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.

☐ Employment agencies	☐ Job fairs
☐ Labour office	☐ Networks
☐ Printed matters	☐ Radio or TV
☐ Walk-in	☐ Websites

2. Which is the most important factor when you are looking for and considering a job? Number them according to their priorities.

☐ Company	☐ Experience
☐ Location	☐ Position
☐ Salary	☐ 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

LIVEWORKSHEETS

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	

LIVEWORKSHEETS

Activity 2: Read the help wanted ad and answer the questions.

TOYOTOMI 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

LIVEWORKSHEETS

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
_____

LIVEWORKSHEETS

Activity 6: Write what the abbreviations stand for. Discuss in class.

admin	_____	M/F	_____
agcy	_____	min	_____
appl	_____	ofc	_____
avail	_____	pd	_____
beg	_____	pref	_____
des	_____	prog	_____
exp	_____	sal	_____
FT/PT	_____	temp	_____
lic	_____	trnee	_____

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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.**

_____

LIVEWORKSHEETS