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FUTURE JOBS



READING

Before You Read

- a) Choose one job from the box that you like best, but don't tell your friends. They will find out what your chosen job is by asking 10 yes / no questions.

architect	lawyer	salesperson	taxi driver
doctor	mechanic	secretary	teacher
engineer	police officer	singer	waiter
farmer	receptionist	scientist	worker



Example



Your friends

2. Do you wear a uniform?
 3. Do you answer the phone?
 - ...
- So you must be a _____.

1. Do you work indoors?



You

Yes.

- No.
- Yes.
- ...
- Yes. You are right.
- No. You are wrong.

- b) Look at the following photographs and talk to your partner.

1. Where are the people in the photographs?
2. What are they doing?

3. What job would you like to do when you leave school? Why do you choose that job?



A



B



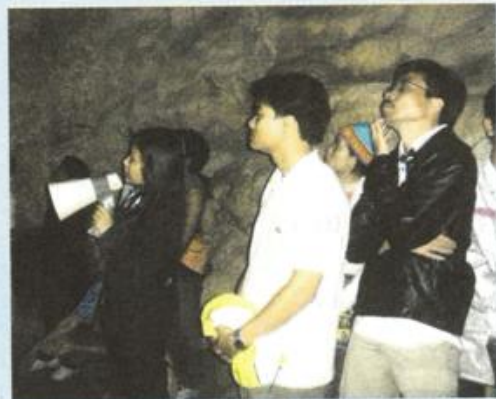
C



D



E



F

Reading Text

a) Make a list of things you should do before, during, and after a job interview.

Before an Interview	During an Interview	After an Interview
– take care of personal appearance	– speak slowly and clearly	– write a thank-you note
–	–	–
–	–	–
...

b) Check if the things on your list are mentioned in the following passage. As you read, take no notice of the blanks.

A Job Interview

A job interview is your chance to show an employer what he or she will get if you are hired. That is why it is essential to be well-prepared for the job interview. (1)_____. It also means paying attention to details like personal appearance, punctuality, and demeanor.

Before the interview, you should gather as much information about the company and the employer as you can. Not only will you appear informed and intelligent but you will also make a decision if a job offer is eventually made. You might also want to prepare for answering questions by listing some of your attributes. Remember that appearance is very important. (2)_____. You should match your dress to employees in the workplace where you are applying. You should come on time for the interview.

During the interview, you should speak slowly and clearly. Eye contact is very important but make sure it looks natural. (3)_____. People say that body language gives more away about us than speech. Usually toward the end of the interview, the interviewer will ask if you have any questions. By asking about a typical day on the job or special projects, you are putting yourself in the job and showing the employer how you will satisfy his / her needs.

After the interview, don't neglect the thank-you note or follow-up letter. It is your chance to reiterate something you mentioned in the interview or bring up something you forgot to mention. (4)_____.

It certainly will set you apart from everyone else who forgot to or chose not to do this. Isn't that the kind of person the employer is looking for?

c) *Four sentences have been removed from the passage. Choose the one that fits each blank. There is one extra sentence that you do not need.*

1. It is also a nice gesture and a matter of politeness.
2. A smiling, relaxed face is very inviting.
3. This is usually an interview with someone in human resources.
4. Preparing means knowing about the industry, the employer, and yourself.
5. Whether we like it or not, it is the first thing people notice about us.

d) *Find the words in the reading which mean*

1. the way you look or behave. _____
2. the people and activities involved in producing a particular thing, or in providing a particular service. _____
3. having a lot of knowledge or information about something. _____
4. qualities or features of someone. _____
5. show an emotion or quality that you are trying to hide. _____
6. fail to do something that you should do. _____
7. repeat something in order to emphasize it or make it very clear. _____

e) *Discuss the following questions.*

1. Why should you take care of your personal appearance before the interview?
2. Why should you speak slowly and clearly during the interview?



LISTENING

- a) In pairs, talk about what we should include in a résumé when applying for a job.
 b) Listen to the following conversation between an interviewer and an applicant. Fill in the following résumé with the missing information.

RÉSUMÉ

Last name	LE	First name	THANH MAI
		Mr. <input type="checkbox"/>	Ms. <input checked="" type="checkbox"/>
Address	(1)_____ Tran Hung Dao St., District 1, Ho Chi Minh City		
Telephone number	8624073		
Nationality	Vietnamese		
Date of birth	(2)_____		
Marital status	Single		
Education / Qualifications			
March – September 2000	Certificate in accounting (a six-month course)		
1996 – 1999	High school diploma		
Work Experience			
2002 – present	(3)_____, Star Department Store		
2001 – 2002	Accountant, Dali Company		
1999 – 2001	Working for (4)_____		
Languages			
	– English		
	– (5)_____ (a little)		
Interests			
	– (6)_____		
	– (7)_____		
References			
	– Mrs. Susan Lee, (8)_____, Star Department Store, 349 Phan Dinh Phung St., Phu Nhuan District, Ho Chi Minh City		
	– Mr. Phan Ba, (9)_____, 54 Truong Dinh St., District 3, Ho Chi Minh City		

- c) Work in pairs. Interview your partner, using the format of the résumé above.



SPEAKING

Job Interviewing

- a) Read the job advertisement and check (✓) the job(s) you like. Tell your partner(s) why you like it (them).

Looking for an Interesting Job?

Do you want to work

- in a school library?
- at a department store?
- for a textile company?
- in a hospital?
- for a travel agency?
- on a farm?
- in a hotel?

Please phone 08-8356111.

b) Role Play

Act out a situation in which you have a job interview. The interviewer asks questions using the form below.



Examples

- What's your last name / first name?
- Are you married?
- Where do you live?

