

ASKING FOR AND GIVING INFORMATION

Job Application – B1 Level

Name: _____ Class: _____ No.: _____ Date: _____

Part 1: Vocabulary Match

Match the words with their meanings.

A	Vocabulary	B	Meaning
1. applicant	_____	a. ประสบการณ์	
2. position	_____	b. ผู้สมัครงาน	
3. experience	_____	c. ทักษะ	
4. qualification	_____	d. ตำแหน่งงาน	
5. skill	_____	e. คุณสมบัติ	

Part 2: Complete the Questions

Choose the correct question word: What / Where / When / Why / How / Do / Can

- _____ is your name?
- _____ did you study?
- _____ position are you applying for?
- _____ can you start working?
- _____ you have any work experience?
- _____ you speak English?
- _____ skills do you have?
- _____ did you hear about this job?

Part 3: Complete the Answers

Complete the sentences with your own information.

- My name is _____.
- I studied at _____.

3. I am applying for the position of _____.
 4. I have _____ years/months of experience in _____.
 5. I can _____.
 6. I can start working _____.
-

Part 4: Mini Job Interview

Work with a partner. Student A is the interviewer. Student B is the applicant. Then switch roles.

Interviewer: Good morning. Could you introduce yourself?

Applicant: Good morning. My name is _____.

Interviewer: What position are you applying for?

Applicant: I'm applying for _____.

Interviewer: Do you have any work experience?

Applicant: Yes, I do. / No, I don't. However, _____.

Interviewer: What skills do you have?

Applicant: I have _____.

Interviewer: When can you start working?

Applicant: I can start _____.

★ Useful Expressions

Asking for Information

- What position are you applying for?
- Where did you study?
- Do you have any work experience?
- What skills do you have?
- When can you start working?

Giving Information

- I'm applying for a position as a _____.
- I studied at _____.

- I have experience in _____.
- I have good _____ skills.
- I can start working _____.

 **Remember!**

ASK clearly → **ANSWER** politely → **GIVE** specific information