

Understanding Information about Job Openings	Listening & Speaking
<b>Theme:</b> Employment	<b>CLB Level:</b> 4/5
<b>Topic:</b> Looking for a Job	<b>Competency:</b> L: Getting Things Done S: Sharing Information

Student Name: \_\_\_\_\_

Date: \_\_\_\_\_

## ASSESSMENT ACTIVITY/TOOL

Your friend needs a job.

## PART 1: LISTENING

Listen to the conversation. Take notes about what your friend needs to know to apply for this job such as what, where, when, who, how.

**Answer the questions.**

1. Identify where the conversation is happening. (1 point)

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2. Who is talking? (2 points)

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3. What is the woman asking about? (1 point) \_\_\_\_\_

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Is this polite? \_\_\_\_\_ Why? \_\_\_\_\_ (1 point)

5. What does she need to send? (1 point) \_\_\_\_\_

6. Who should she send it to? (1 point) \_\_\_\_\_

7. What is the email address? (1 point) \_\_\_\_\_

8. When is the deadline? (1 point) \_\_\_\_\_

9. Do you think it is a good strategy for finding a job? \_\_\_\_\_

Why? \_\_\_\_\_

\_\_\_\_\_ (2 points)

**PART 2: SPEAKING**

Use your notes to tell a friend about the job opportunity and how to apply. Remember to include all the information they need to know.