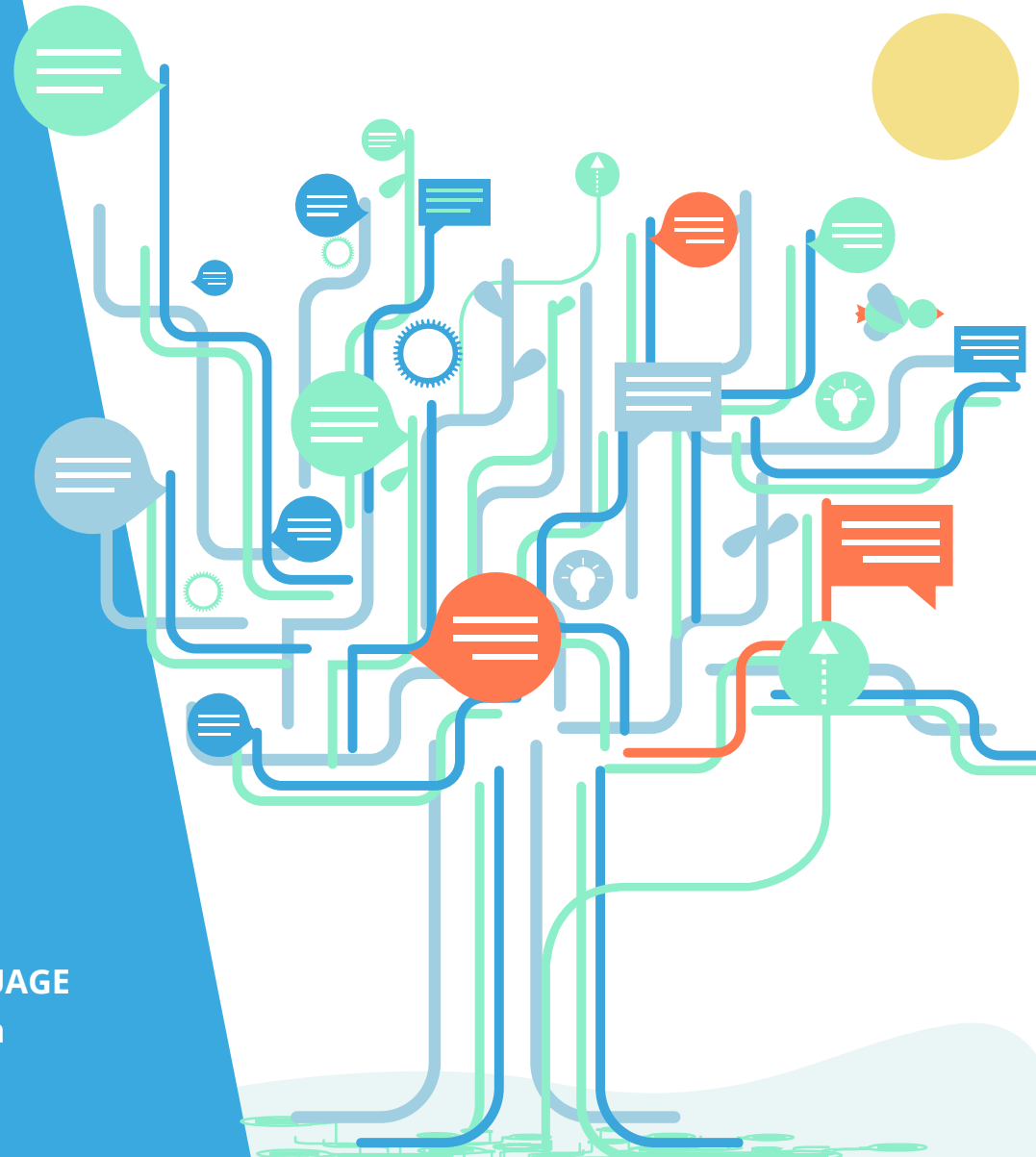


Looking for a job

VOCABULARY

LEVEL	NUMBER	LANGUAGE
Beginner	A2_1025V_EN	English






Goals

- Learn words for a job search
- Practise talking about your job searches





Thank you for coming to this job **interview**. I'm glad you **applied** for this **job**. Can you tell me about your **education**? What **experience** do you have?

job



A **job** is the work you do to earn money.

unemployed



I don't have a job so I'm **unemployed**.

to apply



I **apply** for a new job so I won't be unemployed.

application



The job has an **application** so the company can get my information.

to fill out



I **fill out** the application by writing down my name and phone number.



