

## My first job - Worksheet 2

# The World of Work

**OBJECTIVES**

In this worksheet, you will:

- Learn new vocabulary and continue working with definitions and questions.
- Listen to how companies motivate their staff.
- Read and comprehend job adds.
- Match some profiles to an appropriate job position.

**Activity 1**

Read and match the correct words to the definitions.

- |                 |   |
|-----------------|---|
| <b>EMPLOYEE</b> | a. A business that makes or sells things, or provides services. |
| <b>SALARY</b>   | b. A person who buys products or uses services.                 |
| <b>OFFICE</b>   | c. Money someone receives for doing a job.                      |
| <b>CUSTOMER</b> | d. A place where people work sitting at desks.                  |
| <b>STAFF</b>    | e. A worker.  |
| <b>TASK</b>     | f. A job you need to do.  |
| <b>BOSS</b>     | g. A person who manages the workers in a business.              |
| <b>COMPANY</b>  | h. Everyone who works in a business.                            |

**Activity 2**

Make questions with these words. Look at the example.

*Example: think / your salary / good Do you think your salary is good?*

- |   |       |
|---|-------|
| a. like / work / in an office             | _____ |
| b. what / name / the company you work for | _____ |
| c. work on / difficult tasks              | _____ |
| d. like / your boss                       | _____ |
| e. think / are / good employee            | _____ |
| f. feel / comfortable at work             | _____ |
| g. which / skills / can / develop at work | _____ |

**Activity 3**

A. Listen and choose. **How do companies motivate their staff?**

checking emails	studying at work	getting a massage	choosing a CD	going fishing	drinking coffee
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B. Listen again and answer.

Conversation 1: Which two shops have an agreement? \_\_\_\_\_

Conversation 2: What is the woman studying? \_\_\_\_\_

Conversation 3: Where does the woman work? \_\_\_\_\_

#### Activity 4

Read the job adds and choose the best answer to the questions.



The most comprehensive health care delivery system in New Jersey, treating over 3 million patients a year.

##### We are looking for an Assistant

###### Requirements / Qualifications:

- High School diploma or equivalent.
- Some post high education.
- Three to five years experience in a hospital.
- Ability to communicate effectively.
- Working knowledge of Medical Terminology.
- Knowledge of third party payers, billing requirements and requirements and reimbursement methods.
- Knowledge of insurance, insurance verification and POS collections.

Part-time job  
Administrative



SUNSET  
HOTEL



We need an  
Events coordinator

###### Description of job:

A responsible and organized person to work with clients, good at communicating needs, and ensuring high standards. Polite, efficient, helpful, and with good team spirit.

###### Requirements / Qualifications:

- Bachelor of Hotel Management or Degree in Tourism/Marketing.
- Proficient in Microsoft Office applications.
- Minimum 1 to 2 years work experience as a Coordinator.
- Excellent customer care and interpersonal skills.
- Excellent communication skills.

Full-time job

Which of the two jobs requires a person who...

a. Can be creative? 1 2 Both None

d. Can communicate well? 1 2 Both None

b. Has finished high-school? 1 2 Both None

e. Has a Bachelor or Degree? 1 2 Both None

c. Likes organization? 1 2 Both None

f. Enjoys working in teams? 1 2 Both None

#### Activity 5

Match these personal profiles to an appropriate job position. There are three extras.

##### Sharon, 29.

I have two years of experience working in this field. I take my job seriously and I am reserved. I love working at night. I am very active, and exercise is very important to me. I do not have a family, so I dedicate myself entirely to my job and friends. I am very good at paying attention to people. I can quickly take care of difficult situations.

##### Mike, 22.

I have just graduated, and I have lots of energy and conditions to learn about this job. I have no experience but I have volunteered at many institutions taking care of children. I love creative tasks, I am organized, and I would love to get a chance to implement all my fresh ideas.

##### Jay, 35.

I love sports and taking care of people. I am always ready to help with any task and I do so with a positive attitude. I am certified and I have just completed a training course on First Aids. I have also studied to be able to assist Kids and Adults with disabilities. I have three years of experience working at a gym, assisting lessons for children as well as adults.

Writer - Pool Attendant - Ethical hacker - Security Guard - Actor - Teacher