

GO FOR IT!

PRE-READING

- 1 You are soon going to leave TEE. What are your plans for the future? Are you thinking of looking for a job or getting a place at a college or university? Discuss in pairs and report in class.



- 2 Look at the photographs and talk to your partner. Which would be the best/worst place for you to work at? Why?



**Task 1 – Sample answers**

- "After leaving school, I'm thinking of looking for a job as a technician."
- "I plan to get a place at a technical college to improve my skills."

**Task 2 – Sample answers**

- **Bank/Office :** "This would be the best place for me because I like an organized environment."
- **Fishing/Manual work:** "This might be the worst for me because it is physically tiring."
- **Supermarket:** "This is a good place if you have interpersonal skills and like helping people."

- 3 Choose one of the work places above. Make a list of all the different jobs people can do there. Then read the list of skills and qualities below. Which are necessary for the jobs in your list?

Skills	Qualities
computer skills	well-organised
typing skills	patient
artistic skills	punctual
language skills	caring
mathematical skills	physically strong
interpersonal skills	quick-thinking
	honest

**Work Place:**

Jobs	Skills	Qualities



**SPEAKING**

**How do people find information about jobs in your country? Do schools have career teachers, i.e. qualified teachers who can provide students with information about study and work? Discuss and report.**

**Task 3: Skills & Qualities**

<b>Work Place</b>	<b>Jobs</b>	<b>Skills</b>	<b>Qualities</b>
<b>Bank/Office</b>	Accountant, Secretary	Computer skills, Mathematical skills	Well-organised, Punctual, Honest
<b>Supermarket</b>	Cashier, Shelf stacker	Interpersonal skills	Patient, Quick-thinking, Honest
<b>Fishing Boat</b>	Fisherman	Manual skills	Physically strong, Patient

**Bank/Office :**

<b>Jobs</b>	<b>Skills</b>	<b>Qualities</b>
<b>Accountant</b>	computer skills, mathematical skills	well-organised, punctual, honest
<b>Secretary</b>	typing skills, computer skills, language skills	well-organised, punctual, patient
<b>Manager</b>	interpersonal skills, language skills	quick-thinking, honest, caring



READING

- 1 Read the following information about job opportunity schemes for students and young people in the UK and compare them to your country's.

**Getting a job**

In the UK you can find information about jobs and career opportunities at a number of different places.

**At school**



All secondary schools in Britain have a career teacher. They are qualified teachers whose job is to provide students with information about further study and work. Career teachers arrange visits to offices, factories, colleges, etc., and they invite professional people and people from local organisations to come to the school and talk to the students. They also help students with technical matters such as how to apply for jobs, for a place at university or college, etc.

Students usually have these career sessions during their last year at school. During the last two compulsory school years, students have to take part in “work experience” programmes. The students go to work for two weeks. They work in all kinds of places, like offices, shops, factories, hotels, etc. When they finish, they have to report about their experiences and what they have been taught.



**Outside school**

If you have already left school, there are a number of ways to find out about jobs. There is a Job Centre in large towns, where employers advertise jobs. You can also look at newspapers too, which have job advertisements as well. At a Job Centre you can also find information about several training schemes to help you get a better job.

The UK	My country

**Looking for a job: Qualifications**

Read the following job advert, which appeared in a magazine for young people, and answer the questions that follow.

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**HERMES SEASIDE RESORT**

is looking for  
young bright and cheerful people  
to work as holiday hosts and hostesses this summer  
at our new hotel on the Island of Crete.

The job involves looking after groups of holidaymakers,  
entertaining them and helping with any problems.

Good knowledge of English is necessary.  
If you can play any sports or a musical instrument,  
this will be useful.

Accommodation, food, pocket money, medical insurance  
and return travel are all provided.  
If you like travelling and helping people, why not write to us.

Please send your application letter to:  
**HERMES SEASIDE RESORT**  
**156 79 CRETE**

1. Who is this advertisement addressed to?  
.....
2. What are the essential requirements for the position?  
.....
3. How does the advert attract candidates?  
.....
4. How can candidates contact them?  
.....