I need a job!



I'm **unemployed** and I need a new **job**!

I need to **fill out** a lot of **applications** right away!





I apply for jobs



I had a good **job** but now I need a new one.

I fill out **applications** every day.



I **apply** for two new **jobs** every day but I still haven't got one.

I am still **unemployed** and now I am nervous.





Choose the correct word

1. I don't have a job so I am _____.

a. employed

b. unemployed

2. I need a new job so I _____ for many jobs. I hope I get one!

a. apply

b. application

3. I _____ applications every day so I can get a new job quickly.

a. fill out

b. fill up



Match the phrases

1. I'm unemployed so...

a. an application for a receptionist job.

2. I filled out...

b. found a new job.

3. I applied for...

c. I fill out applications for new jobs.

4. I still haven't...

d. the receptionist job but I haven't heard back yet.



Fill in the blanks

1. Did you lose your _____? How will you find another one?
2. You need to _____ for lots of jobs now.
3. You can _____ applications for journalist jobs.
4. You can't stay _____ for long!



unemployed

apply

fill out

job



Unemployment

Have you ever been unemployed? What can people in your country do when they are unemployed?

résumé



Many jobs require a **résumé** as part of the application.

education



My résumé lists my **education**, for example the degrees I earned at university.

experience



My résumé also lists my work **experience**, for example all of the jobs I have had in the past.

cover letter



My job applications require a **cover letter** where I explain why I am a good choice for the job.

recommendation letter

Letter of recommendation

my great pleasure to write this letter of recommendation.
I have had the pleasure of viewing your work and development over the past two years. Your performance is a motivated and professional.
As such,

Many job applications also require **recommendation letters** where other people say that I am good at my job.



Résumé or CV?



A **résumé** is like a CV, but it is shorter.

Your **résumé** must include your **education** and work **experience**.





What I include in my application



I am preparing my **application** for a **job** as a chemist.

I wrote my **résumé** and included my **education**. I have two degrees.



I wrote a **cover letter** explaining that I don't have any **experience** as a chemist yet, but I am ready to learn.

I need to ask my boss to write a **recommendation letter** saying that I am a good assistant and will be a good chemist.





Which two do you include in your résumé?



education



cover letter



recommendation letter



experience



Please help me



Can you please help me write a good _____?

I only have one degree and it is in a different field from the job I'm _____ for.

Yes, I've had a _____ as a journalist for two years.

Sure. First, let's include your _____. How many degrees do you have?

That's ok. Do you have any _____ in this field?

That's great! We should ask your boss to write you a _____.



Practise saying these words

A

application

B

education

C

experience

D

résumé



Education or experience?

Which do you think is more important when applying for a job: education or experience? Does it depend on the job?



