

## Unit 8. THE WORLD OF WORK

### PART 3: READING

#### I. Fill in the blank with a suitable word in the box.

qualifications      employment      sense      relevant      reference  
detail      convincing      potential      evidence      include

#### PRESENTING YOUR QUALIFICATIONS

Take a close look at the ideal candidate required from the job advertisement. Ask yourself this question, "What (1) ..... is this (2) ..... employer looking for?"

There are some qualifications, like a university degree, for example, that are regarded as relevant information in most circumstances. Then there are other qualifications, such as a first-aid course, may be seen as useful and even (3) ..... for some jobs, but would look odd being listed for others as it is not relevant to the position.

Your number of years you have been working will also help you decide what to (4) ..... and what to leave out. Individuals who are still in their first five years of work should note that their educational background is very important and should be listed in reasonable (5) ..... For this with more than five years of (6) ..... employment experience, you should be a bit more selective about what you use. The reason is because some qualifications become outdated quickly. For example, would it make

(7) ..... to claim to be a computer expert on the basis of a computing degree obtained 15 years ago? You will not look very (8) ..... In this instance, the (9) ..... you provide about recent work in the field will count for a lot more

Be clear, concise and always use the job ad as (10) ..... to make sure your information is relevant.

#### II. Choose the word or phrase among A, B, C or D that best fits the blank space in the following passage.

Most people need some preparation before they are (1) ..... for the workforce, and planning should begin long before it is time to start a career.

Many high school students don't yet know what they want to do. High school is a great time to start thinking about careers. Setting on just one (2) ..... in high school isn't necessary, but they should know how to explore careers and put time into investigating them and learning about their skills and interests.

Understanding what you enjoy and what you are good at is the first step in (3) ..... careers. It is important to think about what you like to do because work will eventually be a big part of the life. Once you have thought about the subjects and activities you like best, the next step is to look for careers that put those interests to use. If you love sports, for example, you might (4) ..... a career as a gym teacher, or a coach.

Another approach to identifying potential career interests is to consider local employers and the types of jobs they have. There are many jobs in manufacturing and healthcare near the high school. Talking directly to workers can help you get (5) ..... about what they do. If you don't know workers in occupations (6) .....

interest you, ask people such as parents, friends, or teachers for their (7) \_\_\_\_.

If job (8) \_\_\_\_ gives you a taste of what an occupation is like, imagine how helpful getting experience could be. Students can begin getting career-related experiences in high school through internships, employment, and other activities. Completing an internship is an excellent (9) \_\_\_\_ get experience. Internships are temporary, supervised (10) \_\_\_\_ designed to give students practical job training.

1. A. near	B. ready	C. secretive	D. similar
2. A. present	B. pastime	C. employment	D. occupation
3. A. explore	B. explored	C. exploring	D. explores
4. A. consider	B. contain	C. exclude	D. prevent
5. A. fact	B. information	C. detail	D. piece
6. A. that	B. how	C. why	D. when
7. A. ability	B. practice	C. contacts	D. judgement
8. A. writing	B. shadowing	C. believing	D. persuading
9. A. notice about	B. access to	C. count for	D. way to
10. A. reference	B. assignments	C. evidence	D. stock

**III. Read the following passage and choose among A, B, C or D the correct answer to each of the questions.**

1. Not so long ago almost any student who successfully completed a university degree or diploma course could find a good career quite easily. Companies toured the academic institutions, competing with each other to recruit graduates. However, those days are gone, even in Hong Kong, and nowadays graduates often face strong competition in the search for jobs.
2. Most careers organizations highlight three stages for graduates to follow in the process of securing a suitable career: recognizing abilities, matching these to available vacancies and presenting **them** well to **prospective** employers.
3. Job seekers have to make a careful assessment of their own abilities. One area of assessment should be of their academic qualifications, which would include special skills within their subject area. Graduates should also consider their own personal values and attitudes, or the relative importance to themselves of such matters as money, security, leadership and caring for others. An honest assessment of personal interests and abilities such as creative or scientific skills, or skills acquired from work experience, should also be given careful thought.
4. The second stage is to study the opportunities available for employment and to think about how the general employment situation is likely to develop in the future. To do this, graduates can study job vacancies and information in newspapers or they can visit a careers office, write to possible employers for information or contact friends or relatives who may already be involved in a particular profession. After studying all the various options, they should be in a position to make informed comparisons between various careers.
5. Good personal presentation is essential in the search for a good career. Job application forms and letters

should, of course, be filled in carefully and correctly, without grammar or spelling errors. Where additional information is asked for, job seekers should describe their abilities and work experience **in more depth**, with examples if possible. They should try to balance their own abilities with the employer's needs, explain why they are interested in a career with the particular company and try to show that they already know something about the company and its activities.

