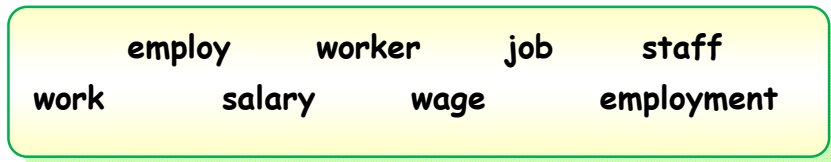
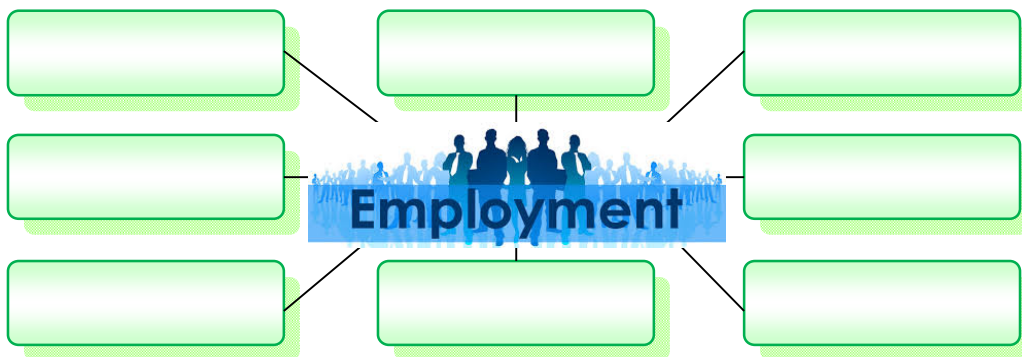


LESSON 1 – HANDOUT WITH EXERCISES – *Useful Vocabulary*

EXERCISE 1: Warm up - Look at these words connected with the topic we are going to study presented on white interactive board:



- a) *What do you think the lesson is going to be about?*
b) *Work in pairs and add extra words to the mind map:*



- c) *Which words don't you know?*
- Use a dictionary to look up the meaning of these words in a dictionary.

EXERCISE 2: Read the text below and try to explain the words in bold:

When a company needs to **employ** new people, it may **advertise** the job or **position** in a newspaper. People who are interested can **apply for** the job by sending a **letter of application** and a **curriculum vitae** with their education and experience. A company may ask candidates to complete an **application form**. The company's **Human Resources Department** will select the most suitable applications and prepare a short list of **applicants**, who are invited to an **interview**. Another way for a company to **hire** is by using the services of a **recruitment agency** who will provide them with a list of suitable candidates.



Zdroj: vlastný

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E X E R C I S E 3: Vocabulary – Work in pairs and match each word in the first column with a particular definition in the second:

English Word

Definition:

- | | |
|--|---|
| a) <i>Curriculum Vitae</i> | 1) to employ someone to do a job |
| b) <i>A Human Resources Department</i> | 2) to make an announcement, for example in a newspaper |
| c) <i>An applicant</i> | 3) the agency that helps to hire people for a job |
| d) <i>An interview</i> | 4) a form to fill when applying for a job |
| e) <i>To hire</i> | 5) in a company, the department that deals with employment |
| f) <i>A Recruitment Agency</i> | 6) to make a formal request for a job |
| g) <i>To recruit</i> | 7) the purpose of the letter is to get an interview |
| h) <i>To advertise</i> | 8) a short written description of previous jobs, education etc. |
| i) <i>A position</i> | 9) someone, who has asked in writing for a job |
| j) <i>To apply for</i> | 10) a job |
| k) <i>A Letter of Application</i> | 11) to find new people to work in a company |
| l) <i>An Application Form</i> | 12) formal meeting at which someone is asked questions in order to find out whether they are suitable for a job |

Your answers:

- a) _____ b) _____ c) _____ d) _____ e) _____ g) _____
h) _____ i) _____ j) _____ k) _____ l) _____ m) _____

E X E R C I S E 4: Reading (new vocabulary and grammar) - Peter is talking about his work. Complete the gaps with a correct preposition from the box below. You can use each word more than once:

