GETTING A JOB



1 WARM UP

What steps are in your daily routine? Reorder the terms in the list below so that it tells the story of your daily routine from start to finish.

fi. Brush your teeth _____

2. Go to work _____

3. Cook dinner _____

4. Wake up _____

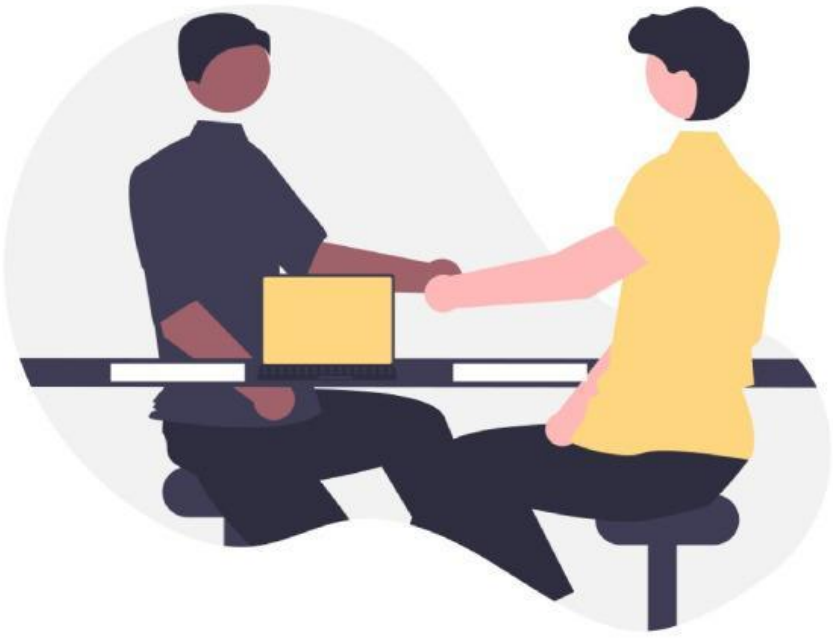
5. Watch TV _____

6. Go to bed _____

7. Eat breakfast _____

8. Drink coffee _____

Task 2: Write a short summary of your daily routine, using the information above.



LIVEWORKSHEETS

2 JOB VOCABULARY

Task fi: Study the words in the box, then match each word to the picture.

resume	coverletter	application	hire	interview	salary



1. _____



2. _____



3. _____



4. _____



5. _____



6. _____

Task 2: Match the words from the box to the correct definitions.

HR	recruiter	joblisting	negotiate	portfolio	references

1. An advertisement giving information about a job position.
2. A department responsible for managing employees and their personal matters.
3. The process before reaching an agreement.
4. A collection of work demonstrating skills and experience.
5. People who can confirm a person's work experience, character and skills.
6. A professional who identifies job candidates.



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3 EXPAND YOUR VOCABULARY

Task fi: Use the words in the boxes to complete the sentences.

resume	coverletter	application	references	joblisting

fi. I found a _____online and filled out an _____for the open position.

2. The company asked me to provide three _____that could speak about my experience.

3. Your _____contains a summary of your experience and achievements. You may include a _____to introduce yourself.

HR	recruiter	interview	hire	portfolio	negotiate	salary

4. The _____is how much money you will be paid. Sometimes, you can _____for a higher amount.

5. Some jobs will require a _____that contains a collection of your work.

6. Human Resources, or _____, is the department that hires and trains employees.

7. A _____is a person who finds candidates for job openings.

8. Be professional and polite during your _____, and hopefully, the company will _____you!

Task 2: Discuss the following questions as a class:

a. In your country, do you have to submit a resume and cover letter to apply for a job?

b. Do you give references? Who can give you references?

c. Is it common to negotiate the salary?

d. Would you prefer to work in the HR department, or be a recruiter?

e. Where is the best place to find a job listing in your country? Do you use Linked in?

f. How do you feel before an interview?

LIVEWORKSHEETS

4 QUESTION TAGS

Small questions are sometimes added at the end of a sentence to invite the other person to agree or disagree. These are called question tags.

Common Question Tags	
isn't it?	am I?
is it?	are you?
aren't I?	was he?
aren't you?	wasn't she?
aren't they?	were they?

A positive statement is followed by a negative question tag.

Positive Statement	Negative Question Tag
The book is interesting,	isn't it?

A negative statement is followed by a positive question tag.

Negative Statement	Positive Question Tag
The book isn't interesting,	is it?

Task fi: Choose the correct question tag for the following sentences.

