JOB ADVERTISEMENT

I. Discussion points.

1. Task. Is it **TRUE** or **FALSE**? Prove your point of view.

A. Skills are things that you know how to do well.	**TRUE**	**FALSE**
B. It doesn't matter if you don't know what kind of job you want as long as you really want to work.	**TRUE**	**FALSE**
C. You must match the things you know how to do well with the skill requirements of a job.	**TRUE**	**FALSE**
D. If you do not speak good English, it is impossible to get a job.	**TRUE**	**FALSE**
E. The skills that you use at home can be useful at work.	**TRUE**	**FALSE**
F. Doing research on yourself is the first thing you must do if you want to look for a job.	**TRUE**	**FALSE**
G. Most entry level positions do not have minimum requirements.	**TRUE**	**FALSE**

II. Vocabulary Practice. Speaking Interaction.

2. Task. Study the words which mean different types of work. Match the word with its definition.

1. profession	**a. working independently**
2. work	**b. regular work which you get paid for**
3. post	**c. the job that a person does especially in order to earn money**
4. job	**d. a job, especially one that involves working with your hands and that requires special training and skills**
5. freelance	**e. work which needs special training, skill or knowledge**
6. career	**f. work which you feel you have been called to do or for which you have a special talent**
7. vocation	**g. a job, especially an important one in a large organization**
8. trade	**h. the series of jobs that a person has in a particular area of work**

3. Task. Look at the expressions which all use the word **WORK**. Read and translate them. Use some of the expressions to complete the sentences below.

work long hours work shifts work overtime work flextime
in work out of work at work get down to work

1. Nurses have to …….. Sometimes they are …… during the day, and sometimes through the night.
2. In my company we …….. We can start at any time between 8 and 10 in the morning.
3. Salesmen often ……, starting early in the morning and finishing late at night.
4. I usually finish work at 5, but I have to …… finishing at 7 or 8, I don't mind because I get paid more money.

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5. Before getting this job I was ……. for six months. It was boring and I had very little money. I'm glad that I'm …..... now.
6. I'm finding it very difficult to ……. at the moment. I keep looking out of the window and day dreaming.

4. Task. **What are the steps of job search?** Read about different ways of job search. Share your opinion about the following list. Do you agree that the best strategy to get the job is to use all the strategies?

- **Newspaper advertisements.** This is one of the easiest and most useful ways of researching interview possibilities. However, want ads can be misleading. In the career world, the best jobs often don't reach newspapers, which mean that you get a limited sense of the jobs that are available.
- **Career centers.** Information about the kinds of jobs that are available is sometimes limited by the relationship between a college or university and certain employers.
- **Recruiting firms.** The best thing about recruiting firms is that they advertise jobs that are actually open. If your employment experiences are not an exact match for the positions available, you may have difficulties using a recruiting firm.
- **The Internet.** There are some important things to keep in mind about the Web. First, competition is extremely stiff. You should also note that your resume might need to be written and presented in a particular way.
- **Going to events** sponsored by companies or industries that interest you with the express purpose of meeting new people to network with.
- **Networking.** One of the most useful resources to get the job is the people you know: college peers, friends and family, or people from your past, such as high school teachers or community leaders. Even the contacts you made in certain clubs or activities in high school can be helpful.

5. Task. **When you choose your career, don't forget about *job requirements*. They are: abilities, skills, qualities.** Classify the items in the box of job requirements according to the categories.

SHARP MIND	
AMBITION	
CREATIVITY	
NUMERACY	
LITERACY	
ARTISTRY	
DEDICATION	
ADMINISTRATING	
INDIVIDUALITY	
INITIATIVE	
WORKING TO TIGHT DEADLINES	
PHYSICAL STRENGTH	
TEAM WORKING	
LEADERSHIP	
WORKING UNDER PRESSURE	
FLEXIBILITY	

6. Task. Using the completed table answer the questions.

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A. What qualities do you have and lack?

B. What skills are necessary for your future job?

C. Can you give any examples of jobs which need the ability to work under pressure and ability to work to tight deadlines?

III. Reading Interaction. A job Description Analysis.

7. Task. **The analysis of a job description can quickly provide information for a decision concerning whether or not to pursue the job. Acquiring additional information may be necessary.** Fill in the following checklist of the employer' s stated needs in order to respond effectively to the job openings that interest you.

Marketing and Sales Manager

We are seeking an independent and people–oriented individual with good interpersonal and communication skills to assist with our automobile sales and marketing operation worldwide. Together with the Director of Marketing and Sales in our Chișinău location, you will help oversee our initiatives in our locations in Europe.

You have experience from a similar position, a Master's degree in Science and a minimum of two years of corporate training. Language proficiency in English, German, French as fluency in Romanian is preferred. You are an experienced MS–Office user. Some experience with cross–cultural management is an advantage.

We are offering an exciting international job in a growing company with room for professional and personal development. Salary and benefits will be commensurate with experience. The job is a one year trial basis appointment with possibility for extension up to three years. You can read more about our company at ... or contact ...

8. Task. Analyze the given information before making decision.

Location	_____
Educational level	_____
Full–time or part–time job	_____
Salary	_____
Benefits	_____

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Specific skills	_____
Type of work	_____
Work style	_____
Organizational structure	_____

IV. Writing Interaction.

9. Task. Read the ad sample. Find the answers on some questions given below.

Sales Assistant

Global Solutions is seeking a creative and cooperative sales assistant. This job requires travel to English speaking countries and good communication skills. Applicants must be hardworking and friendly. Employees receive three weeks of vacation every year. Salary starts at 5,000 Lei per month.

1. What company is advertising?	
2. Where are the jobs based?	
3. What qualifications are required?	
4. List some of the areas in which this experience is necessary. Your opinion.	
5. What might a benefits package include?	

10. Task. **You are a Hiring Manager at DAAC-Hermes Company, 17th Petricani St., Chișinău. You need a person with the experience more than a year for the position of auto electrichian.** Create a job adverticement that should include short introduction, required risponsibilities, desired personal qualities, location. Use the questions above and the sketch below.

_ *(job)* _

__ *(Name of company/school/organization)* __ **is seeking a** _ *(adjective)* _ **and** _ *(adjective)* _ _ *(job type)* _. **This job requires** __ *(action)* __ **and** __ *(skills)* __. **Applicants must be** __ *(adjective)* __ **and** __ *(adjective)* __. **Employees receive** __ *(bonus)* __ **every year. Salary starts at** __ *(amount of money)* __ **per month.**

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