

WARM-UP

ACTIVITY 1 : Classify the skills into transferrable and non-transferrable skills.

SKILLS	TRANSFERABLE	NON-TRANSFERABLE
6.designing building structures 7.installing electrical systems and wiring 8.learning new skills 9.managing time 10.repairing and maintaining machinery	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>

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ACTIVITY 1 : Classify the skills into transferrable and non-transferrable skills.

SKILLS	TRANSFERABLE	NON-TRANSFERABLE
11.serving customers 12.understanding tax laws 13.using accounting software 14.using basic computer programs and technology 15.using tools for testing quality	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>

JOB DUTIES & RESPONSIBILITIES

EXERCISE 1 : Fill in the blanks with the correct form of present simple verb in the brackets.

1. An accounting officer (process) _____ invoices and payment.
2. A financial manager (control) _____ a budget.
3. Guest relation officers (handle) _____ customers' complaints.
4. Logistics officers (monitor) _____ inventory levels.
5. A marketing manager (plan) _____ campaigns and advertising.
6. A production manager (support) _____ maintenance, and QA.
7. A QA technician (estimate) _____ raw materials and products.
8. Receptionists (serve) _____ visitors at the front desk.
9. A safety officer (inspect) _____ facilities in the workplace.
10. Storekeepers (record) _____ incoming and outgoing goods

EXERCISE 2 : Match the job titles with the skills given on the right.

JOB TITLES

1. _____ accountant
2. _____ cook
3. _____ inspector
4. _____ maintenance technician
5. _____ marketing officer
6. _____ network designer
7. _____ personnel manager
8. _____ phone operator
9. _____ PR officer
10. _____ secretary
11. _____ supervisor
12. _____ translator

JOB SKILLS

- a. advise people
- b. assess customer needs
- c. calculate numerical data
- d. check jobs for accuracy
- e. communicate with people
- f. design a network system
- g. dress a dish
- h. interpret one language to another
- i. plan a meeting
- j. repair equipment
- k. screen a phone call
- l. train staff