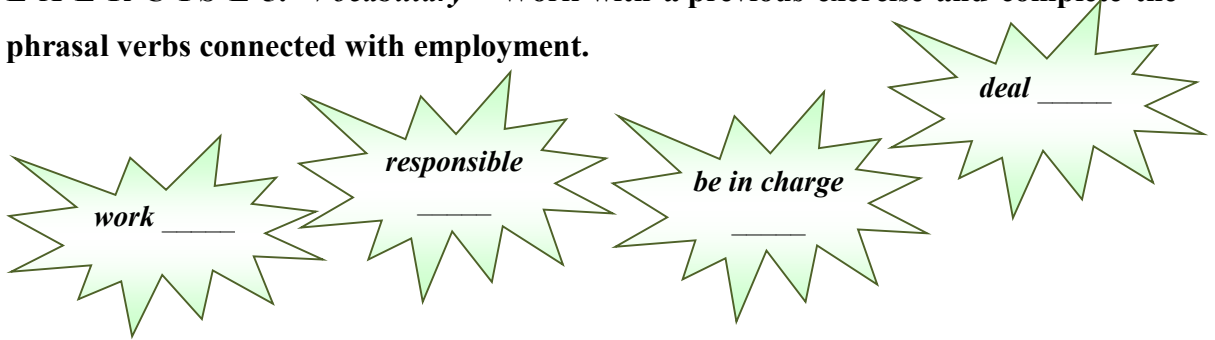
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I work (1) _____ a British supermarket company. I run the foreign department and I am responsible (2) _____ a team looking (3) _____ the new markets in other countries. It's very interesting. One (4) _____ my main responsibilities is to make sure that the new supermarkets open everywhere (5) _____ time. I am also (6) _____ charge (7) _____ various financial reports. During the day I deal (8) _____ a lot (9) _____ different paper work. I am responsible (10) _____ planning projects from start to finish. I work (11) _____ our business partners, so I travel a lot.'

Zdroj: vlastný

Pracovne listy - Ekonomika

EXERCISE 5: Vocabulary - Work with a previous exercise and complete the phrasal verbs connected with employment.



EXERCISE 6: HOMEWORK – Complete the gap in the article with a suitable words from the box.

applicant apply application form candidate
application CV recruitment agency interview
references job vacancies job description short-listed
job description short-listed

People looking for a job often read (1) _____ advertised by companies and (2) _____ on the internet or in newspapers. If they want to (3) _____ for a job they have to write a (4) _____, or fill in the company's (5) _____. You have to send it with your (6) _____ and a application letter. Then you become a (7) _____ or an (8) _____. In English speaking countries it's common to give at least people who can provide (9) _____ for you. If your qualificatios match the (10) _____, you can be (11) _____ - selected and invited to attend an (12) _____.

Zdroj: vlastný



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LESSON 2 – HANDOUT WITH EXERCISES - Job description

EXERCISE 1: Warm-up group work – Competition:

1. Who is the first group to write down at least 5 verbs related to the topic?
2. Who is the first group to write down the most nouns related to the topic?
3. Who can write down the most words related to the topic in one minute?
4. Who can write the best definition on „employment“ in exactly 10 words?

EXERCISE 2: Pair work - There are 7 people describing their jobs. Match the jobs from the box with the descriptions. Work in pairs:

Librarian	Clerk	Waiter	Teacher
Book-keeper	Civil engineer	Salesman	

- a) 'A lot of people think that my job is **dull**, but they are **wrong**. My job is **important** to all companies. My duties in an office are for example writing e-mails, answering phones, preparing meetings etc.'

My job is: _____

- b) 'As a child, I enjoyed drawing. Later on, I improved my drawing skills at the university and now I'm responsible for designing construction of various building structures, such as houses, roads, bridges, dams etc. My dream came true and it's **great**.'

My job is: _____

- c) 'Of course, I greet customers, take food orders, bring food and drinks to the tables and take payment from them. What is very important, that I must be always **charming**, **polite**, **smiling** and **friendly**, even I'm **tired**.'