1. This is a great resume, **isn't it/is it**?
2. You're prepared for your interview, **are you / aren't you**?
3. You don't have a portfolio, **don't you/do you**?
4. You didn't submit an application, **did you/didn't you**?
5. You negotiated a higher salary, **didn't you/did you**?



LIVEWORKSHEETS

Task 2: Use vocabulary words and question tags to describe what each person is doing in the pictures. The first one is done for you as an example.



fi. They have an interview, don't they?



2. _____



3. _____



4. _____

Task 3: Complete the sentences by adding a question tag.

1. John is applying for a new job, _____?
2. You got a call from a recruiter, _____?
3. I forgot to include my cover letter, _____?
4. You want the company to hire you, _____?
5. He saw the job listing, _____?
6. I don't need to update my resume, _____?
7. You prepared for the interview, _____?
8. You have good references, _____?
9. Beth has a portfolio, _____?
10. John negotiated a higher salary, _____?



LIVEWORKSHEETS

5 WORKING AT A NEW JOB

Listen to the audio, then answer the questions below.

fi. What did Jane just do?
- **a.** Answer a job listing.
- **b.** Start a new job.
- **c.** Write a cover letter.

2. What is she responsible for?
- **a.** Making sales goals every month.
- **b.** Working for HR.
- **c.** Reading resumes.

3. What does Jane say about her colleagues?
- **a.** They're easy to talk to and always willing to help.
- **b.** They are difficult to work with.
- **c.** They help her reach her sales goals.

4. How long has she been working there?
- **a.** One year.
- **b.** Six weeks.
- **c.** Six months.

5. What did she say about the salary?
- **a.** She negotiated the salary.
- **b.** The salary is good.
- **c.** She is not happy with the salary.

6. How does she start the day?
- **a.** By having an interview.
- **b.** By going to HR.
- **c.** With a team meeting.



Decide if the following statements are true or false.

1. Jane does not like her job.
2. Jane gets along with her colleagues.
3. Jane is a salesperson for a cosmetics brand.
4. Jane's job came with good benefits.
5. Jane does not get any vacation time.
6. Jane gets a company car.

LIVEWORKSHEETS

6 LOOKINGFORANEWJOB

Read the story of Tony's experience looking for a new job. Then, answer the questions.

Tony has just moved to a new city and is looking for a new job. Before he starts his job search, Tony needs to update his resume.

He writes a resume that shows his years of experience in engineering. He also writes a cover letter that introduces himself and highlights his achievements.

Tony'sfriendtellshimaboutawebsitewherehecan find job listings. He finds a job listingforanengineeringpositionandsubmitsanapplication.

Afterafewdays,Tonyisaskedtocomeinforaninterview!

TonymeetswithamanagerfromHR.TheHRmanageris impressed with Tony's portfolio. She says that Tony's references say great things about his work.

Theinterviewgoeswell,sothecompanywantstohireTony.The manager tells him about the salary for the engineering position. Tony negotiates for a higher salary, then he accepts the position. He starts his new job on Monday.

Decide if the following statements are true or false.

1. Tony updates his resume before he looks for a new job.
2. Tony writes about his experience in sales.
3. Tony submits an application for an engineering position.
4. Tony does not get asked to come in for an interview.
5. Tony negotiates a higher salary.
6. Tony does not get the job.

Answer the questions.

1. How does Tony know where to look for job listings?
2. What kind of job does Tony apply for?
3. Who does Tony have an interview with?
4. How does the interview go?
5. What does Tony negotiate?
6. Have you ever had a job interview? How did it go?



LIVEWORKSHEETS

7 DESCRIBINGPICTURES

The images below show two different steps in the job search process. Study the images and then answer the questions.





a. Which step in the job search process is shown in each picture?

b. Which step is the most stressful?

c. Which step is the most important?

d. What information do you have to include on a resume?

e. What are some questions that are commonly discussed in an interview?

