to you. I'll send you a letter after I have read the (8)_____.
 Interviewee: Thank you for the interview, sir. Goodbye.
 Interviewer: Goodbye, Mr. Vinh.



READING

a) Complete the following passages with the correct form of the words from the box.

operate	message	workplace	introduce	secretary
computer	fill	know-how	predict	technique

Susan studied stenography in a (1)_____ school, but few people use stenography in the office where she works today. Instead, she (2)_____ a word-processing machine. She sends letters to other companies through a (3)_____. She can also have her computer remember numbers and take (4)_____. The new generation of small and inexpensive computers has invaded most (5)_____ and may make some office work out of date.

In addition, a new generation of robots may soon be (6)_____ to the factories in major cities all over the world. Experts have (7)_____ that, in the near future, robots will do more than 50 percent of all factory work. As computer-run machines (8)_____ more jobs, possibilities for unskilled workers will dry up. However, there will be a greater demand for people with computer (9)_____ to take care of robots. These people need to have (10)_____ training to be able to maintain the robots.

b)

focus	encourage	speak	communicate
various	retire	treat	agency

Medical Schools Stress Communication

Medical schools have begun to put (1)_____ skills into the curriculum. "The time has come," says a spokesman for the Medical Association, "to (2)_____ more on doctor-patient communication."

The public seems to agree. According to the latest Smith Public Opinion Poll, "the best doctors talk with their patients. They (3)_____ questions, they explain procedures, and they discuss. They also know how to listen. Sometimes they even use humor."

As a result, first-year medical students are spending more time (4)_____ and listening in (5)_____ homes, homeless shelters, soup kitchens, and other community (6)_____. Back in the classroom, they'll discuss what kinds of communication skills they need to (7)_____ these patients with. They'll learn how to interact with patients in a (8)_____ of situations, instead of just studying diseases.

c) Read the following passage and do the tasks below it.

Employment in Japan

In Japan, recruitment of new graduates and school leavers often begins in September or October every year. Japanese students flood to major cities hunting for jobs. Dressed decently, they run from one interview to another, hoping to find good job opportunities.

Large companies in Japan tend to give employment for a lifetime. They select applicants with potential and train them to become competent employees. Because of this system of training, employees seldom try to find new jobs with new companies. Salaries are determined according to educational background or initial field of employment.

The average age of retirement is between 55 and 60. While most Westerners eagerly await the time when they retire in order to travel or to take up some hobbies, many Japanese simply cannot get used to the idea of retirement, and they look for ways of constructively using their time. Many look for new jobs, feeling that if they do not work they will be left out of the society.

A. Find the words in the text which mean

1. the finding of new people to join a company
2. go to a place in large numbers
3. in an acceptable way
4. quality that can be developed
5. having good skill and knowledge
6. begin to do something as a habit

B. Read each statement and check (✓) T if it is true, F if it is false, and NI if there is no information about the statement in the passage.

	T	F	NI
1. In Japan, companies often take in new employees after the summer holidays.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Many job opportunities are found in big cities.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Japanese people tend to move from one company to another during their lifetime.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Japanese women retire at the age of 50.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Old people in Japan always look forward to their retirement so that they can travel.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. Many people in Japan want to have new jobs after their retirement.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>



WRITING

Look at the following advertisements. Choose one job you are interested in and write a letter of application.

TUTOR
<p>Are you</p> <ul style="list-style-type: none"> • fond of children (aged 6-10)? • an easygoing person? • good at mathematics? • keen on outdoor activities? • free on Saturday and Sunday afternoons?
<ul style="list-style-type: none"> • If yes, please come to us. We have a boy (aged 10) and a girl (aged 6). • You will tutor them in mathematics or take them outdoors. <p>Please phone: 089900546</p>

TRAVEL AGENT
<p>Energetic person with</p> <ul style="list-style-type: none"> • Good phone manners • Fluency in English and French • Computer competence • Experience in tourism
<p>Send résumé to: P.O.B. 210</p>



USE OF LANGUAGE

a) Expressions with *Make* and *Do*

1. Fill in the blank with *do* or *make*.

- a. _____ the shopping
- c. _____ the housework
- e. _____ an appointment
- g. _____ an effort
- i. _____ a lot of money
- k. _____ a course

- b. _____ friends
- d. _____ your duty
- f. _____ the farm work
- h. _____ a good job
- j. _____ a decision
- l. _____ a phone call

2. Complete the following exchanges with the expressions from exercise a) and practice speaking with a partner. The first one has been done for you.

a. A: How often does your sister do the shopping?

B: Once a month. You know, she spends a lot of money on clothes.

b. A: I'm going to _____ in art next term.

B: Really? Do you want to be an artist?

c. A: Yesterday evening I tried to _____ to you, but the line was busy.

B: Oh, really? I was chatting with my cousin on the Internet then.

d. A: Who _____ at your home?

B: My mother does most of it, and I often help her clean the house.

e. A: Could I _____ to see the doctor, miss?

B: Yes. You can come this afternoon, at 4:00 p.m.

f. A: Did you go to your uncle's farm last summer vacation?

B: Yes. And I helped him _____. It was good and interesting experience.

g. A: What is your new classmate Nam like?

B: He's very sociable. In two weeks, he could _____ with all the students in my class.

h. A: Was your cousin's business successful?

B: Yes. He _____ from it last year.

b) Relative Clauses (Restrictive and Non-restrictive)

Rewrite the following sentences using the given words in italics. Do not change the words.

1. My father is the first person I usually ask for advice. (*whose*)

2. Do you get on well with your next-door neighbor? (*who*)

3. You have just met the personnel manager of the company. (*whom*)

4. Monday is my busy day. (*when*)

5. Ha Noi, my home town, is the capital of Viet Nam. (*where*)

6. Bananas, my favorite fruit, are very cheap in Viet Nam. (*which*)

7. My major, English, is spoken all over the world. (*which*)

8. Everyone was surprised at his early arrival. (*which*)

WORD PUZZLE

There are ten jobs in this word search puzzle. How many can you find?

F	A	R	M	E	R	T	E	A	D	M	S	A
A	Q	Z	E	Y	V	Y	Y	S	F	R	E	R
S	W	X	C	U	B	S	D	E	R	E	A	T
D	E	C	H	I	N	E	O	R	I	C	D	O
F	R	V	A	A	R	C	H	I	T	E	C	T
T	T	B	N	O	M	R	O	D	G	P	O	T
E	N	G	I	N	E	E	R	O	C	T	E	R
A	T	N	C	P	Q	T	A	C	U	I	C	T
C	Y	N	E	Z	W	A	U	T	O	O	N	F
H	U	M	R	X	E	R	I	O	E	N	E	R
E	I	Q	L	A	W	Y	E	R	I	I	M	T
R	O	S	A	L	E	S	P	E	R	S	O	N
G	P	W	T	C	R	A	S	B	H	T	S	E