My job is: _____

- d) 'I love my job. It's very **stimulating** and not at all repeating. There are no two days the same. The children are **fine**. You can see them learn and make progress.'

My job is: _____

- e) 'Well, I have always been a bookworm and I love being surrounded by literature and working with people who appreciate books too, so I decided for this career.'

My job is: _____



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f) 'I was good at Maths at school and I like working with figures. My job is less **boring** than people think. The work involves a lot of teamwork and working with other managers. I calculate how **profitable** my company is.'

My job is: _____

g) 'So, my job involves selling products or services. I provide customers all information about products. I have really **good** communication skills.'

My job is: _____

EXERCISE 3: Adjectives and their opposites – There are a few highlighted words in previous exercises. Explain their meaning and write down the opposites. Work in pairs:

+ Dull _____

Important _____

+ Wrong _____

Charming _____

+ Boring _____

Smiling _____

+ Tired _____

Friendly _____

+ Great _____

Profitable _____

+ Polite _____

Stimulating _____

+ Fine _____

EXERCISE 4: Choose your dream job and give your classmates a few clues about it. They will try to guess it.

EXERCISE 5: HOMEWORK

a) Here are pairs of definitions about „Types of job“. Read them and find their Slovak equivalents in dictionary:

A **full-time job** is one for the whole of the normal working time. **Slovak:** _____

A **part-time job** is for less time than normal working time. **Slovak:** _____

A **permanent job** does not finish after a fixed period. **Slovak:** _____

A **temporary job** finishes after a fixed period. **Slovak:** _____

b) What is advertised in each of these job advertisements? Use the expressions from

a). The first one is done for you

Librarian needed for library
every afternoon from 2 to 6

→ *a part time job*

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Clerk needed for a busy office,
from 9 am to 5.30 pm.

→ _____

Experienced **waiter** wanted, from
8 pm until midnight.

→ _____

Teacher needed for a summer
course, from 1 to 31 July

→ _____

Book-keeper for accounting
company - long hours, 4 weeks
holiday per year

→ _____

Civil engineer required for
a projection company - good
prospects for right person

→ _____

e) **Creative writing** – choose any profession from the field of civil engineering and try to describe it as much as possible. Write down at least 90 words. While writing, include these ideas:

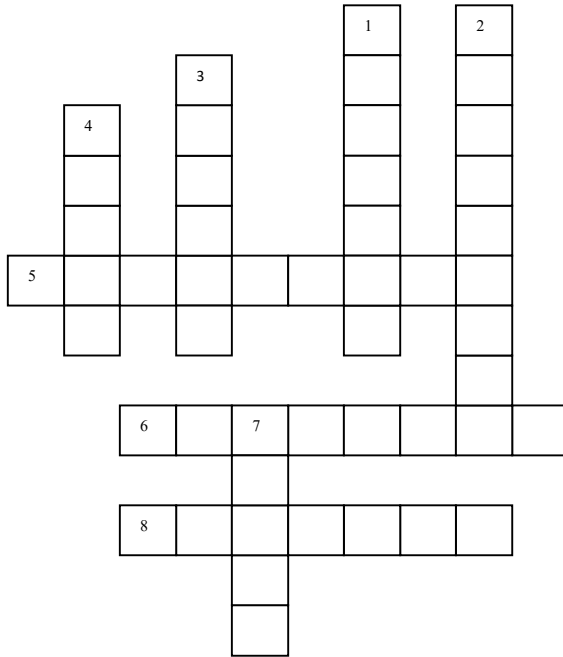
- *job title*
- *job description*
- *skills*
- *responsibilities*



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LESSON 3 – HANDOUT WITH EXERCISES – *A job advertisement*

EXERCISE 1: Complete the crossword with a correct word:



