

Unit 12 pag 26 activity 1

What kind of jobs match your personality? Why?

Entrepreneur, Lawyer, because are the studies that I have and also for that was born

What kind of jobs are not a good match for your personality? Why?

Work with animals, because I do not like working with them

Unit 13 pag 28 activity 1

When is it better to have a part time job rather than a full-time job?

When you are a student

What are the advantages and disadvantages of temporary work?

Lower salary

Unit 14 pag 30 activity 1

How far would you be willing to travel every day to go to work?

Any place where I pay very well

How do most people get to work where you live? Does that system need to be improved?

The ideal would be that we all work close to home

Unit 15 pag 32 activity 1

Should jobs that require special skills pay more than unskilled jobs? Why or why not?

The more preparation you have, it should pay more

Do you think that skilled workers work harder than unskilled workers? Why or why not?

I do not think that the more qualified and is less work, or so should be good

13 Types of work

JOB OPENING at TECHWORLD

Full Time All hours per week. We have a full-time position for a computer programmer with 2 or more years of experience. Salary for programming language includes permanent pay.

Part Time All hours per week. We have vacancies for data entry clerks. An extensive opportunity for overtime.

Contract All hours per week. There are opportunities available for customer service operators on a permanent and temporary basis. No training will be provided. A retirement plan is available for permanent employees.

Seasonal employees must sign a contract upon employment, and Techworld has the right to terminate employees at will.

Get ready!

Before you read the passage, think about these questions.

1. What is it better to have a part-time job (over 20 or 14-19 hours per week)?
2. What are the advantages and disadvantages of temporary work?

Reading

Listen and read the text from a job site. Then mark the following statements as true (T) or false (F). What jobs are on offer?

1. The programming position involves programming in two languages.
2. There are multiple openings available for data-entry clerks.
3. Temporary employees cannot work on a permanent job.

Vocabulary

Place a check (✓) next to the response that fits the question.

1. Do you work full-time?
 - A ✓ Yes. I only work on Mondays and Thursdays.
 - B ... Yes. I work nine hours a day, five days a week.
2. Do you have experience working with computers?
 - A ... Yes. I hope there will be a lot of opportunities.
 - B ✓ Yes. I worked in a computer department.
3. Is your job temporary?
 - A ✓ Yes. It's only for six months.
 - B ... Yes. I only work three hours a day.
4. Does your job come with a retirement plan?
 - A ✓ Yes. I could \$200 a month into a retirement fund.
 - B ... Yes. I am planning to retire at the end of the year.

Write a word that is similar in meaning to the underlined part.

1. The job is five days a week, eight hours a day.
FULL-TIME
2. The company has no new jobs available.
EMPLOYMENT
3. The company offers a good plan for persons' retirement.
RETIREMENT
4. Everyone has to sign a work agreement.
CONTRACT
5. The boss wants to fire Charles.
TERMINATE

Listening

Listen to a conversation between two employees. Mark the following statements as true (T) or false (F).

1. The man is a full-time employee.
2. The man has signed up for the retirement plan.
3. The woman was first hired as a temporary worker.

Listen again and complete the conversation.

Man: Excuse me, is this the break room?
 Woman: It is, come in. What's your name?
 Man: Ben. I just started working in customer service.
 Woman: Nice to meet you. I'm Lily. So how do you like it?
 Man: It's great. I wish I could keep the job.
 Woman: Oh, you're a 4 temp here? Don't worry, that's how I started, too.
 Man: But you got a 5 permanent view?
 Woman: I told my manager I was 6 full-time, and I worked really hard.

Speaking

With a partner, act out the dialogue based on the information provided. Switch roles.

USE LANGUAGE SUCH AS

- Is this the break room?
- Don't worry, that's how I started.
- But you got a permanent position?

Student A: You are a new employee. Student B: About...

- your job
 - what you want
 - how Student B achieved a goal
- Make up personal details for your dialogue.

Student B: You are Student A's manager. Introduce yourself and answer Student A's questions.

