Name:

Section:

Student's number:

English 102
T3: Preparing for work 2

Q: Translate the following words into Arabic:

No.	Word	Meaning in Arabic
1	Advertisement	
2	Application	
3	Benefit	
4	Drawback	
5	Motivation	
6	Qualification	
7	Requirement	

Use words from the box to complete the following sentences:

1. application 2. motivation. 3. drawback 4.benefit 5.requirement 6. advertisement 7. qualification

1. Nursing experience is a .....for this job.
2. The main .....to the job is the salary – it's very low.
3. I'd like to work with children but I don't have a teaching..... .
4. One ..... of working at home is that you don't have to spend time driving to an office every day.
5. I saw the .....for the job in the local paper.
6. Thank you for your ..... for the post of Teaching Assistant.
7. Most people say that pay is their main ..... for working.

<u>Vocabulary:</u>

A *collocation* is two or more words that often go together like 'word partners'. There are no rules to follow – the combinations of words just sound 'right' to native English speakers. On the other hand, other combinations may be unnatural and just sound 'wrong'. For example,
we say: fast food ✓ but not: quick food X

Choose the correct collocation:

1. to spend time to use time

2. to do a spelling mistake to make a spelling mistake

3. fully qualified completely qualified

4. to tell lies to say lies

5. to give a suggestion to make a suggestion

Now use a dictionary to find which words collocate with the noun requirement.

6. What is the (least / minimum / smallest) entrance requirement for this course?

7. A love of animals is an (essential / urgent / upmost) requirement to be a vet.

8. When you are buying a new computer, it's important to find one that (agrees with / fills / meets) your requirements.

** Study these tips for using collocations:

- Read as much as possible. Reading is an excellent way to see and learn vocabulary and collocations in natural sentences.
- When you learn a new word, write down other words that collocate with it (e.g. minimum requirements, meet the requirements)
- Practise using new collocations in sentences as soon as possible after learning them.
- Revise what you learn regularly.

<u>Reading:</u>

Salwa Moustapha is looking for a job. She is starting to think about working on her CV, drafting letters of application and preparing for interviews. She knows that before she does this, she must spend time identifying her skills and personal qualities. This is important information that employers will want to know.

Read about Salwa. Look up new words in a dictionary and record them in your notebook.

Complete the table below about Salwa:

Salwa is just finishing a catering course at West Thames College in London. She has a level 3 diploma in catering and has certificates in nutrition and food hygiene. She can now cook Middle Eastern and European food. She is especially good at making Italian food. Salwa learned how to serve customers in the college café and training restaurant and now has strong customer service skills. She also has to calculate customers' bills and take their money. Her teachers say that she's reliable and trustworthy.

Salwa loves reading and is a member of the book club at her local library. She is on a committee with two other members. Together they plan the meetings and invite writers to come and speak to the group.
Salwa volunteers in a kitchen, she helps prepare lunch for about 60 people. After lunch she enjoys playing games with the children who come for lunch. They like playing with Salwa because she has lots of energy and organises fun games for them.

Salwa's skills	Salwa's qualities

** When you read job advertisements, you will often see words that refer to requirements for the position. Job requirements may include specific skills, personal qualities, level of education, certificates and diplomas, work experience or other areas of knowledge. The employer believes that these requirements
are essential to do the job satisfactorily. Job postings also may state that some other skills, experience or certificates are 'preferred' or 'desired' – this means the employer would like the applicant to have that skill or qualification because it's useful or important but it's not an essential requirement.

Vocabulary:
Choose words from the box to that match the sentences below:

1. Post. 2. Essential 3. necessary. 4. Temporary. 5. permanent
6. Posting. 7. refer to. 8. position

1. An adjective to describe a job that lasts a short period only. .....
2. Two nouns that mean 'job'. ....
3. An adjective that means something is 100% .....
4. Another word for 'advertisement'. .....
5. A verb (+ preposition) that means to 'speak or write about something'. .....
6. An adjective to describe a job that is lasting or not changing (opposite of #1). .....

LIVEWORKSHEETS

Salwa has filled in an application form. She has made 20 mistakes with capital letters. Look at them and write three rules for using capital letters. You can check the video to learn about the rules:

PERSONAL DETAILS

Title (tick) Mr ☐ Mrs ☐ Miss ☑ Ms ☐

Name: Salwa moustapha **Date of birth:** 30/08/1996

Address: 18 Fulham Road, Chelsea, london , SW10 8EL

Home telephone: 020 8326 2479 **Mobile telephone:** 07814 107683

Email sweetsalwa@outlook.com

EDUCATION

Name and location of secondary school and/or college	Dates	Qualifications
west thames college, London Road, Isleworth TW7 4HS	2012 - 2014	Diploma (level 3) in catering Certificates in nutrition and food hygiene
Langtree Secondary School wood lane, London W12 0HL	2007-2012	6 GCSEs (maths, english, biology, chemistry, it, history)

WORK EXPERIENCE

Name and location of employer	Dates	Position	Responsibilities
department of social services, Fulham Centre for Homeless People	feb 2011 - present	Kitchen assistant (volunteer)	Assist with preparation of sunday lunch for approximately 60 people

SPECIAL SKILLS AND PERSONAL QUALITIES

I can cook european and middle eastern food. I am especially good at cooking italian food.

i have strong customer service skills and have experience of preparing bills and taking payment.

i have good organisational skills and work well in a team.