**Answers: Reading (Getting a job)**

**UK vs My Country:**

- **At school (UK):** Career teachers, work experience programmes for 2 weeks.
- **Outside school (UK):** Job Centres in large towns, newspaper advertisements, training schemes.

**Answers Task 2: Looking for a job: Qualifications**

1. **Who is this advertisement addressed to?** It is addressed to young, bright, and cheerful people.
2. **What are the essential requirements for the position?** Good knowledge of English is necessary. Also, being bright, cheerful, and willing to help people are important qualities.
3. **How does the advert attract candidates?** It offers accommodation, food, pocket money, medical insurance, and return travel.
4. **How can candidates contact them?** They can send an application letter to: HERMES SEASIDE RESORT, 156 79 CRETE.



WRITING

- 1 Imagine that the advert above attracted your attention. You decide to apply for the post, but unfortunately, you don't have experience with application letters and CVs. Study the following application letter sent by another candidate and fill in the missing information.

*Dear Sir/Madam*

*I read your ..... in Fun magazine, and I would like to .....for a job as a holiday host this summer.*

*I am seventeen years old and live in Thessaloniki. At the moment I am studying at a Technical Vocational School, but I will be free during the summer holiday.*

*I can speak ..... very well.*

*I like ..... I have been to many parts of our country, and last year I also visited my relatives in Germany.*

*I enjoy playing ..... I can play basketball very well. I am in the basketball team of my school. I am good at swimming too. I cannot play a ..... , but I can sing well.*

*I am sure I would make a good host. I am very sociable and I like helping people.*

*I look forward to hearing from you.*

*Yours faithfully,*

*John Papadopoulos*

**Answers: Writing (Application Letter)**

- I read your **advertisement** in Fun magazine, and I would like to **apply** for a job as a holiday host this summer.
- I can speak **English** very well.
- I like **travelling**. I have been to many parts of our country...
- I enjoy playing **sports / basketball**.
- I cannot play a **musical instrument**, but I can sing well.



**LETTER OF APPLICATION**

Applicant's address

Recipient's address

Date

Dear .....

I have seen your ..... for an ..... in the Accountants Review and wish to apply for the post.

As you can see from my enclosed ..... , I am \_\_\_\_\_ years old and was educated at the 2nd Technical Vocational Lyceum in Athens, where I specialised in ..... . When I was discharged from the ..... in ..... , I attended a course at a ..... in Manchester, where I trained in ..... for ..... year and at the same time obtained a good command of the ..... language.

From ..... the present, I have been employed by G-Systems Accounting and Logistics, where I am responsible for .....

Although I am quite happy at my present job, I would like to work for a bigger company to ..... more .....

My interests include ..... the web, as well as .....

I would be free for an interview at any time. My present employers have promised to give me a very favourable reference.

Yours ..... (faithfully/sincerely)

(Signature) .....

(Applicant's name in full) .....

### Answers Task 2: Letter of Application

- **Applicant's address:** 25 Hermou St., Athens 105 63
- **Date:** today
- **Dear Sir/Madam,**
- I have seen your **advertisement** for an **accountant** in the Accountants Review and wish to apply for the post.
- As you can see from my enclosed **Curriculum Vitae / CV**, I am (**age - eg 25-30**) years old and was educated at the 2nd Technical Vocational Lyceum in Athens, where I specialised in **Accounting**.
- When I was discharged from the **Air Forces** in (**year**), I attended a course at a **College of Economics** in Manchester, where I trained in **Accounting** for **one** year and at the same time obtained a good command of the **English** language.
- From (**year**) to the present, I have been employed by G-Systems Accounting and Logistics, where I am responsible for **completing tax reports**.
- Although I am quite happy at my present job, I would like to work for a bigger company to **gain** more **experience**.
- My interests include **surfing** the web, as well as **travelling**.
- Yours **faithfully**,
- (Signature)
- (Applicant's name in full) **George Ioannou**

### Key words:

**Enclosed CV:** A resume (curriculum vitae) that is attached or included inside a letter or an email.

**Specialised in:** Having expert knowledge, training, or skills in a specific subject or job.

**Discharged from:** Officially allowed or told to leave an organization, most commonly the military (army) or a hospital.