Writing

Use the conversation from the listening section to complete the note from an employee to a manager. Make up a name for the employee.

Dear _____
 This is _____, I'm writing to you because I am interested in _____ and I am willing to _____ in order to achieve this goal. _____ is anything else I can do.
 Sincerely, _____



15 Skills and qualifications



Get ready!

1 Before you read the passage, talk about these questions.

1. Should jobs that require special skills pay more than unskilled jobs? Why or why not?
2. Do you think that skilled workers work harder than unskilled workers? Why or why not?

Reading

2 Read a job advertisement from a newspaper. Then, choose the correct answers.

1. What is the passage mostly about?
 - A the daily tasks of open job positions
 - B several vacancies at a research company
 - C the need for more skilled workers
 - D an opportunity to train workers
2. A research assistant at Bio Labs must
 - A be able to enter data
 - B have studied biology
 - C be familiar with computers
 - D be available for day and night shifts
3. Which of the following is NOT true of maintenance jobs?
 - A Training is included on the job.
 - B Applicants must have experience.
 - C Some maintenance employees work at night.
 - D They require lower qualifications than research assistants.

Bio Labs seeks both SKILLED and UNSKILLED workers

Skilled Positions: We need skilled research assistants. Qualifications required: no degree in biology and research experience laboratory setting. Computer skills desirable, but a training course is available new employees.

Unskilled Positions: We also need work maintenance positions and basic data. Experience is not necessary for applicant be considered. These positions have on-the-job training. Maintenance positions are available both day and evening shifts.

To set up an interview, please contact Benan. Call 555-765-8675 between the hours 9 am and 5 pm, Mondays through Fridays.

Vocabulary

3 Match the words (1-5) with the definitions (A-E).

- | | |
|---------------------|----------------------|
| 1. <u>unskilled</u> | 4. <u>necessary</u> |
| 2. <u>desirable</u> | 5. <u>on the job</u> |
| 3. <u>skilled</u> | |
- A needed
 - B not requiring special training
 - C wanted, but not needed
 - D requiring special training or education
 - E happening while someone is at work

4 Write a word that is similar in meaning to the underlined part.

1. They desire to meet with you scheduled for 10:15.
2. John doesn't meet the requirements desirable for the job.
3. Do scientific studies on how the business is performing desirable.
4. People trying to get an available job should send their resumes to the address below desirable.
5. An educational class is available desirable.

5 Listen and read to the advert again. Who should you call to arrange an interview?

Listening

6 Listen to a conversation between an applicant and a manager. Mark the following statements as true (T) or false (F).

1. F The applicant has experience as a research assistant.
2. T The applicant doesn't have any lab experience.
3. T The applicant used computers during his research for his biology professor.

7 Listen again and complete the conversation.

Manager: Good morning. Thanks for coming in.
 Applicant: Oh, I _____ to
 come to work at Bio Labs.
 Manager: Well, it's a great place to start a career in science. Now, let's talk about your _____.
 Applicant: Well, I was a _____ assistant in my biology professor's lab.
 Manager: And for how long were you there?
 Applicant: For about two years.
 Manager: Great. So did you _____ the data through _____?
 Applicant: No, he had to _____ by himself.

Speaking

8 With a partner, act out the roles below based on the dialogue from Task 7. Then switch roles.

USE LANGUAGE SUCH AS

Thanks for coming in.
 It's a great place to start a career in...
 And how long were you there?

Student A: You are interviewing an applicant. Ask Student B about:

- experience
- length of experience
- computer use

Student B: You are applying for a job. Ask Student A's questions. Make up your length of experience.

Writing

9 Use the conversation from Task 8 to complete the manager's notes from the interview. Use your own name.

Bio Lab Interview Notes

Applicant Name: _____
 Position Wanted: _____
 Applicant has degree? Y / N _____
 Previous Experience: _____
 Length of Experience: _____
 Computer Skills: _____
 Suggested for hire? _____