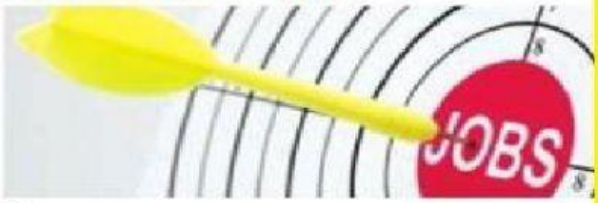
NAME:..... CLASS: 12C.....

Unit 8 THE WORLD OF WORK

GETTING STARTED

Are we ready for work?



1 Mai and Nam are talking about their preparations for the world of work. Listen and read.

LISTEN HERE

Nam: Hi, Mai!

Mai: Hello, Nam. How are things?

Nam: Great, thanks. I found a job advertisement for the position of a waiter in a restaurant. I'm writing my CV to apply for the job.

Mai: Can I see it?

Nam: You asked to see the job advertisement? Okay, here it is.

Mai: Oh, you are applying for this job? But you still go to school, Nam.

Nam: Yeah, it's just a part-time job, and I'll only work at the weekend. My father advised me to get some work experience.

Mai: Well, my mum thinks working while still at school is a waste of time.

Nam: Really?

Mai: She told me to focus on my studies. She advised me and my brother not to look for jobs until we have finished university. She also offered to do all the housework for us so that we have more time to study.

Nam: I think your mother has her own reasons. I guess she wants you and your brother to be well-prepared for your future jobs.

Mai: I think so, too. It's getting more and more difficult to get a good job nowadays.

Nam: Yes, employers usually look for qualifications and relevant experience. They also want job applicants to be able to demonstrate their skills and qualities.

Mai: Sounds very challenging. How can we do that?

Nam: Before we apply for any jobs, we need to prepare a good CV and a covering letter very carefully. They should include information about relevant qualifications, experience, and skills.

Mai: Yes, but will employers have time to read each application carefully? So many people are looking for jobs.

Nam: You're right. There are usually a lot of job seekers applying for one position. Only a few of them are shortlisted for an interview.

Mai: The job interview is also very important. Only the best candidate is recruited. Sometimes there are even two or three rounds of interviews!

Nam: Yes, then new employees have to go through an initial period of probation when the employer will assess their performance and provide some training. If everything goes well, they will be confirmed as regular employees.

Mai: It seems like hard work getting a job, Nam. I think I should start learning how to prepare my CV and practising my interview skills.

This unit includes:

LANGUAGE

Vocabulary
- Words and phrases related to the world of work

Pronunciation
- Stressed words (exceptions)

Grammar
- Reported speech: reporting orders, requests, offers, advice, instructions,...

SKILLS
- Reading for specific information in job advertisements
- Discussing skills and qualities needed for getting a job
- Listening for general ideas and specific information about how to write a good CV
- Writing a CV to support an application for employment

COMMUNICATION AND CULTURE
- Issues related to a job application
- The job seeking experiences of an English school leaver

Fill in the table with approriate information. O is done as an example.

Listen!	Word	Part of speech	Vietnamese meaning

LIVEWORKSHEETS

	0. position	Noun	Chỗ làm việc
			
	1. _____	_____	_____
	2. _____	_____	_____
	3. _____	_____	_____
	4. _____	_____	_____
	5. _____	_____	_____
	6. _____	_____	_____
	7. _____	_____	_____
	8. _____	_____	_____
	9. _____	_____	_____
	10. _____	_____	_____
	11. _____	_____	_____
	12. _____	_____	_____
	13. _____	_____	_____

Read the conversation again. Answer the questions about it.

1. What is Nam doing? *(Nam đang làm gì?)*

→ _____

LIVEWORKSHEETS

2. Does Nam's father want him to work while school? Why?/Why not?

(Bố của Nam có muốn cậu ấy làm việc trong khi đang còn đi học không? Tại sao?)

→ _____

3. Does Mai's mother want her to work while school? Why?/Why not?

(Mẹ của Mai có muốn cô ấy làm việc trong khi đang còn đi học không?)

→ _____

4. What information do job seekers need to include in their CVs and covering letters?

(Thông tin gì mà những người tìm việc cần phải đề cập trong hồ sơ và đơn xin việc của mình?)

→ _____

5. Why is the probation period important? *(Tại sao thời gian thử việc lại quan trọng?)*

→ _____

6. Do you think you are ready for work? Why?/Why not. *(Bạn nghĩ bạn đã sẵn sàng để đi làm chưa? Tại sao?)*

→ _____.

Complete the text with the correct form of the words from the box.

(Hoàn thành đoạn văn với hình thức đúng của từ trong khung.)

CV	job seeker	covering letter	job interview	job advertisement

A (1) _____ is a person who is trying to find a job. He or she often looks for (2) _____ – notices in newspapers or other mass media telling people about an opportunity to get a job. If the job seeker is interested in the job and thinks that he is qualified for it, he will prepare a written record of his education and the jobs he has done, which is known as a (3) _____ or curriculum vitae in its full form. He also needs to send a letter containing extra information which is called a (4) _____. If his application is impressive enough, he can be called for a (5) _____, which is a meeting in which interviewers ask the job seeker questions to see whether he would be the right person for that job.

HAVE A NICE DAY !!!!! 

LIVEWORKSHEETS