**Responsible for:** Being in charge of a specific duty, task, or group of people.

**Gain experience:** To get more knowledge and practical skills by working or doing an activity over time.

**Yours faithfully:** A formal phrase used to end a letter when you do not know the name of the person you are writing to (e.g., when the letter starts with *Dear Sir/Madam*).

3 The following phrases show the functions of each part of the letter of application you have already completed, but they are in jumbled order. Put them in the right order. Then choose sentences from the letter, and write them in the chart under the relevant phrases.

<ul style="list-style-type: none"><li>• Explaining the applicant's education that qualifies him/her for the job. Listing the schools attended, courses taken, or certificates obtained. ..... .....</li></ul>
<ul style="list-style-type: none"><li>• Showing the specific things the applicant can do that make him/her suitable for the job. ..... .....</li></ul>
<ul style="list-style-type: none"><li>• Stating the reasons the applicant wants to leave his/her present job (if he/she is already working). ..... .....</li></ul>
<ul style="list-style-type: none"><li>• Applying for the post and showing interest in the job. ..... .....</li></ul>
<ul style="list-style-type: none"><li>• Asking for an interview and showing willingness to provide references. ..... .....</li></ul>
<ul style="list-style-type: none"><li>• Referring to the applicant's special interests and hobbies. ..... .....</li></ul>

1<sup>st</sup> paragraph

2<sup>nd</sup> paragraph

3<sup>rd</sup> paragraph

4<sup>th</sup> paragraph

5<sup>th</sup> paragraph

## Answers

### 1st paragraph: Opening & Purpose

- **Function:** Applying for the post and showing interest in the job.
- **Example sentence:** "I am writing to apply for the position of [Job Title] as advertised in [Source]."

### 2nd paragraph: Education

- **Function:** Explaining the applicant's education that qualifies him/her for the job.
- **Example sentence:** "I have a degree in [Subject] from the University of [...] and I have also completed a seminar in [...]"

### 3rd paragraph: Experience & Skills

- **Function:** Showing the specific things the applicant can do that make him/her suitable for the job.
- **Example sentence:** "I have three years of experience in this field and I am fluent in English and proficient in computer use."

### 4th paragraph: Current Status & Interests (Optional)

- **Function:** Stating the reasons the applicant wants to leave his/her present job / Referring to special interests and hobbies.
- **Example sentence:** "I am currently looking for a new challenge that will allow me to use my skills in a more dynamic environment."

### 5th paragraph: Closing & Interview Request

- **Function:** Asking for an interview and showing willingness to provide references.
- **Example sentence:** "I am available for an interview at your convenience and I can provide references upon request."



READING

Read the following article about making a promising application form and a CV and underline its strongest points.

**Be Prepared for any Options that may Come up**

You are soon going to finish TEE. You may want to start a job or do some further studies. Whatever your choice, you have to make it right. To start with, the following article will help you, giving you the so-called 'Job Application File'.

A job application can open or close the door to your future career, unless you make your application stand out from the crowd and create an immediate positive impression.

Remember, first impressions count. Do you want to be treated seriously and with respect? So, do the same courtesy to your prospective employer.

Your first job (and every job) could shape the rest of your life.

Give yourself the greatest chance of success by presenting your application:

- a) neatly and concisely
- b) impressively
- c) professionally



**The four steps to a promising application**

**1.1 The application – General points**

- An application should always be prepared individually (as if it were the only job you had ever wanted!). Never use photocopies.
- Think about the overall image of your application. Use a word processor or make your handwriting neat. It must be free of errors and corrections!
- Make a rough draft first, so that you achieve proper accuracy, chronology and spacing.

