

Unit 6 -3

10

Translate into English

So, to be a teacher, you must be ...

Sensible _____ responsable _____ sincero _____
trabajador en equipo _____
sociable _____ abierto _____ and sensato _____

They mustn't be ...

Envidioso _____ pasota _____ celoso _____
mandón _____ Irascible _____ or cotilla _____

They don't have to be ...

En forma/cachas _____ gracioso _____
maduro _____ habilidoso _____

11 Speaking

First, translate into English the following questions and sentences.

Then, ask your mum or dad questions 1 to 7 (not nº 2) and make a summary recording an audio and send it to me to Educamos. Tell me about you as well: What job would you like to get?

1. ¿A qué te dedicas?
2. ¿Cuánto ganas?
3. ¿Qué haces en tu trabajo?
4. ¿Tienes que pagar impuesto sobre la renta?
5. ¿Cuántas vacaciones tienes?
6. ¿Te pagan la baja?
7. ¿Tienes que hacer horas extras?
8. Llevo una empresa de construcción

9. Tengo turno de noche la semana que viene
10. No tengo horario fijo.
11. Hago papeleo, relleno informes, cartas, etc.
12. Me echaron y sigo en el paro
13. Dejé el trabajo el año pasado
14. Me han ascendido
15. Me jubilo el año que viene
16. Me han subido el sueldo

12

Study Social Awareness

Social awareness

After 4º ESO=GCSEs . What?

Then, you are going to listen to Shelley asking for advice. Complete the advice grid below. What do they tell her to do?

Bachillerato

A-Levels

In the UK

Módulos de FP

Vocational Training

NVQs

FP (básica) – (Garantía social)

Apprenticeships

They learn a trade

Part-time study

SHOULD I DO A LEVELS?

Emma	Harry	Katie

13 To _____ for a job or course

You need to have:

Use the words below to fill in the lines

You need to do:

- 1 qualifications (e.g. a degree, a diploma)
- 2 _____ (having done some work before)
- 3 _____ (e.g. languages, IT)
- 4 _____ (a person who would be prepared to recommend you) and their contact details

Apply, Attend, get
Experience, look,
skills, work, write
Qualifications
A reference

- 5 _____ out for **job vacancies** or courses
- 6 _____ for a job (a **work permit**, a place on a course, a **grant / scholarship** = money that an organization gives sb to help pay for education)
- 7 _____ a **CV** and a **covering letter**
- 8 _____ an interview
- 9 _____ a **job offer** or an offer for a place on a course
- 10 _____ as an **intern** or a **trainee**

14 Listen to a boy asking for advice before taking his GCSE exams. Fill in the boxes

Teacher

Student

15 To Apply for a job you need a CV and an letter of application

a) What should or shouldn 't the CV have?

How to write the perfect CV

- You (1) ... write your CV by hand you (2) ... type it on the computer.
- You (3) ... include your contact details (address, email, phone number), but you don't have to include a photo.
- You (4) ... list your qualifications and experience.
- Your CV (5) ... be too long or too short. One page is usually enough.

b) A letter of application

- A 15 Windmill Avenue
Stockport
SK 6 1DP
C 23rd April

B The Manager
Kids Camp
15 High Street
Manchester
M1 5PR

D Dear Sir / Madam,

I'm writing to apply for the job of Summer Sports Monitor at Kids Camp.

I enclose my CV with details of my qualifications and experience. As you can see, I already have some experience in this field because I do voluntary work at my local football club. I'm also studying Sports Science at school and I'm keen to work in the sports sector.

Thank you for considering my application. I am available to work through the summer holidays, and I would be happy to attend an interview at any time. I look forward to hearing from you.

E Yours faithfully,

F *Martin Dawson*

Martin Dawson

16 Writing Use the letter of application as a model to write a letter about one of these job vacancies

FASHION WORLD

Fashion World is looking for a part-time sales assistant (15+) Saturdays 11.00-2.00, £4.00/hour Send CV and cover letter to Fashion World, 142 The Centre, Manchester M8 3JH.



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Are you looking for a holiday job?



Kids Camp seeks Summer Sports Monitor (15+)
CV and cover letter to
Kids Camp, 15 High Street, Manchester M1 5PR.

My letter of application