

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.

<input type="checkbox"/> Employment agencies	<input type="checkbox"/> Job fairs
<input type="checkbox"/> Labour office	<input type="checkbox"/> Networks
<input type="checkbox"/> Printed matters	<input type="checkbox"/> Radio or TV
<input type="checkbox"/> Walk-in	<input type="checkbox"/> Websites
2. Which is the most important factor when you are looking for and considering a job? Number them according to their priorities.

<input type="checkbox"/> Company	<input type="checkbox"/> Experience
<input type="checkbox"/> Location	<input type="checkbox"/> Position
<input type="checkbox"/> Salary	<input type="checkbox"/> 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.

TOYTOMI 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.