interview



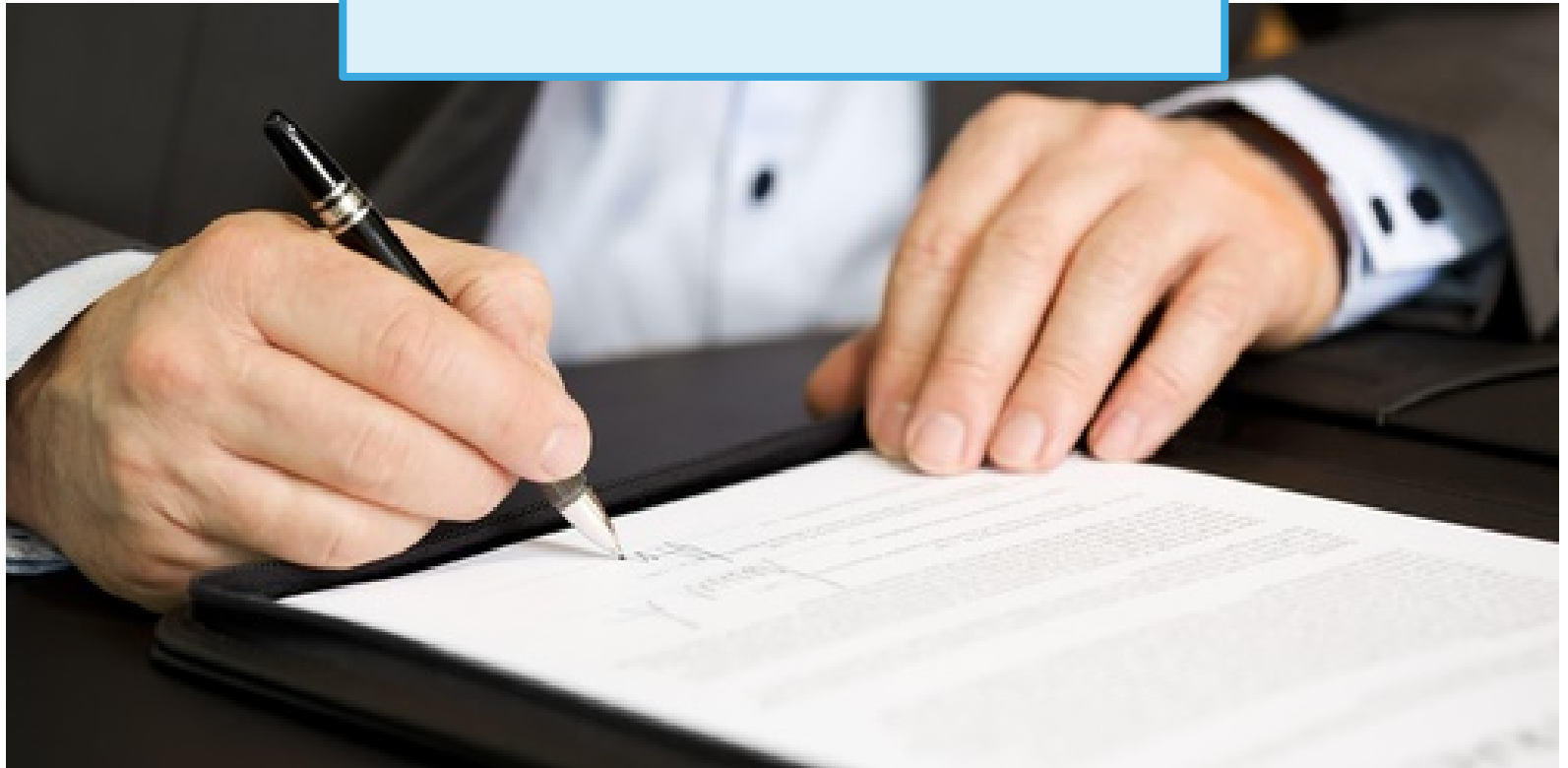
At the job **interview**, they will ask me many questions about my education, my experience, and why I want the job.

offer



If they choose me, they make me a job **offer**.

contract



I sign the job **contract** to accept the offer.

salary



The contract lists the **salary** for the job – how much they will pay me to do the job.

benefits



The contract also lists the employment **benefits**, for example health care, pension, holiday pay, and meal breaks.



Good luck!



I filled out an online application and the company called me for an interview!

Good luck at the interview! I hope you get the job offer!





I got the job!



At the end of the **interview**, the manager made a job **offer** right away.

I asked about the **salary** and the **benefits**.



She said the **contract** would include all of those details.

I'm so glad I won't be **unemployed** after I accept this job **offer**.





All about you

Describe how you got your current job.



to apply

to fill out

application

résumé

cover letter

recommendation
letter

interview

offer

contract



I applied for a job as a chef

I read in the newspaper that there is a **job** opening for a chef at the new restaurant in the city. I'm not **unemployed**, but I would really like that job because it pays a higher **salary** than my current job. I **filled out** the online **application**. The restaurant manager called me for an **interview**. She told me to bring my **résumé** and **cover letter** with me. She said I could submit **recommendation letters** if I have some. During the interview, the manager asked me about my **education** and my **experience**. I explained that I don't have a degree but I have worked as a chef at two different restaurants. She said they would call me with the job **offer** in a few days.