I am reliable and trustworthy.

We use capital letter:

1.

2.

3.

Listening:

Listen and choose the correct answer:

1. Salwa has finished college. True. False Doesn't say

2. The job is in a restaurant. True. False Doesn't say

3. The job has a good salary. True. False Doesn't say

4. Salwa has worked as a kitchen assistant before.

True. False Doesn't say

kalaidarous

LIVEWORKSHEETS

5. The interviewer likes reading. True. False Doesn't say

6. The kitchen assistant has to start work at 9.00.

True. False Doesn't say

7. The job requires only cooking. True. False Doesn't say

8. Salwa will start the job on Monday. True. False Doesn't say

9. Salwa saw the advertisement in the local newspaper.

True. False Doesn't say

Grammar:

Look at the sentence:

'I study at West Thames College. At the moment I'm taking my final exams.'

The first sentence uses the present simple tense. The second uses the present continuous tense.

We use the present simple to talk about our daily habits and routines,

for example:

- Aisha studies business at Al Ihsaa College of Excellence.
- Khalid and Ashraf work for Samsung Engineering in Jubail.
- What do you do?

We use the present continuous to talk about things that are happening now,

for example:

- Aisha's talking with a friend.
- Khalid and Ashraf are having lunch in the canteen.
- What are you doing?

The present continuous tense is formed from the present tense of the verb be and the present participle of the verb.

In English, 'now' can mean at this moment, today, this month, this year or even this century. So we can use the present continuous to say that we are doing something at this time in our lives even though we may not be doing it at this exact moment, for example:

- Aisha is studying to be an accountant.
- Khalid and Ashraf are working on a special water project for Bahrain.
- I'm reading a really good book at the moment.
- What are you working on this month?



- But remember, some verbs cannot be used in a continuous tense. For example, we say:
- Aisha wants to be an accountant.
- Khalid and Ashraf know a lot about water engineering. and
- Do you understand this lesson?

Present simple or present continuous? Choose the correct tense.

1. Ragia always does/is doing her homework in her room.

2. We can't play tennis. It rains/is raining now.

3. This term we study/are studying Shakespeare in my English class.

4. Hurry up, everybody waits/is waiting for you.

5. My neighbor says she's 80 years old, but nobody believes/is believing her.

6. My uncle spends/is spending every summer in Europe.

7. Do you prefer/are you preferring walking or cycling?

8. We study/are studying about the present continuous this week.

9. We don't have/aren't having much time to finish the exercise.

10. My brother stays/is staying with some friends in Riyadh until he can find an apartment.

Identifying personal qualities and skills for a job.

Look at the table below study the examples used to talk about skills and personal qualities.

Personal qualities	
I am creative.	✓ or * or ?
I can think quickly.	✓ or * or ?
I pay attention to detail.	✓ or * or ?
I can work independently.	✓ or * or ?
I am a strong leader.	✓ or * or ?
I keep calm in difficult, stressful times.	✓ or * or ?
I take risks when necessary.	✓ or * or ?
Personal skills	
I set myself clear goals.	✓ or * or ?
I set priorities.	✓ or * or ?
I make good decisions.	✓ or * or ?
I learn from my mistakes.	✓ or * or ?
I can solve problems quickly.	✓ or * or ?
I take care of my health.	✓ or * or ?
Communication skills	
I can read difficult texts.	✓ or * or ?
I am good at writing.	✓ or * or ?
I can work with numbers.	✓ or * or ?
I speak clearly and effectively.	✓ or * or ?
I am good at discussing ideas.	✓ or * or ?
I am good at English.	✓ or * or ?
I can use computers well.	✓ or * or ?
I am good at research.	✓ or * or ?
I am good at organising information.	✓ or * or ?
People skills	
I work well with different people.	✓ or * or ?
I can work with 'difficult' people.	✓ or * or ?
I work well in teams.	✓ or * or ?
I listen to other people's opinions.	✓ or * or ?
I learn from other people.	✓ or * or ?
I share my thoughts and ideas with other people.	✓ or * or ?
I help other people to make decisions.	✓ or * or ?
I respect cultural differences.	✓ or * or ?