6. When graduates are asked to attend for interview, they should prepare properly by finding out all they can about the prospective employer. Dressing suitably and arriving for the interview on time are also obviously important. Interviewees should try to give positive and helpful answers and should not be afraid to ask questions about anything they are unsure about. This is much better than pretending to understand a question and giving an unsuitable answer.

7. There will always be good career opportunities for people with ability, skills and determination, the secret to securing a good job is to be one of them.

1. In the paragraph 2, "**them**" refers to \_\_\_\_.

- A. abilities.
- B. three stages
- C. careers organizations.
- D. available vacancies

2. According to paragraph 4, graduates should \_\_\_\_.

- A. ask friends or relatives to secure them a good job.
- B. find out as much as possible and inform employers of the comparisons they want.
- C. get information about a number of careers before making comparisons.
- D. find a good position and then compare it with other careers.

3. In paragraph 5, "**in more depth**" could best be replaced by \_\_\_\_.

- A. more honestly
- B. more carefully
- C. using more word
- D. in greater detail

4. The word "**prospective**" in paragraph 2 is closest in meaning to \_\_\_\_.

- A. future
- B. generous
- C. reasonable
- D. ambitious

5. In paragraph 6, the writer seems to suggest that \_\_\_\_.

- A. it is better for interviewees to be honest than to pretend to understand.
- B. interviewees should ask a question if they can't think of an answer.
- C. it is not a good idea for interviewees to be completely honest in their answers.
- D. pretending to understand a question is better than giving an unsuitable answer.

6. Which of the following sentences is closest in meaning to the paragraph 7?

- A. Determined, skilled and able people can easily find a good career.
- B. Graduates should develop at least one of these areas to find a suitable career.
- C. People with the right qualities should always be able to find a good career.
- D. The secret of a successful interview is that interviewers have to possess skills, determination or ability.

7. According to the passage, which of the following is NOT true?

- A. Businesses used to visit the universities in Hong Kong to recruit graduates.
- B. Until recently it was quite easy for graduates to get good jobs in Hong Kong.
- C. Job seekers should consider as many as possible of the factors involved.
- D. Graduates sometimes have to take part in competitions to secure a good career.

8. In paragraph 1, "those days are gone, even in Hong Kong", suggests that \_\_\_\_.

- A. in the past, finding a good career was easier in Hong Kong than elsewhere.
- B. it used to be harder to find a good job in Hong Kong than in other countries.
- C. nowadays, everyone in Hong Kong has an equal chance of finding a good career.
- D. even in Hong Kong companies tour the universities trying to recruit graduates.

**IV. Read the following passage and choose among A, B, C or D the correct answer to each of the questions.**

Telecommuting is some form of computer communication between employees' homes and offices. For employees whose job involve sitting at a terminal or word processor entering data or typing reports, the location of the computer is of no consequence. If the machine can communicate over telephone lines, when the work is completed, employees can dial the office computer and transmit the material to their employers. A recent survey in USA Today estimates that there are approximately 8.7 million telecommuters. But although the numbers are rising annually, the trend does not appear to be as significant as predicted when Business Week published "The Portable Executive" as its cover story a few years ago. Why hasn't telecommuting become more popular?

Clearly, change simply takes time. But in addition, there has been active resistance on the part of many managers. These executives claim that supervising the telecommuters in a large work force scattered across the country would be too difficult, or at least systems for managing them are not yet developed, thereby complicating the manager's responsibilities.

It is also true that employees who are given the option of telecommuting are reluctant to accept the opportunity. Most people feel that they need regular interaction with a group, and many are concerned that they will not have the same consideration for advancement if they are not more visible in the office setting. Some people feel that even when a space in their homes is set aside as a work area, they never really get away from the office.

1. With which of the following topics is the passage primarily concerned?

- A. An overview of telecommuting
- B. The failure of telecommuting
- C. The advantages of telecommuting
- D. A definition of telecommuting

2. How many Americans are involved in telecommuting?

- A. More than predicted in Business Week
- B. More than 8 million
- C. Fewer than last year
- D. Fewer than estimated in USA Today

3. The phase "of no consequence" means \_\_\_\_.

A. of no use      B. irrelevant      C. of no good      D. unimportant

4. The author mentions all of the following as concerns of telecommuting EXCEPT \_\_\_\_.

A. the opportunities for advancement      B. the different system of supervision  
C. the lack of interaction with a group      D. the work place is in the home

5. The word “**them**” in the second paragraph refer to \_\_\_\_.

A. telecommuter      B. systems      C. executives      D. responsibilities

6. The reason why telecommuting has not become popular is that the employees \_\_\_\_.

A. need regular interaction with their families.  
B. are worried about the promotion if they are not seen at the office.  
C. feel that a work area in their home is away from the office.  
D. are ignorant of telecommuting.

7. The word “**reluctant**” in paragraph 3 can best be replaced by \_\_\_\_.

A. opposite      B. willing      C. hesitant      D. typical