Choosing a job

I can compare and contrast different part-time jobs.

Revision: Student's Book page 60

1 **Complete the definitions with the words below.**

enthusiastic   flexible   friendly
good at communicating   honest   patient
physically fit   reliable

1 If you're _____ , you don't get cross if you have to wait.

2 If you're _____ , you talk clearly and people find you easy to understand.

3 If you're _____ , you don't get tired easily.

4 If you're _____ , you tell the truth.

5 If you're _____ , you get on well with people.

6 If you're _____ , you have a very positive attitude to work.

7 If you're _____ , you're able to do lots of different things.

8 If you're _____ , people can trust you to do things.

2 **Which qualities from exercise 1 do you think you have? Write three.**

I think I'm _____, _____ and

_____.

3 🎧 **1.19** **Read the task below. Then listen to a candidate doing the task and tick the job he chooses.**

You want a part-time job in order to earn some money while you're at school. Discuss the two job advertisements with a member of staff at the job agency. Decide which job you will apply for and why.
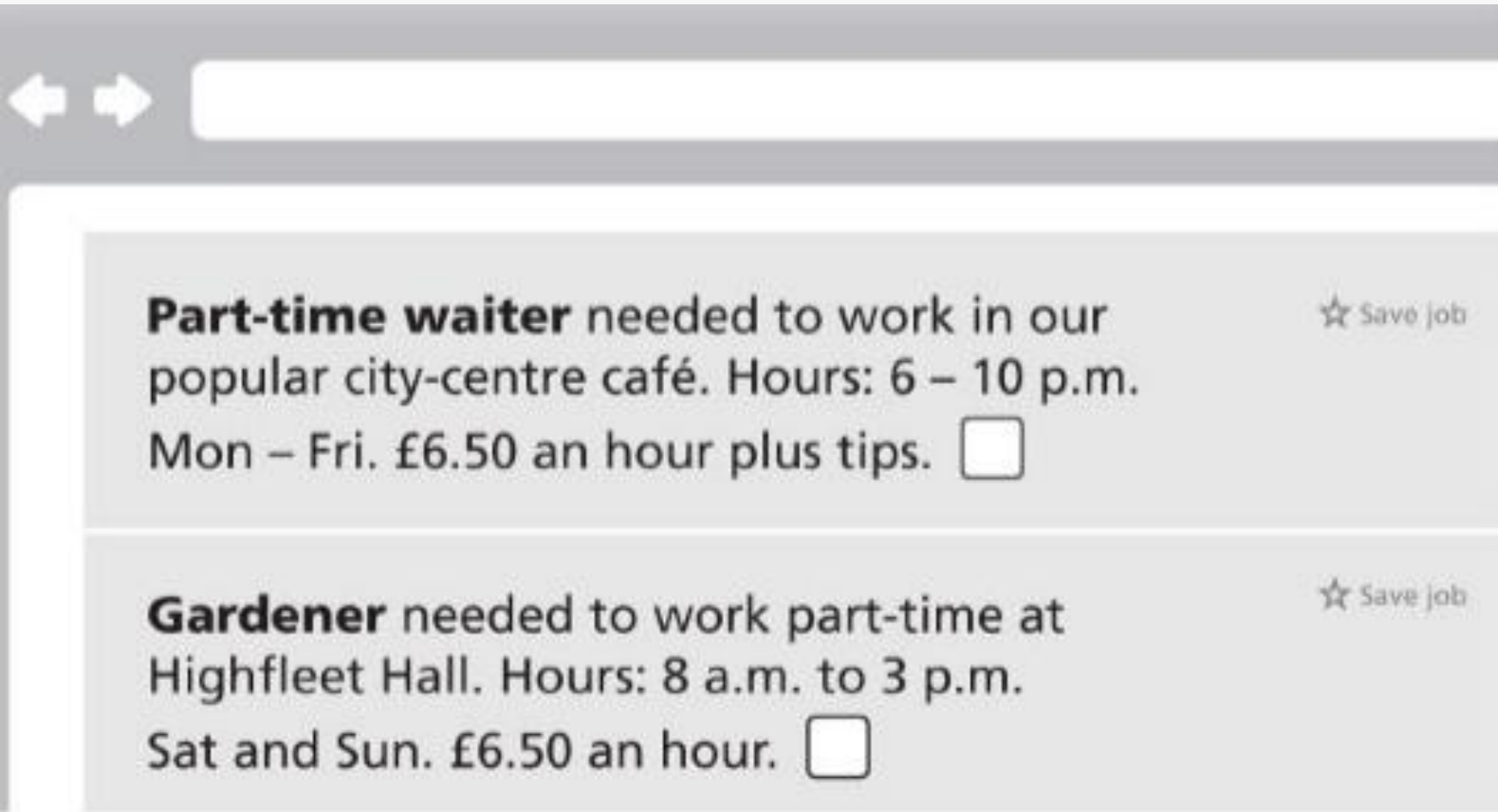
Part-time waiter needed to work in our popular city-centre café. Hours: 6 – 10 p.m. Mon – Fri. £6.50 an hour plus tips. ☐

☆ Save job

Gardener needed to work part-time at Highfleet Hall. Hours: 8 a.m. to 3 p.m. Sat and Sun. £6.50 an hour. ☐

☆ Save job

Speaking Strategy

When you discuss a topic and give reasons for your opinions, try to include some complex sentences. For example, use words like *although / even though*, *nevertheless* and *however* to make contrasts.