- Last name _____ First name _____
Mr. Ms.
- Marital status _____
- Address _____
- Telephone number _____
- Nationality _____
- Date of birth _____
- Education and qualifications _____

- Work experience _____
- Reasons for wanting the job _____
- Greatest strength and weakness _____
- Expected wages / salary _____
- Starting date _____
- Languages _____
- Interests _____
- References _____

Some Prompts for Job Applicants

Qualities

- | | |
|-------------|----------------|
| ambitious | punctual |
| cooperative | quick-thinking |
| helpful | well-organized |
| patient | ... |

Skills

- | | |
|----------------------|---------------------|
| computer skills | managerial skills |
| interpersonal skills | mathematical skills |
| language skills | telephone skills |
| | ... |

- c) *What job(s) do you think you have enough qualifications for? Why do you think so?*



WRITING

Writing a Letter of Application

- a) *Read the advertisement to see what kind of applicants they need.*

Fantastic Holidays

Tour Guides in Ha Noi

- Do you like talking to people?
- Can you speak two or more languages?
- Do you know this city well?

Please write to 41 Cat Linh St., Ha Noi.

- b) The following letter of application is written in response to the advertisement above. Underline the words or phrases that you think are more appropriate to an application letter. Explain your choice.

81 Tran Hung Dao St.
Ha Noi
November 28, 20...

Dear Sir or Madam

I am writing to apply for the (1) position / job of a tour guide which was advertised in this month's Viet Nam Tourism Magazine. I am very interested in the job and I think that I have many of the necessary qualifications.

I have some experience of this kind of work. Last summer I (2) worked for / was employed by City Tourism to arrange excursions for foreign tourists to places of interest in and around Ha Noi.

I feel I would be (3) suitable / right for this position because I have good interpersonal skills. I greatly enjoy going out and meeting new people. I have lived in this city all my life so I know many of the places that tourists would enjoy.

I am (4) now / currently studying English and French at a language center, so I speak both languages rather fluently.

I (5) would be available for work / can start work at any time. Enclosed is a copy of my résumé. Please contact me if you (6) need / require any (7) more / further information. I look forward to hearing from you.

Yours faithfully

Nguyen Ha

c) Answer the following questions about the information mentioned in the letter of application above.

1. Where and when did she hear about the job?
2. What experience relevant to the job does she have?
3. Why does she want the job? Why does she think she could do it well?
4. Is she enclosing anything with the letter?

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

A Receptionist

- Do you like working with people?
- Can you speak two foreign languages?
- Can you use a word processor?

Please write to Queen's Hotel
16 Nguyen Thai Hoc St.,
Da Lat.

A Tutor for Children (aged 10-12)

- Are you good with children?
- Are you keen on sports and outdoor activities?
- Do you have a lively and outgoing personality?

Reply to International School Camp
270 Dien Bien Phu St., District 1,
Ho Chi Minh City.
Tel: 08 930 4304
Fax: 84 8 930 5742

A Salesperson

- aged 18 – 22
- hardworking
- responsible and honest
- previous experience
- computer skills

Please apply to Furniture World Co.
330 Kim Ma St., Dong Da District, Ha Noi.



LANGUAGE FOCUS

Word Study

Make and Do

a) Which of the things below can we **make**? Which can we **do**? Add more things to the list.

<i>do</i>	a good job	_____	a phone call
<i>make</i>	a list	_____	homework
_____	a course	_____	an appointment
_____	the bed	_____	money
_____	a mistake	_____	the shopping
_____	noise	_____	friends
_____	a decision	_____	crossword puzzles
_____	lunch	_____	something / anything / nothing
_____	an offer		

b) Complete the second sentence in each pair. Use no more than five words including the given word in bold. Do not change this word.



Example

Could I arrange a time to see the interviewer again?

appointment

Could I *make an appointment* to see the interviewer again?

1. Have you made any arrangements for the interview?

anything

Have _____ the interview?

2. His letter of application was very inaccurate.

mistakes

He _____ in his letter of application.

3. You can call your boss from my office.

a phone call

You can _____ to your boss from my office.

4. My brother is studying French at a language center.
course
My brother is _____ at a language center.
5. His business is very profitable.
money
He _____ from his business.
6. I've decided to apply for that job.
decision
I've _____ for that job.
7. You've decorated the room very well.
job
You've _____ of decorating the room.

Grammar

Relative Clauses (Restrictive and Non-restrictive)

- a) Read the following sentences with relative clauses and answer the questions.
- a. Mr. Clark, *who you met at the interview*, is the Head of the Personnel Department.
 - b. The person *who you met at the interview* is the Head of the Personnel Department.
1. Does the relative clause in *a.* tell us which person we are talking about, or does it give us extra information about Mr. Clark?
 2. Does the relative clause in *b.* tell us which person is the Head of the Personnel Department or does it provide extra information about the person?
 3. What do you notice about the punctuation of the two sentences?
 4. In which sentence would it be possible to leave out the relative pronoun or use *that*?

b) *Rewrite the following sentences using restrictive or non-restrictive relative clauses and punctuate them correctly.*

1. We are going to visit our grandparents this weekend. They live in the countryside.
2. I know a good hotel. You can stay there.
3. I got a letter from a friend. I met her on holiday.
4. Ms. Williams teaches us English. She comes from Australia.
5. Have you still got the holiday brochure? I gave it to you last week.
6. Soccer is a very popular sport in Viet Nam. I like to watch it very much.
7. Have you got the guidebook? We lent it to you last month.
8. Mai is going to study abroad next year. She is one of my best friends.
9. I've just been speaking to a young man. His application was rejected.
10. My sister has just got a job in a computer company. She is very keen on playing computer games.