ACROSS

5 I phoned to check on my application, but they said they'd already **R** _____ someone.

6 This job is so important; I think we need to **H** _____ someone.

8 The selection procedure has lasted three months, but we're going to **A** _____ someone next week.

DOWN

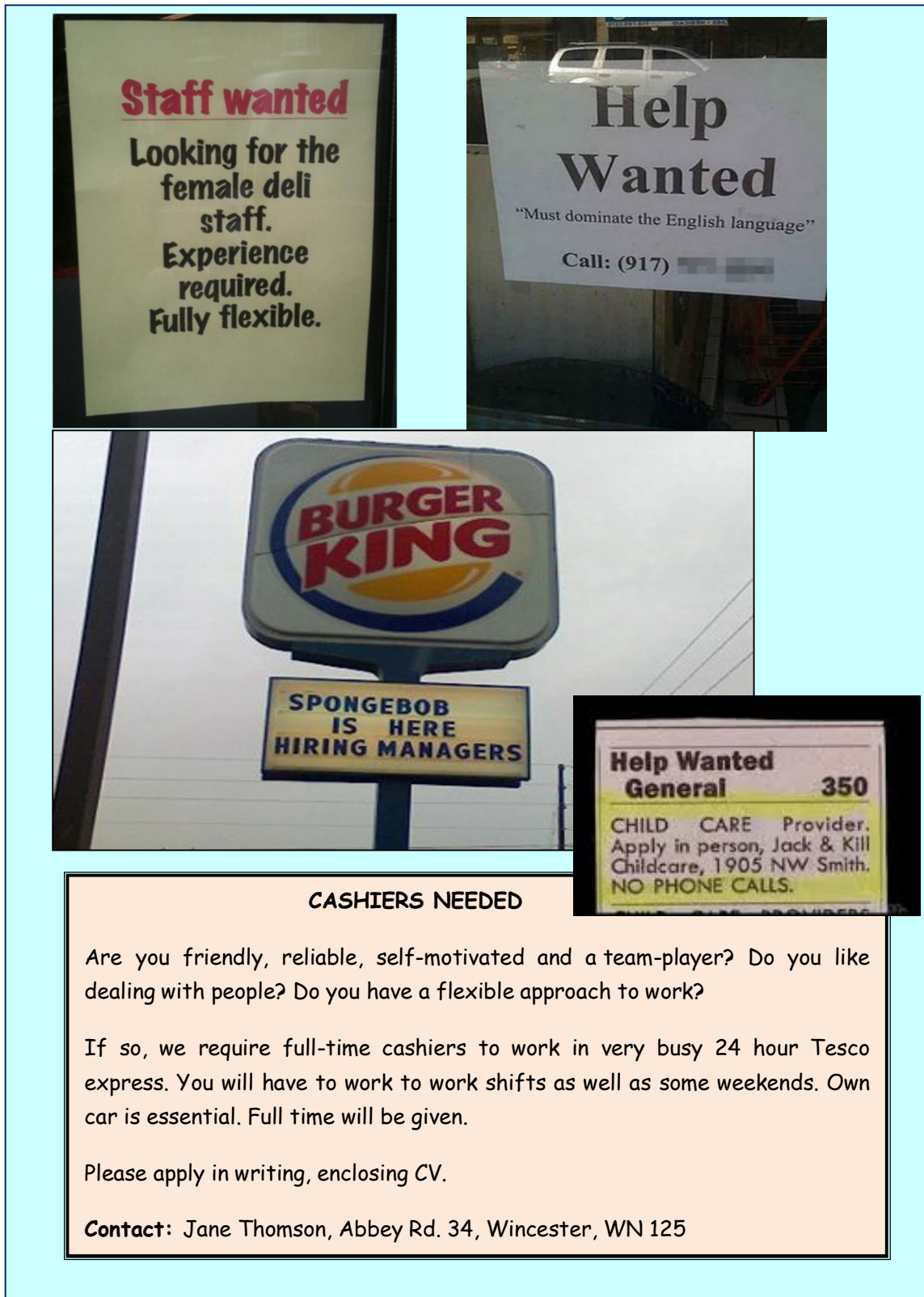
1 and 2 I hope she **A** _____ the job, because if she **T** _____ **D** _____, we'll have to start whole process again.