Retell the story about applying for the chef job in your own words

education

application

experience

offer

résumé

interview

cover
letter

to fill out

to apply

recommendation letter



Salaries

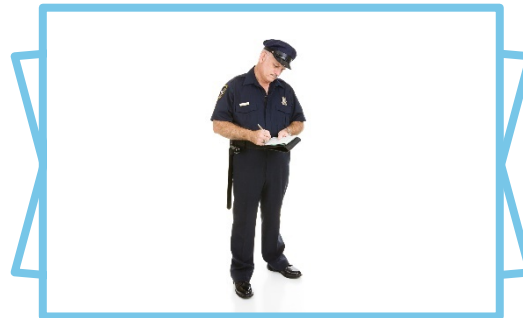
Which of these jobs has the highest salary? Do you think this is a good thing?



actor



football referee



police officer

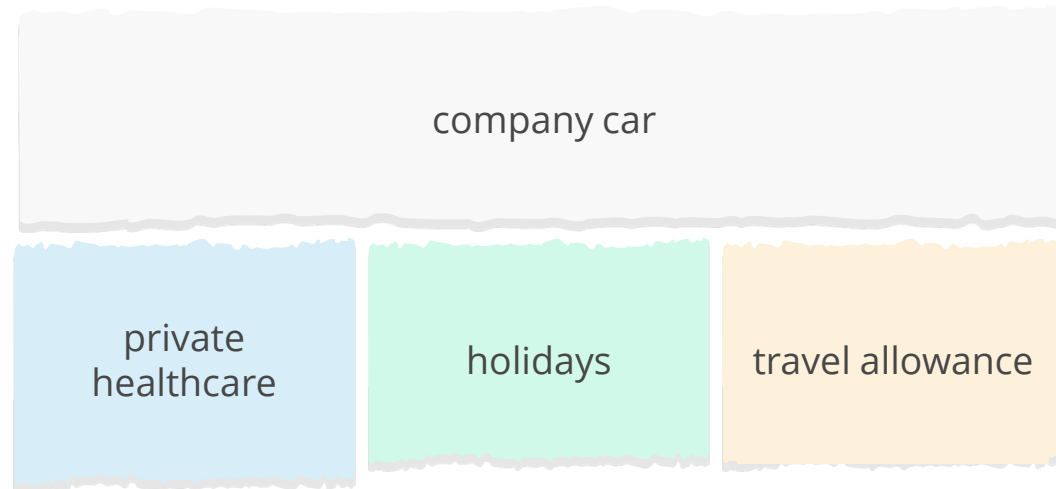


construction worker



Benefits

What benefits do you get in your job? Which jobs often have good benefits?





Try to get the job

You are at a job interview.

Your teacher or classmate will ask you questions about your education and experience for the job you have applied for. You can ask questions about the salary and benefits. Switch roles and choose different types of jobs to keep the game going.

Congratulations! You got the job!

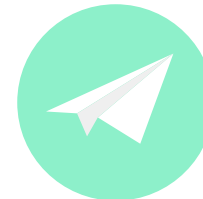


Reflect on the goals

Go back to the second slide of the lesson and check if you have achieved all the goals of the lesson.

yes

no



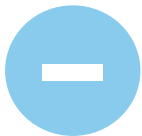


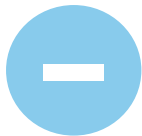
Reflect on this lesson

Think about everything you have seen in this lesson.
What were the most difficult activities or words? The easiest?









