

Review

A Read each skill below and write the correct job title on the line.

1. cleans teeth _____
2. sends memos, files, and does general office work _____
3. takes a patient's temperature and blood pressure _____
4. fixes pipes _____
5. maintains office buildings _____
6. uses equipment in a factory or a construction site _____
7. takes care of children _____
8. maintains yards _____

B List six job skills you have.

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____

C Complete the sentences using the gerund or infinitive form of the verb in parentheses.

1. I like _____ on a team. (work)
2. I am good at _____ to customers. (talk)
3. They hate _____ the phone. (answer)
4. I decided _____ a computer course next semester. (take)
5. He is interested in _____ cars. (repair)
6. We finished _____ our reports yesterday. (write)

Learner Log

I can identify job titles and skills.

☐ Yes ☐ No ☐ Maybe

I can identify job skills and personality traits.

☐ Yes ☐ No ☐ Maybe

D Read the job ads.

1. ADMINISTRATIVE ASSISTANT FT: 10 a.m. – 6 p.m. Requires HS diploma and one year's experience. Excellent phone, computer, and organizational skills along with a pleasant attitude is a must! Please send resume to: jobs@aaj08s.com APPLY NOW	2. CUSTODIAN Reliable custodian for local school district. Minimum one year's experience cleaning, plumbing, carpentry, painting, and repairs. Will provide supplies and tools. \$14–16 / hr + benefits Call: (818) 555-6879 APPLY NOW
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E Look at the ads in D. Write: *administrative assistant, custodian, or both.*

- | | |
|--|--|
| 1. Which job requires experience? | 2. Which job offers benefits? |
| 3. Which job requires a high school diploma? | 4. Personality is NOT important for which job? |

F Fill out the partial online job application.

Legal Name

First Name* Last Name*

Email Address

Phone

Phone Number* Type*

Work Experience

Job Title* Company* 

☐ I currently work here.

From* To*

Learner Log

I can interpret job advertisements.
☐ Yes ☐ No ☐ Maybe

I can complete a job application.
☐ Yes ☐ No ☐ Maybe

Review

G What kind of personality traits should people have for these jobs? Write two adjectives for each job. Share your answers with a partner.

1. home health aide: responsible, caring
2. manager in a clothing store: _____
3. receptionist in a dentist's office: _____
4. hairdresser: _____
5. sales representative: _____
6. teacher: _____

H Write six interview questions for one of the following jobs. Interview a partner.

assembler in a factory	computer technician	home health aide	receptionist
bookkeeper	furniture store manager	landscaper	waiter

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____

I Dictionaries use different symbols to show word stress. Look up the following words in the dictionary. Write them with the correct syllable stress.

- | | |
|----------------------------------|---------------------|
| 1. applicant <u>ap'-pli-cant</u> | 2. previous _____ |
| 3. bookkeeper _____ | 4. technician _____ |
| 5. computer _____ | 6. equipment _____ |
| 7. environment _____ | 8. require _____ |

Learner Log

I can interview for a job.

☐ Yes ☐ No ☐ Maybe