3 That applicant is really good, he had already got three other job **O** _____

4 They were lucky and **H** _____ a new clerk. He's going to start on Monday.

7 Anybody with an active German language can **A** _____ for this position.

EXERCISE 2: Warm – up - Look at these job advertisements displayed on a digital whiteboard.



Staff wanted
Looking for the female deli staff.
Experience required.
Fully flexible.

Help Wanted
"Must dominate the English language"
Call: (917) [REDACTED]

BURGER KING
SPONGEBOB IS HERE
HIRING MANAGERS

Help Wanted General 350
CHILD CARE Provider.
Apply in person, Jack & Kill
Childcare, 1905 NW Smith.
NO PHONE CALLS.

CASHIERS NEEDED

Are you friendly, reliable, self-motivated and a team-player? Do you like dealing with people? Do you have a flexible approach to work?

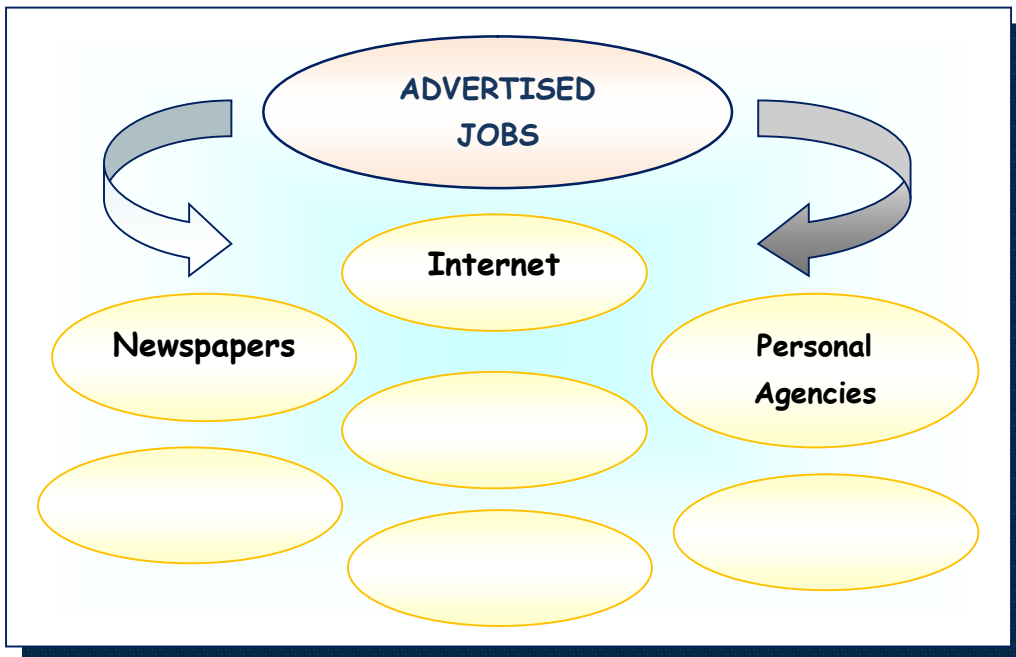
If so, we require full-time cashiers to work in very busy 24 hour Tesco express. You will have to work to work shifts as well as some weekends. Own car is essential. Full time will be given.

Please apply in writing, enclosing CV.