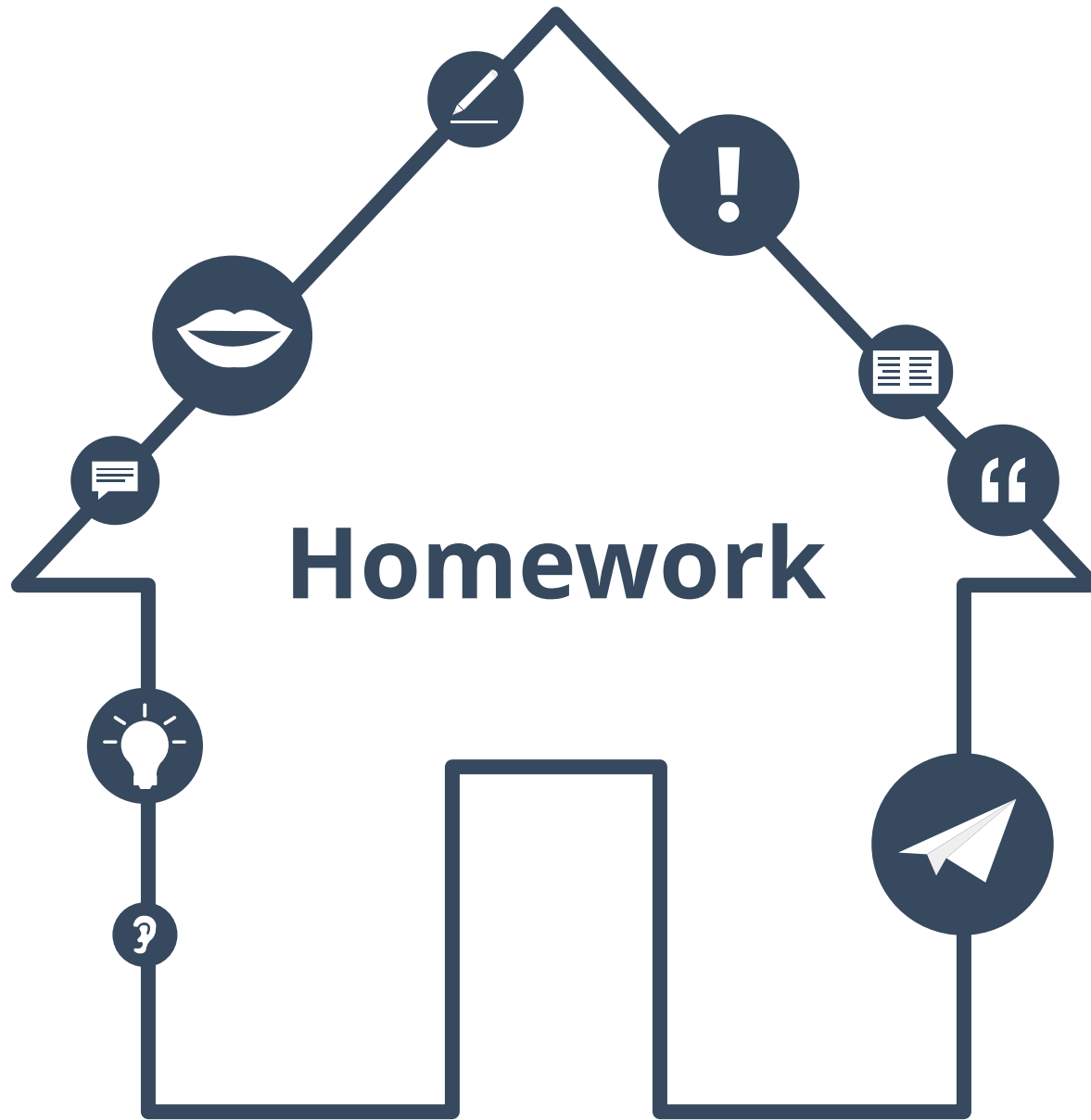
If you have time, go over
the most difficult slides again





Answer key

Exercise p. 11: 1. b 2. a 3. a
Exercise p. 12: 1. c 2. a 3. d 4. b
Exercise p. 13: 1. job 2. apply 3. fill out 4. unemployed
Exercise p. 22: education, experience
Exercise p. 23: résumé, education, applying, experience, job, recommendation letter





Match the sentences

1. I filled out...

2. With my résumé, I also sent a...

3. My résumé includes...

4. I need to get a job offer so...

5. At the interview, I ...

6. I also asked about...

7. The manager said the salary and benefits...

a. would be listed in the contract.

b. answered many questions.

c. an application for a job.

d. my education and my work experience.

e. the salary and benefits of the job.

f. cover letter and some recommendation letters.

g. I'm not unemployed any more.



Vocabulary lists

Check the words of this lesson again: are there more nouns, verbs, or adjectives?

Can you find at least 1 adjective, 2 verbs, and 3 nouns?

Nouns

Verbs

Adjectives



My favourite words

Choose five words from the lesson and note them in your list of My favourite words.

A graphic of a notepad with a spiral binding on the left. A white sticky note with a blue tab is stuck to the top right of the notepad. The sticky note has the text "My favourite words" written on it. The notepad has several horizontal lines for writing. The first three lines are pre-filled with the text "Word one", "Word two", and "Word three". The fourth line is followed by an ellipsis "...". There are four more empty lines at the bottom of the notepad.

My favourite words

Word one

Word two

Word three

...



Homework answer key

Exercise p. 39: 1. c 2. f 3. d 4. g 5. b 6. e 7. a



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