



Warm up

Direction: Answer the questions.

1. Which is the best way to look for a job in your opinion? Number them according to their priorities.

- | | |
|--|--------------------------------------|
| ☐ Employment agencies | ☐ Job fairs |
| ☐ Labour office | ☐ Networks |
| ☐ Printed matters | ☐ Radio or TV |
| ☐ Walk-in | ☐ Websites |

2. Which is the most important factor when you are looking for and considering a job? Number them according to their priorities.

- | | |
|-----------------------------------|---------------------------------------|
| ☐ Company | ☐ Experience |
| ☐ Location | ☐ Position |
| ☐ Salary | ☐ Working time |

Vocabulary

Directions: Match the words that are synonymous. Write the answers (a, b, c...) in the blanks. Practice pronouncing the words. Read the incomplete sentences and fill in the missing parts with words in Column A.

Column A	Column B
1. ____ career	a. ability to use knowledge
2. ____ command	b. chance
3. ____ employment	c. curriculum vitae or CV
4. ____ individual	d. job
5. ____ interview	e. requirement
6. ____ opportunity	f. occupation
7. ____ qualification	g. oral examination
8. ____ résumé	h. pay
9. ____ salary	i. person
10. ____ submit	j. present

1. A job seeker must have _____ goals.
2. Email your _____ to the address given below.
3. Have good _____ of written and spoken English.
4. I need the job at that company because of _____ growth.
5. Please specify the time available for a/an _____
6. _____ your job application online.
7. State your expected _____ in a résumé.
8. We are looking for an energetic _____ to join our team.
9. We offer a job _____ to new graduates.
10. Welcome experienced persons who are looking for _____

Looking for a Job

Directions: Work with your partner. Identify what job you can find at the companies.
Write the job titles or positions in the blanks. Study the examples.

Companies	Job Titles Positions
1. Construction Companies	Architect Foreman Civil Engineer Contractor
2. Clothing Companies	Cloth Designer Tailor Dressmaker
3. Entertainment Companies	
4. Finance Companies	
5. Beauty Care Companies	
6. FB Companies	
7. IT Companies	
8. Shipping Companies	
9. Jewelry Companies	
10. Printing Companies	
11. Travel Agencies	
12. Retail Companies	

Activity 2: Read the help wanted ad and answer the questions.

TOYOTOMI Auto parts (Thailand)

We are newly established in Thailand from 2011 and are a manufacturer of automotive parts. We are now looking for highly qualified individuals for the following vacancy:

Quality Control Staff

Job Description:

- Supervise staff at the manufacturing inspection station.
- Control product qualities.
- Mainly support on quality issues to customers.

Requirements:

- Male/Female, age not over 32.
- Thai Nationality.
- Bachelor's Degree in Engineering.
- Minimum 3-year experiences in automotive manufacturing.
- Knowledge in ISO/TS.
- Strong problem-solving and decision-making skills.
- Good command of English.

E-mail a complete CV, a recent photo and an expected salary to recruit@toyotomi.co.th. All applications will be treated in strict confidence.

1. Who offered a job opportunity?

2. What does the company do?

3. What position was advertised for?

4. What does the QC staff do in the job?

5. Is controlling qualities of the products the job of QC staff?

6. Is an applicant with a diploma the right candidate?

7. Are any experiences required for the job?

8. What skills are needed?

9. How can an interest person apply for the job?

10. What were submitted to the employer?

Source : extracted and adapted from
<http://th.jobsdb.com>



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

A: Hi, Paul. What are you doing?

B: Hi, Baron. I'm looking for a job from the newspaper classified ads.

A: Really? What job are you looking for?

B: I'm looking for a marketing job and now applying for a marketing supervisor position.

A: Are you posting a résumé to apply for the job?

B: No, I am not. I'm applying online.

A: That's great.

1. Who is looking for a job?

2. What field of jobs is he looking for?

3. What job is he applying for?

4. Is he writing a cover letter to apply for the job?

Activity 4: Construct sentences using the clues given. Practice asking and answering questions with your partner. Study the example.

EXAMPLES: Kate – have an interview

Q: What is Kate doing?

A: She is having an interview.

1. Alan – read the help wanted ad

2. her friends – write a résumé

3. your sister – post a personal profile

4. Dan and Chris – complete a job application form

5. his brother – send a cover letter

Activity 6: Write what the abbreviations stand for. Discuss in class.

admin	_____
agcy	_____
appl	_____
avail	_____
beg	_____
des	_____
exp	_____
FT/PT	_____
lic	_____

M/F	_____
min	_____
ofc	_____
pd	_____
pref	_____
prog	_____
sal	_____
temp	_____
trnee	_____

Activity 7: Read the phrases extracted from job classified ads. Write the abbreviations in **bold** in full words. Rewrite the sentences in the blanks.

1. **Req.** bachelor's degree in business **admin.**

2. At least two yrs work **exp.**

3. Top pay in the industry / **bnfts.**

4. Growing **mfr** seeks motivated **indivs** to join our dynamic sales force.

5. Unlimited career **oppty.**

6. **Sal/comm/benefits.**

7. Must pass drug test, **bkgnd** check.

8. Seeking reps. for the Long Island **mrkt.**

9. **Respons.** for generating interest in & selling products **incl.** home heating oil & security systems.

10. Great work **envt.**

11. Fax **res/sal** req.

12. **Min.** 5 year **exp.** in a **PR** job.

13. Able to type 35 **wpm.**