Reorder the vocabulary words to show the steps of getting a job from start to finish. Explain the step in a complete sentence.

fi. resume _____

2. cover letter _____

3. application _____

4. portfolio _____

5. references _____

6. salary _____

7. HR _____

8. recruiter _____

9. interview _____

fi0. hire _____

fifi. negotiate _____

fi2. job listing _____

LIVEWORKSHEETS

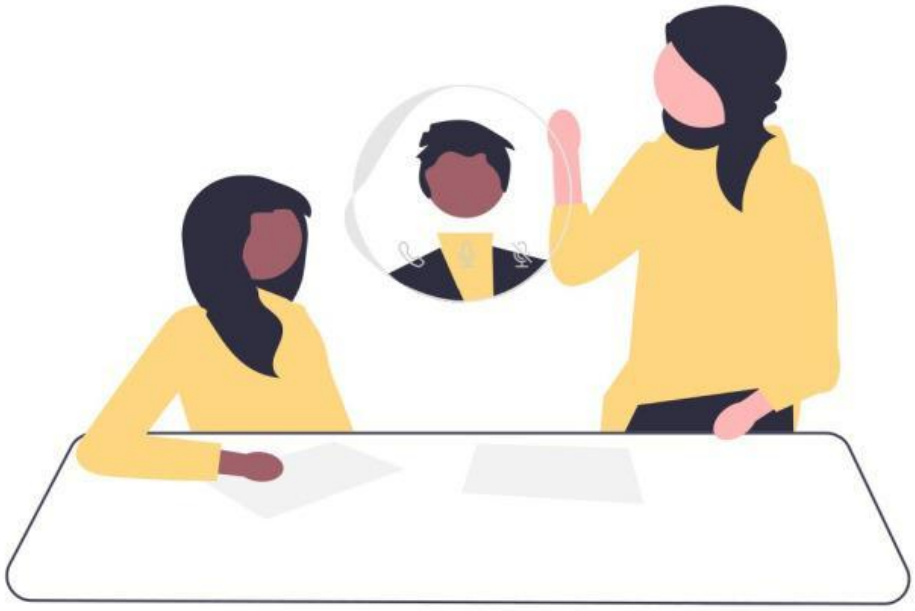
8 LET'S TALK

Discuss the following questions as a class, using the words and information learned in today's lesson. Remember, this is your opportunity to practise speaking, so say as much as you can, and have fun!

1. Describe the application process for the last job you applied for.
2. Do you prepare a lot before an interview? Describe how you prepare.
3. What is the purpose of a resume and cover letter?
4. What advice would you give to someone who wants to negotiate a salary?
5. Have you ever put together a portfolio before? What was in it?

Work into pairs. Take turns asking each other the following questions. When answering, say whether you agree or disagree and explain why.

6. Applying for a job is difficult, isn't it?
7. You have felt nervous before an interview, haven't you?
8. Negotiating a salary is scary, isn't it?
9. Starting a new job is exciting, isn't it?
10. You have written a cover letter before, haven't you?



LIVEWORKSHEETS

HOMEWORK

1 EMAIL: WRITING EXERCISE

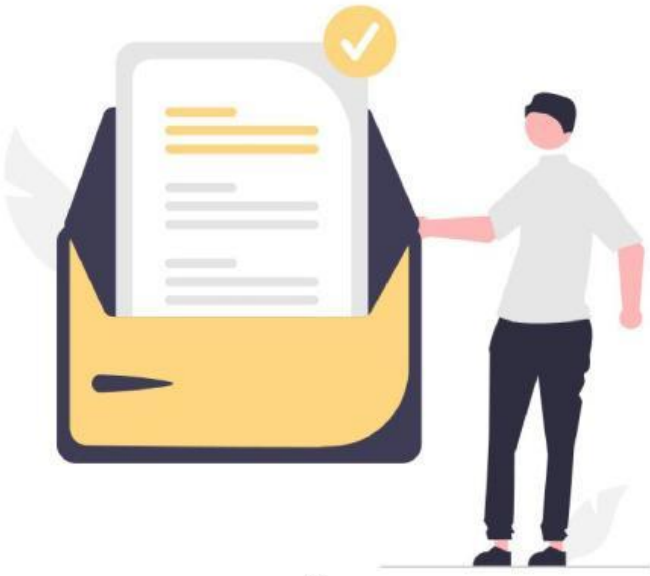
Study the situation below, then write a detailed answer on a separate piece of paper. Where relevant, use the new words, grammar, and information learned in class.

Starting aNewJob!

You just moved to a new city and started a new job! You are writing an email to yourfriendsandfamilybackhomeexplainingtheprocess.Youremailmustinclude::

- Thetypesofjobsyoulookedfor.
- Whereyousearchedforjoblistings.
- Whatyouincludedinyourresume.
- Whatyouincludedinyourcoverletter.
- Whoyourreferenceswere.
- Whattheinterviewwaslike.
- Whentheyhiredyou.
- Describethenewjob.
- Whatyoulikeaboutthejob.
- Whatyoudon'tlikeaboutthejob.
- Whatyouhopeforinthefuture.





LIVEWORKSHEETS