

UNIT 5: THE WORLD OF WORK

-LISTENING-

I. Vocabulary

- **interfere with:** can thiệp vào
- **order:** yêu cầu/đơn hàng
- **bill:** hóa đơn
- **waited on tables:** phục vụ bàn/làm bồi bàn

II. While listening

Task 1: Listen and fill the blank

Woman: Viet Organic Garden Restaurant. How can I help you?

Mark: Good evening. I'm calling to ask about the (1) _____ for servers.

Woman: What would you like to know?

Mark: Are these (2) _____ jobs?

Woman: Yes, they are. Currently, we're looking for (3) _____ servers to work at weekends.

Mark: Sounds good. So what are the working hours?

Woman: Each server will be required to do 12 hours - six on Saturday and six on (4) _____.

Mark: That'd be fine. The job wouldn't (5) _____ with my studies.

Woman: Are you at secondary school or university?

Mark: I'm a (6) _____ grader. I'd like to take a part-time job this year.

Woman: I see.

Mark: Could you also tell me what the job involves?

Woman: Well, you'll be expected to greet customers and show them to their tables, present and explain the choices on the (7) _____, then take their orders and collect (8) _____ payments.

Mark: Do I have to wait on customers during meals?

Woman: Yes, of course. You'll be responsible for serving the (9) _____ and drinks to customers and making sure they're enjoying their meals.

Mark: Will I get any on-the-job training?

Woman: Yes, you'll be supervised by the head server. Work experience is not that important. We're looking for people who are able to listen to what customers want and speak to different people in a friendly way. Servers also need to have good (10) _____ skills and a good memory.

Mark: I think I can handle money accurately and memorise food items quickly. So how do I apply?

Woman: Great! Please send your application letter to the restaurant before the end of this week and we'll arrange an interview next week.

Mark: I'll do that. Thank you so much.

Task 2:

JOB ENQUIRY	
Vacancy	part-time server
Number of hours per week	(1) _____
Duties	(2) _____ customers and show them to their tables present and explain the menu take customers' orders serve food and drinks collect (3) _____
Required qualities and skills	be able to (4) _____ customers be friendly good (5) _____ and a good memory
Interview time	(6) _____

UNIT 5: WRITING

A JOB APPLICATION LETTER - 1 BỨC THƯ XIN VIỆC

Bức thư dùng văn phong trang trọng, căn lề bên trái, không viết tắt, không thụt lùi đầu dòng.

A. Reason for writing **B. Relevant qualities and skills**
C. Other relevant information **D. Relevant experience**

Địa chỉ người nhận → Viet Organic Garden
 1036 Hang Dau Street, Hoan Kiem District, Ha Noi
 Ha Noi, 14 October, 20...

Địa chỉ người gửi → 8181 Truong Chinh Road, Dong Da District, Ha Noi

Chào hỏi trang trọng → Dear Sir or Madam,
 Re: Application for the position of a part-time server

Kinh nghiệm liên quan → I am writing to apply for the position of a part-time server, which you advertised on your website on 10 October. I believe having a part-time job is a great opportunity to learn valuable skills.

Thông tin liên quan khác → I am in my final year of secondary school. I have some experience in the hospitality industry. Last summer, I waited on tables for two months at a fast-food restaurant. My responsibilities included greeting customers and taking their orders. I also served food and drinks, answered questions about the menu, and made sure all customers enjoyed their meals.

Kết thư → I am a friendly, hard-working, and caring person with a love for people and good food. I can also speak English, so I can wait on foreign customers.

I would be delighted to meet you in person to discuss my application. I will be free for an interview any afternoon during the week. I have attached my CV for reference. If my application is successful, I will be available to start work after 24 October.

Thank you for your consideration. I look forward to hearing from you soon.

Yours faithfully,
 An
 Nguyen Van An

1. Lý do viết thư
3. Kỹ năng liên quan

UNIT 5: -COMMUNICATION AND CLIL-

I. Everyday English

Thể hiện sự lo lắng và cách đáp lại

Useful expressions	
Expressing anxiety	Responding
- I'm really worried/nervous about ... - I can't concentrate on anything. - I couldn't sleep last night. - I can't help/stop thinking about it. - I'm afraid that I'll make a mistake during ...	- Stop worrying/thinking about it. - You'll be fine. - You've got nothing to worry about.

II. Culture

Các công việc không phổ biến



- **Train pushers:** Nghề đẩy người trên tàu hỏa ở Nhật-bạn sẽ đứng ngoài tàu hỏa và đẩy khách vào khoang vì số lượng hành khách rất đông.

- **Cleaner of the world's highest**
cao nhất thế giới ở Dubai
- **Golf balls divers:** Nghề tìm



building: Lau dọn ở tòa nhà
bóng golf ở Anh