

Understanding Information about Job Openings		Listening & Speaking
Theme: Employment		CLB Level: 4/5
Topic: Looking for a Job	Competency: L: Getting Things Done S: Sharing Information	

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S: Sharing Information

Student Name: _____

Date: _____

ASSESSMENT ACTIVITY/TOOL

Your friend needs a job.

PART 1: LISTENING

Listen to the conversation. Take notes about what your friend needs to know to apply for this job such as what, where, when, who, how.

This image shows a single sheet of white paper with horizontal ruling lines. The lines are evenly spaced and run across the width of the page. There are no margins or other markings on the paper.

Answer the questions.

1. Identify where the conversation is happening. (1 point)

2. Who is talking? (2 points)

3. What is the woman asking about? (1 point) _____

4. How does the woman ask if there are any job openings? (1 point)

Is this polite? _____ Why? _____ (1 point)

5. What does she need to send? (1 point) _____

6. Who should she send it to? (1 point) _____

7. What is the email address? (1 point) _____

8. When is the deadline? (1 point) _____

9. Do you think it is a good strategy for finding a job? _____

Why? _____

_____ (2 points)

PART 2: SPEAKING

Use your notes to tell a friend about the job opportunity and how to apply. Remember to include all the information they need to know.