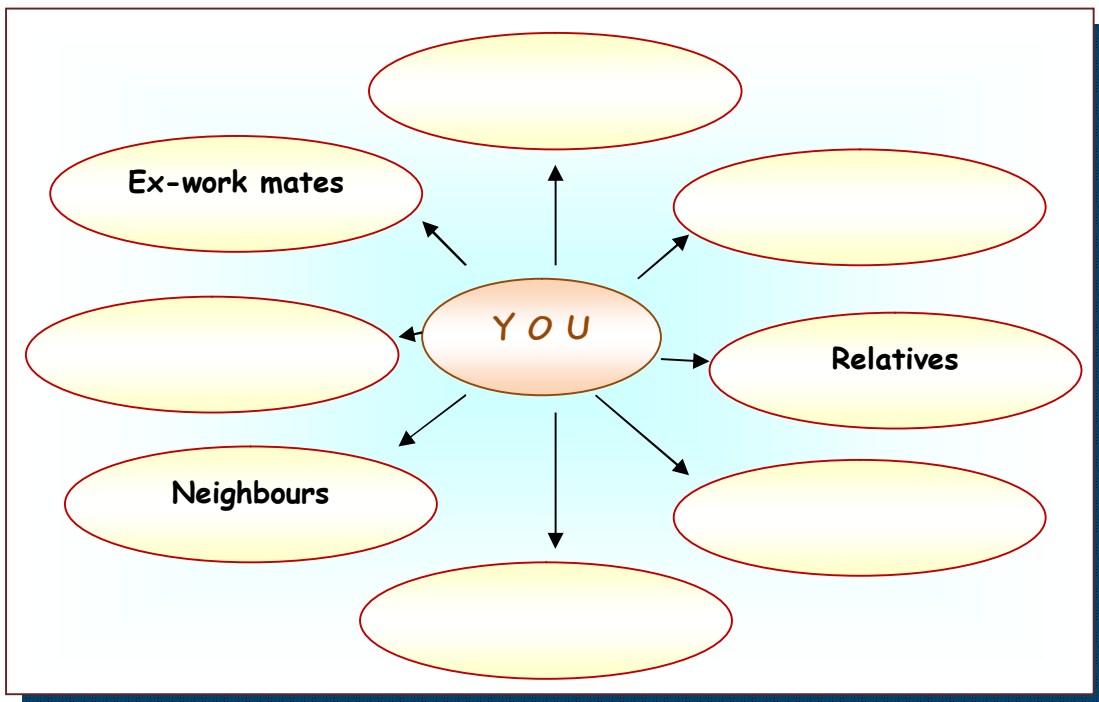
Contact: Jane Thomson, Abbey Rd. 34, Winchester, WN 125

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EXERCISE 3: Where can be job offers advertised? Complete this chart with at least 4 other placements:



Statistics say that **75 % of jobs are never advertised**. People can use their potential contacts. Complete this chart with at least other 5 possibilities:



E X E R C I S E 4: Read the job advertisement on website www.gumtree.com and complete the gaps with the suitable phrase from the box:

Salary	Start date	Additional requirements	
Contract Type	Required education	Benefits	Language skills
Place of work	Job description	Interview details	

CIVIL ENGINEER FOR LONDON AREA

Job Location: London, UK

Company: Mimex, Ltd.



Information about the position:

a) Place of work

14 Tottenham Court Road, London, England, W1T 1JY

b) _____
Civil Engineer and CAD Designer

Responsibilities include:

- Construction of buildings, roads and bridges
- Perform engineering duties

c) _____
Competitive, based on experience, £ 40.000 – 45.000 as annual gross salary

d) _____
ASAP

e) _____

- coverage of educational costs
- mobil, laptop and car for personal use

f) _____
Full-time

Requirements for the employee

g) _____ - University education (Master's degree)

h) _____ - English – advanced

i) _____ - 2+ years of experience in road construction

j) _____ - if you are interested in this position, please apply online. Please note that we will contact selected applicants only.

Pracovne listy - Ekonomika

E X E R C I S E 5: Read the advertisement above from the website of British company, Mimex, Ltd. and discuss the following questions:



- What are the advantages and disadvantages of working in Mimex, Ltd.?
- Would you like to work for a company like this? Why? / Why not?
- What do you think of this type of job advertisement?
- What kind of person would like Mimex, Ltd. employ?

E X E R C I S E 6: **HOMework** - Write a profile for SKANSKA using the notes below of at least 100 words and prepare Powerpoint presentation of at least 10 slides:

Name of company: SKANSKA
Established: 1990s in Europe
Headquarters: Stockholm, Sweden
Business activities:

- Designing any type of buildings
- Complete work on the ground
- In-house desing

Main Markets:50 states
2015 sales: £ 800.5 bn



Zdroj: vlastný

Company's profile:



