Warm up

Directions: Answer the questions about your dream job and a prospective em ployer. Share your answers with other students in class.

1. What is your dream job?

_____

2. Where do you wish to work? In Bangkok?

_____

3. How would you describe yourself?

_____

4. Who (employers or companies) do you want to work for?

_____

5. What benefits do you need from a prospective employer?

_____

Vocabulary Focus

Directions: Match the words that are synonymous. Write the answers (a, b, c...) in the blanks. Practice pronouncing the words.

Words	Synonyms
1. ____ ability	a. capability
2. ____ contact	b. cause
3. ____ expire	c. communicate
4. ____ graduate	d. condition
5. ____ institute	e. connection
6. ____ position	f. degree-holder
7. ____ reason	g. move
8. ____ relocate	h. post
9. ____ relationship	i. school
10. ____ status	j. terminate

LIVEWORKSHEETS

Question Words

Directions: Make a generalization about how to use question words. Complete the grammar rules with the question words.

1. _____ is used for asking about a place.
2. _____ is used for asking about a reason.
3. _____ is used for asking aabout date and time.
4. _____ is used for asking aabout duration of time.
5. _____ is used for asking about frequency something happens.
6. _____ is used for asking aabout names or people.
7. _____ is used for asking aabout selection from choices.
8. _____ is used for asking aabout the way something happens.
9. _____ is used for asking aabout things or concepts.
10. _____ and _____ is used for asking aabout quantities.

Describing Personal Backgrounds

Direction: Complete the form using your own information.

MY PERSONAL BACKGROUND			
Given Name		Family Name	
Gender		Age	
Date of Birth		Place of Birth	
Marital Status		Nationality	
Race		Religion	
Hometown		Homecountry	
CONTACT INFORMATION			
Contact Address			
Postal Code		Home Phone	
Mobile Phone		Facebook	
Line ID		Email Address	

LIVEWORKSHEETS

Activity 1: Read the help wanted ad and answer the questions.

Nuboon Co., Ltd.

We are the manufacturer of beverage; vegetable and fruit juice and tea/coffee products. We are looking for qualified people to join our team:

Export Sales Coordinator

Requirements:

- Male or female, age between 23-30.
- Bachelor's Degree in Business Administration or any relevant fields.
- Computer literacy in MS Office.
- Good command of written and spoken English.
- Good interpersonal skills.
- Good communication and problem solving skills.

Interested applicants should submit a detailed résumé stating qualifications, experiences and expected salaries together with a recent photo via mail to:

Nuboon Co., Ltd.
984/79 Sukhumvit 71 Road,
North Klongton, Wattana,
Bangkok 10110
E-mail: hr@nuboon.com

1. Who is the employer?
   _____
2. Is the employer a retailer?
   _____
3. What does the company do?
   _____
4. Where is the company based?
   _____
5. What job was the ad for?
   _____
6. Is the right candidate able to use a computer?
   _____
7. Is the right candidate able to communicate in English?
   _____
8. Is the right candidate able to deal with problems?
   _____
9. How can an interested person apply for the job?
   _____
10. Can an interested person email the job application?
    _____

LIVEWORKSHEETS

Activity 3: Read and listen to the dialogue. Answer the questions.

A : Good morning. Can you describe your personal background, please?

B : Of course. My name is Cindy Bradford. I'm 23 years old. I live in Bangkok. I graduated from ABAC University in Marketing. I have a marketing experience working with an export company. I am able to communicate in English and use a computer, especially Microsoft Office.

A : What is the best way to contact you?

B : You can contact me via email. My email address is cin-b@gmail.com.

A : Good, Ms. Bradford. It's a pleasure to meet you.

1. How old is Cindy?
   _____
2. Where did she graduate?
   _____
3. What is her major field of study?
   _____
4. Did she have any work experiences?
   _____
5. Is she able to speak English?
   _____
6. Is she able to use a computer?
   _____
7. Is it convenient to contact her by phone?
   _____

EXPRESSIONS: Questions for getting to know others

- What is your name?
- Where are you from?
- Where do you live?
- How old are you?
- When was your birthday?
- When/Where were you born?
- How many brothers/sisters do you have?
- What is your address / e-mail address / phone number?
- What do you do? / What's your job?
- Where do you work?
- What do you do in your free time?
- What types of music/movies do you like?
- Are you 19 years old?
- Are you Spanish?
- Are you from Brazil?
- Are you single / married?
- Do you like to read?
- Do you like playing sports?
- Do you like your job?
- Do you live with your parents?
- Do you live in a house or an apartment?
- Do you have a nickname?
- Do you have any children?

LIVEWORKSHEETS

Activity 4: Read the clues and ask a question about each clues. Write in the blanks and make a small talk.

Watching TV is my hobby.	Q: Do you like watching TV? A: Yes, I do. I like a TV game show.	Contact me at boBB@gmail.com	Q: What's your email address? A: My email address is boBB@gmail.com.
Paris is my hometown.	.....	Call me Nick.	.....
I'm a part-time messenger.	.....	I go cycling every morning.	.....
I live in a house with my father, my mother and my sister.	.....	I'm 40 years old now.	.....
Pop-rock is my favorite song.	.....	I love playing basketball.	.....

LIVEWORKSHEETS

Activity 5: Write the information about yourself. Study the example.

My name is Lucas Whites. I am American. I am 20 years old. I was born in New York. I live in a house in Los Angeles. I am now studying at LA Technical School. I can speak English and Spanish. I can use a computer.

.....
.....
.....
.....
.....
.....

Activity 6: Match the questions in Column A with the replies in Column B.

Column A	Column B
1. ____ Do you want a full-time or part-time job? Which one?	a. 1 hour everyday.
2. ____ How do you go to work?	b. 2 years and 6 months.
3. ____ How many people are there in your family?	c. 5 people.
4. ____ How long did you work in the company?	d. A part-time job, please.
5. ____ How often do you read books?	e. Because I want a job that meets my experiences and skills.
6. ____ What do you do in your free time?	f. By bus.
7. ____ Where do you work?	g. I surf the internet and do housework.
8. ____ When were you born?	h. In a direct selling business.
9. ____ Who can we contact with in case of emergency?	i. My mother. Her number is 08-7233-8558.
10. ____ Why did you change the job?	j. On January 22, 1988.

LIVEWORKSHEETS

Activity 7: Fill in the missing parts with the question words in the list.

How long How many How much How often What When Where Which Who Why	1. _____ did you graduate? In 2007. 2. _____ employees are there in your office? 12 employees. 3. _____ field of jobs are you applying for, Customer Services or Production? Customer Services. 4. _____ is your phone number? It's 08-2551-2414. 5. _____ do you get from work? 10 dollars an hour. 6. _____ do you live? In Chiang Mai. 7. _____ do you want to leave the job? Because I have to relocate to another town with my family. 8. _____ do you work for? Edison & Partners. 9. _____ do you work in a day? 8 hours. 10. _____ do you work overtime? 3 days a week.

Activity 8: Answer the questions about yourself. Practice asking and answering the questions with your partner.

1. What is your full name? *My name is* _____
2. Where do you live? *I live in* _____
3. How old are you? *I am* _____ *years old.*
4. What is your date of birth? *I was born on* _____
5. Where were you born? *I was born in* _____
6. How many brothers and sisters do you have?
   I have _____ *brother(s) and* _____ *sister(s).*
7. What is your home address? *It is* _____
8. What is your e-mail address? *It is* _____
9. What is your telephone number? *It is* _____
10. What do you do in your free time? *I* _____
11. Are you married? _____
12. Do you live with your parents? _____

LIVEWORKSHEETS

Role-play

Directions: Work in pairs. Read and listen to the sample dialogue. Write a dialogue giving your personal data. Role-play the dialogue with your partner.

A: Nice to meet you, Max. Tell me something about yourself.
B: Nice to meet you too. I'm Australian and 22 years old. I'm a new graduate. I have an experience working part-time with a logistic company.
A: Good. Can you type?
B: Yes. 35 words a minute in English.
A: May I have your phone number?
B: Yes. It's 08-2215-3255.

.....
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write a report

LIVEWORKSHEETS

Explore it!

Directions: Interview four friends. Use the yes/no questions or questions words to get the information about your friends. Complete the form below.

Questions :

- What's your name? / May I have your name please?
- What's your nickname? / Do you have a nickname?
- What's your phone number? / Can I have your number?
- How old are you? / When were you born?
- What can you do? / Can you...?
- What do you do in your free time? / Do you like...?

Friend 1

Full Name		Nickname	
Phone Number		Age	
Skill		Hobby	

Friend 2

Full Name		Nickname	
Phone Number		Age	
Skill		Hobby	

Friend 3

Full Name		Nickname	
Phone Number		Age	
Skill		Hobby	

Friend 4

Full Name		Nickname	
Phone Number		Age	
Skill		Hobby	

LIVEWORKSHEETS

Learning Log

Directions: Summarize what you have learned from the lesson. Complete the form.
ให้นักศึกษาสรุปความรู้ที่ได้ศึกษาจากบทเรียนนี้ โดยกรอกรายละเอียดลงในแบบบันทึกการเรียนรู้

Lesson : ..... บทเรียนเรื่อง	Duration of Time : ..... ระยะเวลาในการเรียน
Vocabulary **คำศัพท์**	**Knowledge about Job Application** **ความรู้ทั่วไปเกี่ยวกับการสมัครงาน**
Function **การใช้ภาษาตามสถานการณ์**	**Grammar & Form** **หลักการใช้ภาษา**

Self-assessment การประเมินตนเอง

» Vocabulary	☐ Excellent	☐ Good	☐ Fair	☐ Poor
» Knowledge	☐ Excellent	☐ Good	☐ Fair	☐ Poor
» Function	☐ Excellent	☐ Good	☐ Fair	☐ Poor
» Form	☐ Excellent	☐ Good	☐ Fair	☐ Poor

LIVEWORKSHEETS

Warm up

Direction: Answer the questions.

1. Are you a good problem solver? .....
2. Are you a good decision maker? .....
3. Are you a team player? .....
4. Are you a self-confident worker? .....
5. Are you able to work under pressure? .....
6. Are you a well-organized worker? .....
7. Are you a good listener? .....
8. Are you able to lead others? .....
9. Are you a helpful worker? .....
10. Are you an energetic worker? .....
11. Are you a creative worker? .....
12. Are you a flexible worker? .....

Vocabulary Focus

Directions: Match the words that are synonymous. Write the answers (a, b, c...) in the blanks. Practice pronouncing the words.

Words	Synonyms
1. _____ audit	a. a list of goods (7)
2. _____ decision	b. design (5)
3. _____ develop	c. improve (3)
4. _____ enquiry	d. inside (6)
5. _____ install	e. inspect (1)
6. _____ interior	f. judgment (2)
7. _____ manifest	g. question (4)
8. _____ pattern	h. restore (9)
9. _____ replace	i. setup (5)
10. _____ warehouse	j. stockroom (10)

LIVEWORKSHEETS

British & American English

British English	American English	Meanings
dustman	garbage collector	• คนเก็บขยะ
postman	mailman	• บุรุษไปรษณีย์
barrister / solicitor	lawyer / attorney	• ทนายความ / นักกฎหมาย
chemist	pharmacist	• เภสัชกร
caretaker	janitor	• ภารโรง
undertaker	mortician	• สัปเหร่อ
shop assistant	sales clerk	• พนักงานขายของในร้าน
cashier	teller	• พนักงานรับ-จ่ายเงิน
counsellor	counselor	• ที่ปรึกษา
prison officer	correctional officer	• เจ้าหน้าที่ราชทัณฑ์

Identifying Jobs

Directions: Answer the questions.

1. Can you find a receptionist job in a company? .....
2. Can you find a foreman job in a retail store? .....
3. Can you find a web designer job in the garage? .....
4. Can you find a cashier job in a barber shop? .....
5. Can you find an accountant job in an import company? .....
6. Can you find an architect job in a construction company? .....
7. Can you find an editor job in a superstore? .....
8. Can you find a tour guide job in a travel agency? .....
9. Can you find a teacher job in an academic center? .....
10. Can you find a messenger job in a bank? .....
11. Can you find a phone operator job in a call center? .....
12. Can you find a secretary job in a manager's office? .....

LIVEWORKSHEETS

Activity 1: Read the help wanted ad and answer the questions.

Valeo Compressor (Thailand)

We are the world's top automotive supplier. We would like to invite experienced and dynamic individuals to be a part of our Thailand operation and join us in the following position:

Maintenance Supervisor

Responsibilities :

- Assign and control working of engineer staff.
- Prepare maintenance plans.
- Decrease costs in maintenance.

Qualifications :

- Bachelor's Degree in Electronics or related fields.
- At least 3-year experiences in preventive maintenance.
- Team building and leader skills.
- Ability to communicate in English and Japanese.
- Computer Literate.

Interested applicants are invited to apply in person or send an application with a full résumé and a recent photo to:

Valeo Compressor (Thailand)
54 Moo 4, T. Pluak Deang
Pluak Deang, Rayong 21140

1. Who advertised for the job?
   _____
2. What does the employer do?
   _____
3. What kinds of candidates does the employer need?
   _____
4. What position advertised for or What position was advertised for?
   _____
5. What does a maintenance supervisor do?
   _____
6. What educational background is required?
   _____
7. Are experiences required for the job?
   _____
8. What is the right candidate able to do?
   _____
9. How can interested people apply for the job?
   _____
10. What are needed for the job application?
    _____

Source : adapted from http://th.jobsdb.com

LIVEWORKSHEETS

Activity 2: Read and listen to the dialogue. Answer the questions.

A: Hi, Pat. What's your job now?
B: Hi, Dan. I'm a salesperson. I'm working for a retail store.
A: Is it a part-time or a full-time job?
B: It's a part-time job. And you? What do you do for a living?
A: I'm an office clerk. It's a full-time job.
B: Where do you work?
A: I work in a supermarket on West Road.
B: Good! I must go now. Goodbye.
A: Nice meeting you. Bye. See you later.

1. What is Dan's job?
   _____
2. What is Pat's job?
   _____
3. Where does Dan work?
   _____
4. Where does Pat work?
   _____
5. Is the salesperson a part-time job?
   _____
6. Is the office clerk a full-time job?
   _____

USEFUL EXPRESSIONS

Asking for Occupation Information
การสอบถามข้อมูลเกี่ยวกับอาชีพ

- What does he do?
- What does she do?
- What do you do?
- What do they do?
- What's his job?
- What's her job?
- What's your job?
- What are their jobs?

Asking for Work Information
การสอบถามข้อมูลเกี่ยวกับการทำงาน

- Is it a part-time job?
- Is it a full-time job?
- Is it the shift working?

Asking for Workplace Information
การสอบถามข้อมูลเกี่ยวกับที่ทำงาน

- Where do you work?
- Who is your employer?
- Who do you work for?
  - *I work for/in/at* _____
- What does the company do?
  - *It manufactures* _____
  - *It is the manufacturer of* _____
  - *It sells* _____
  - *It supplies* _____
  - *It is the provider of* _____
  - *It is the supplier of* _____
  - *It is the importer of* _____
  - *It is the exporter of* _____

LIVEWORKSHEETS