**1.2 The application – Particular points**

**Remember to include:**

- the specific vacancy applied for or the nature of work you are looking for
- sufficient relevant information about yourself
- the reason(s) why you are applying to this particular organisation
- your own expectations

**2. Curriculum Vitae (CV)**

- Set this out in chronological sequence.
- Whether the CV is typed or handwritten, keep the same style/typeface/ink-colour throughout the complete Application Document.
- Do not leave any unexplained gaps in the chronology.
- Wherever possible, attach documentary support of previous positions held.
- Include other skills or training only if you can prove them with facts.



**3. Certificates/References**

- Always send certified photocopies, never originals.
- At this stage include only the final/leaving certificates or reports.
- Try and include references from previous employment.
- Consider whether to include names and addresses of referees.

**4. Photograph**

- Use a head-and-shoulders colour shot.
- Ensure it is recent.



## Answers - Key Points

### 1. The Application

- **General Appearance:** Give yourself the greatest chance of success by presenting your application **neatly and concisely, impressively, and professionally.**
- **Individuality:** An application should always be prepared **individually**; never use photocopies.
- **Quality:** It must be **free of errors and corrections.** Using a word processor is recommended for a neat image.
- **Content:** Remember to include the specific **vacancy** applied for, relevant info about yourself, the **reasons** you are applying to that specific organisation, and your **expectations.**

### 2. Curriculum Vitae (CV)

- **Structure:** Set this out in **chronological sequence.**
- **Consistency:** Keep the same **style/typeface/ink-colour** throughout the whole document.
- **Clarity:** Do not leave any **unexplained gaps** in the chronology.
- **Evidence:** Attach documentary support of previous positions and only include skills you can **prove with facts.**

### 3. Certificates/References

- **Safety:** Always send **certified photocopies, never originals.**
- **Selectivity:** Include only final/leaving certificates and try to include **references from previous employment.**

### 4. Photograph

- **Type:** Use a **head-and-shoulders colour shot.**
- **Recency:** Ensure it is **recent.**



READING

Asking for more information about a course or a conference.

1 Read the advert and make questions for the following answers.

<b>What's on courses and conferences?</b>	
<p style="text-align: center;"><b>WORKSHOP</b></p> <ul style="list-style-type: none"> <li>• 28th February – 5th March</li> <li>• 25th - 30th April</li> </ul> <p>A five-day advanced course in twenty different specialisations for young technicians. Fee: £ 500</p>	<p style="text-align: center;"><b>For all information at the London Technicians' Education Centre</b></p> <p style="text-align: center;">17 Great Dover Street LONDON SE1 4YW Tel: 020 7403 1808 Fax: 020 7378 8150</p>

- |         |   |                             |
|---------|---|-----------------------------|
| 1. .... | ? | It's for young technicians. |
| 2. .... | ? | There are two courses.      |
| 3. .... | ? | 25th - 30th April.          |
| 4. .... | ? | It's 500 pounds.            |

**Answers**

1. **Question: Who is it for?** (or *Who is the course for?*)
  - **Answer:** It's for young technicians.
2. **Question: How many courses are there?**
  - **Answer:** There are two courses.
3. **Question: When is the second course?** (or *What are the dates for the second course?*)
  - **Answer:** 25th - 30th April.
4. **Question: How much is the fee?** (or *How much does it cost?*)
  - **Answer:** It's 500 pounds.

**Quick Tips: Question Words**

- **Who:** Used for **people** (e.g., *Who is it for?*)
- **How many:** Used for **number/quantity** of countable things (e.g., *How many courses?*)
- **When:** Used for **time/dates** (e.g., *When is it?*)
- **How much:** Used for **price/cost** or uncountable quantity (e.g., *How much is the fee?*)



### **Suggested Model Answer**

**Dear Sir / Madam,**

I am writing to inquire about the five-day advanced course for young technicians advertised in *The Technicians' Review*. I am planning to visit London during my Easter vacation and I am very interested in attending your workshop.

I would be grateful if you could provide some further information regarding the specialisations offered during the April course (25th - 30th April). Specifically, I would like to know if there are any specific entry requirements for the advanced level.

Furthermore, could you please inform me about the deadline for the registration and the payment methods for the £500 fee?