4 🎧 **1.19** Read the Speaking Strategy. Then listen again and complete the sentences with the words below.

although   even though   however   nevertheless

1 I know it's only four hours a day. _____ , it's at the end of the day when I am already tired.

2 I enjoy working outside _____ the weather is often bad.

3 _____ the hours are quite long, they're all at the weekend.

4 The money is slightly better too. _____ , I'm sure the other job is right for me.

5 You are going to do the task in exercise 3. Look at the two jobs below and make notes.

Sports coach needed to work at our weekend activity camps. Hours: 10 a.m. – 6 p.m. Sat and Sun. £6.50 an hour.

Receptionist needed to work evenings at the Gallery of Modern Art. Hours: 7–10 p.m. Mon – Fri. £8.00 an hour.

Which job do you prefer? _____

Why this job? _____

_____

_____

Why not the other job? _____

_____

_____

Hi

I saw your job advert yesterday for a gardener and I want the job.

I like gardening and I'm awesome at it.

I've got loads of experience too.

I've got exams in July but I can start afterwards if you want.

Cheers

Matt Plunkett

¹The Manager
²Harleys Department Store
Palace Walk, London

³14 Langley Drive
London
⁴30ᵗʰ May 2017

Dear Sir or Madam,

⁵**Application for the role of sales assistant**

A I noticed your online advertisement for a sales assistant during the summer and am writing to apply for the post.

B In October, I am going to start a degree in design at Brighton University. Until then, I am keen to find a position which suits my interest in fashion.

C I have experience of working in retail. Last summer, I spent six weeks as a sales assistant in a clothes shop. Furthermore, I believe I possess all the necessary personal qualities for the post. I am hard-working, honest and reliable.

D I am enclosing my CV, including full contact details. I can send references on request. If I pass my exams in June, I will be available to start work in July.

E I look forward to hearing from you soon.

Yours faithfully,

⁶*G Browning*

⁷Grace Browning

1 **Read the formal letter. Match elements a–g with parts 1–7 of the letter.**

a the address the letter is going to ___
b the writer's name ___
c the writer's address ___
d the date ___
e the writer's signature ___
f the person the letter is going to ___
g the subject line ___

WHAT IS A CV?

Christopher
Morgan

Contact

Address:
177 Great Portland Street, London
W5W 6PQ

Phone:
+44 (0)20 7666 8555

Email:
christoper.m@gmail.com

LinkedIn:
linkedin.com/christopher.morgan

Languages

Spanish – C2
Chinese – A1
German – A2

Hobbies

- Writing
- Sketching
- Photography
- Design

Summary

Senior Web Developer specializing in front end development. Experienced with all stages of the development cycle for dynamic web projects. Well-versed in numerous programming languages including HTML5, PHP OOP, JavaScript, CSS, MySQL. Strong background in project management and customer relations.

Skill Highlights

- Project management
- Strong decision maker
- Complex problem solver
- Creative design
- Innovative
- Service-focused

Experience

Web Developer - 09/2015 to 05/2019
Luna Web Design, New York

- Cooperate with designers to create clean interfaces and simple, intuitive interactions and experiences.
- Develop project concepts and maintain optimal workflow.
- Work with senior developer to manage large, complex design projects for corporate clients.
- Complete detailed programming and development tasks for front end public and internal websites as well as challenging back-end server code.
- Carry out quality assurance tests to discover errors and optimize usability.

Education

Bachelor of Science: **Computer Information Systems** - 2014
Columbia University, NY

Certifications

PHP Framework (certificate): **Zend, Codeigniter, Symfony**.
Programming Languages: **JavaScript, HTML5, PHP OOP, CSS, SQL, MySQL**.

WHAT IS A CV?

Christopher Morgan

Summary

Senior Web Developer specializing in front end development. Experienced with all stages of the development cycle for dynamic web projects. Well-versed in numerous programming languages including HTML5, PHP OOP, JavaScript, CSS, MySQL. Strong background in project management and customer relations.