Thank you in advance for your time and assistance. I look forward to hearing from you soon.

Yours faithfully,

*G. Papadopoulos*

George Papadopoulos

Technician Student

### **Remember:**

- When we start with **Dear Sir / Madam** → we close with **Yours faithfully**.
- When we start with a name (e.g., **Dear Mr. Smith**) → we close with **Yours sincerely**.

## UNIT 9 – GO FOR IT!

1 Fill in the gaps with words from the table connected to jobs.

interview, experience, look for, impression, application, references, candidates, qualifications

When you are ..... a job, it is important to remember a few main points that will make it easier for you. First of all, take care with your ..... form and CV, as many ..... are rejected on these alone. Keep your CV clear and simple and make the most of your good points.

If you are invited to an ....., try to give a good ....., . The people interviewing will be interested in the ..... the candidates gained at school or university, and what ..... they have had in previous jobs. They will probably ask for ..... written by the candidates' teachers and employers.



2 Find a word or phrase in the texts that means the following.

something that has to be done =

be given official permission to leave,

after carrying out a duty =

first version of a written document =

be seen/noticed easily =

an empty job position =

Unit 9

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## Answers

### Task 1

When you are **looking for** a job, it is important to remember a few main points that will make it easier for you. First of all, take care with your **application** form and CV, as many **candidates** are rejected on these alone. Keep your CV clear and simple and make the most of your good points. If you are invited to an **interview**, try to give a good **impression**. The people interviewing will be interested in the **qualifications** the candidates gained at school or university, and what **experience** they have had in previous jobs. They will probably ask for **references** written by the candidates' teachers and employers.

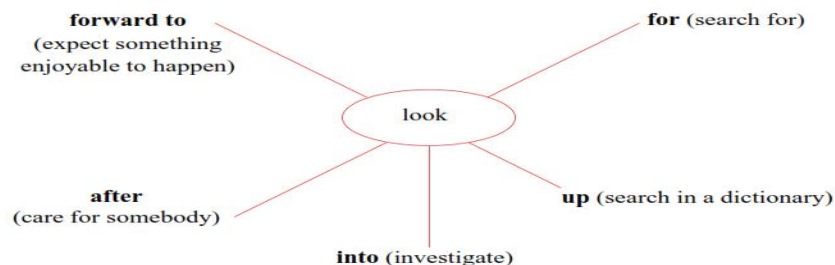
### Task 2

- **something that has to be done** = duty
- **be given official permission to leave, after carrying out a duty** = be discharged
- **first version of a written document** = rough draft
- **be seen/noticed easily** = stand out
- **an empty job position** = vacancy

3 PHRASAL VERBS

**Look**

Study the different meanings of *look* below and complete the sentences that follow. Don't forget to put the verb into the correct form.



1. 'I don't know the meaning of this word.' 'Why don't you ..... it ..... in the dictionary?'
2. They are ..... leaving for their holiday place.
3. I ..... Mary. Have you seen her?
4. She ..... her little brother, while her mother is in hospital.
5. The police ..... the disappearance of the businessman.

**Answers**

1. 'I don't know the meaning of this word.' 'Why don't you **look it up** in the dictionary?'
2. They are **looking forward to** leaving for their holiday place.
3. I **am looking for** Mary. Have you seen her?
4. She **is looking after** her little brother, while her mother is in hospital.
5. The police **are looking into** the disappearance of the businessman.

**Tip:** Pay attention to the tense of the verb (e.g. Present Continuous: *are looking forward to*).

**SELF - EVALUATION PAGE**

	Strongly agree	Agree	Neither agree nor disagree	Disagree	Strongly disagree
1. Group Work - I worked well with the other group members.					
2. Reading – I can understand simple texts in English					
3. Listening – I can understand simple spoken English					
4. Speaking – I can speak or take part in short conversations					
5. Writing – I can write simple messages, notes or emails					
6. Vocabulary – I learned and used new words					
7. Grammar – I used tenses and grammar structures correctly					

**a. Which task did you enjoy the most?**

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**b. Which task did you enjoy the least?**

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