Skill Highlights

- Project management
- Strong decision maker
- Complex problem solver
- Creative design
- Innovative
- Service-focused

Experience

Web Developer - 09/2015 to 05/2019
Luna Web Design, New York

- Cooperate with designers to create clean interfaces and simple, intuitive interactions and experiences.
- Develop project concepts and maintain optimal workflow.
- Work with senior developer to manage large, complex design projects for corporate clients.
- Complete detailed programming and development tasks for front end public and internal websites as well as challenging back-end server code.
- Carry out quality assurance tests to discover errors and optimize usability.

Education

Bachelor of Science: **Computer Information Systems** - 2014
Columbia University, NY

Certifications

PHP Framework (certificate): **Zend, Codeigniter, Symfony.**
Programming Languages: **JavaScript, HTML5, PHP OOP, CSS, SQL, MySQL.**

Contact

Address:
177 Great Portland Street, London
W5W 6PQ

Phone:
+44 (0)20 7666 8555

Email:
christoper.m@gmail.com

LinkedIn:
linkedin.com/christopher.morgan

Languages

Spanish – C2
Chinese – A1
German – A2

Hobbies

- Writing
- Sketching
- Photography
- Design

WHAT IS A CV?

In English, a curriculum vitae is a short written summary of a person's career, qualifications, and education. This is the most common usage in both North American and British English. In North America, the term résumé is a common synonym for CV in the sense of a short career summary.

WHICH JOB DO YOU SUGGEST?

- excellent spoken and written communication skills.

- effective listening skills.

- creative skills and ideas for planning practical and interesting lessons.

- excellent planning and organisation skills.

- a friendly and confident manner.

- the ability to work well under pressure.

- a flexible approach to work.

WHICH JOB DO YOU SUGGEST?

- Good stage, screen or vocal presence.
- The ability to enter into another character and engage with an audience.
- The ability to memorise lines.
- Good understanding of dramatic techniques.
- Having the confidence, energy and dedication to perform.
- Creative insight.

WHICH JOB DO YOU SUGGEST?

- Communication.

- Attitude and confidence.

- Teamwork.

- Critical thinking and creative problem-solving.

- Professionalism.

- Empathy.

- Conflict resolution.

WHICH JOB DO YOU SUGGEST?

- Content writing Skills.

- CSS and HTML Skills.

- Networking Skills.

- Follow-up Skills.

- Photo Editing Skills.

- Social Networking Skills.

- Marketing skills.

- The art of selling.

2 **Complete the paragraph plan by matching paragraphs A–E of the letter with descriptions 1–5 below.**

1 **Paragraph** D: what you are sending with the letter and when you can start work

2 **Paragraph** ___: what you would like to happen next

3 **Paragraph** ___: what the job is and how you found out about it

4 **Paragraph** ___: why you are interested in the job

5 **Paragraph** ___: why you are the right person for the job

3 **In which paragraph does Grace mention ...**

1 her plans and intentions? What are they?
2 her personal qualities? What are they?

Writing Strategy

When you write a formal letter:

- Start with: *Dear (Mrs White)*, if you know the name of the person, or *Dear Sir or Madam*, if you do not.

- You can include a subject line at the start, similar to the subject line of an email.

- Write in paragraphs. One-sentence paragraphs are fine for opening or closing an application letter.

- Do not use colloquial language or short forms (*I'm, there's*, etc.).

- Finish with *Yours sincerely*, if you used the person's name at the start, or *Yours faithfully*, if you did not.

4 Read the Writing Strategy. Answer the questions.

1 What is the subject line in Grace's letter?
2 Does Grace include any one-sentence paragraphs?
3 How does Grace express these things in a more formal way?

  a I really want to ... (paragraph B)
  b I think I've got ... (paragraph C)
  c ... if you ask me to. (paragraph D)

4 Why does Grace end the letter with *Yours faithfully*?

5 Read the online job advert below and plan an application letter. Follow the paragraph plan you completed in exercise 2.

Paragraph A: waiter in a hotel – online advertisement

Summer jobs in catering ☆

A busy London hotel is looking for hard-working, polite and reliable waiters for the summer months (July – September). Experience an advantage.

JUST ADDED

Apply in writing, enclosing your CV, to: The Restaurant Manager, Clarks Hotel, Bond Street, London.

6 Write your letter. Use your plan from exercise 5.

CHECK YOUR WORK

Have you …
• followed your paragraph plan?
• used appropriately formal language?
• checked the spelling and grammar?

Collocations dominoes

the phone	earn
a lot of money	wear
a uniform	work
long hours	be
on your feet	serve
customers	use
a computer	deal
with the public	make
phone calls	work
with children	be
part of a team	travel
a lot	answer

Jobs dominoes

dresser	grounds
keeper	lock
smith	pizza
delivery man / woman	estate
agent	police
officer	surfing
instructor	video game
developer	sales
assistant	farm
worker	sports
coach	travel
agent	hair

ASSIGNMENT:
WORKBOOK 5H VOCABULARY BUILDER P.119
WRITING(PAMPHLET)
VRTC

DEADLINE: SATURDAY