

Most Important Factors:

1. Qualifications: Employers will always look for candidates who match the qualifications for the job. Whether it's a degree, certification or specific skills, candidates will need to demonstrate that they have the knowledge and expertise for the job.

2. Work Ethic: Employers want to hire individuals who are reliable, hardworking and committed. Employers want to know that their employees will show up on time and do the job as required.

3. Communication Skills: Good communication skills are essential in any work environment. Employers want to hire candidates who can clearly express themselves, listen to others and work well in teams. Being able to communicate ideas and information effectively can be a significant advantage.

Least Important Factors:

1. Race/Ethnicity: A candidate's race or ethnicity should never be a factor in determining whether they get a job. Hiring should be based solely on qualifications, work ethic and communication skills.

2. Gender: Employers should not be biased towards an individual's gender. Men and women should be given equal employment opportunities based on their qualifications and skills.

3. Political Affiliation: Political affiliation should never be a criterion for employment opportunities. Everyone has the right to their political opinions and should not be discriminated against because of them.

Additional Important Factors:

1. Flexibility: Employers want employees who can adapt to changing circumstances and work collaboratively in a team environment.

2. Problem-solving Skills: Employers require employees who can think outside the box and solve problems efficiently.

3. Professionalism: Employers seek candidates who present themselves professionally, adhere to the company's policies, follow the ethical code, and present a positive image of the company in every interaction.

Ex B 1,2

Teaching is one of the most rewarding professions. Working as a teacher in a school is a great responsibility as it involves shaping the lives of students. The job of a teacher is to inspire, guide, and motivate students to achieve their potential.

In a school, the boss is usually the principal who is responsible for the overall functioning of the school. A good principal is supportive, understanding, and provides a positive working environment for the teachers. It is imperative to have a good working relationship with the principal as it can greatly affect the experience of working in a school.

The collective environment in a school is vital for the success of the students and the teachers. A supportive and friendly atmosphere helps in creating a positive learning environment for the students. Collaborating and sharing ideas with colleagues can also help in the growth and development of the teachers.

As a teacher, it is important to have good communication skills, patience, and understanding. It can be challenging to work with students from diverse backgrounds and with varying abilities, but it is also an opportunity to learn and grow as a teacher.

Overall, teaching is a rewarding and challenging profession that requires dedication and commitment. Working in a school as a teacher can be a fulfilling experience with the right boss and a supportive colleague.

Page 2 Ex A,C,D

Ex A

- 1a) to train a vacancy/post
- 2c) to shortlist the candidates
- 3e) to advertise for new staff
- 4b) to assemble an interview panel
- 5f) to make a job offer
- 6d) to check references

Ex C

These days many applicants submit their curriculum vitae (CV) speculatively to companies they would like to work for. In other words, they do not apply for an advertised job but hope the employer will be interested enough to keep their CV on file and contact them when they have a vacancy. When replying to an advertisement, candidates often fill in an application form and

write a covering letter. The employer will then invite the best candidates to attend an interview. Sometimes candidates will take a psychometric test before the interview to assess their mental ability and reasoning skills. These days it is normal for successful candidates to have to work a probationary period in a company. This is usually three or six months; after that they are offered a permanent post.

Ex D

1. Motivated - Having a strong desire or willingness to achieve goals is essential to success in any work or study situation.

Being motivated shows that you have a drive to work hard and accomplish tasks, even in difficult circumstances.

2. Reliable - To be reliable means that you can be counted on to do what you say you will do. In a work or study setting, this is crucial because people need to be able to depend on you to meet deadlines or complete projects.

3. Charismatic - This word refers to having an engaging and charismatic persona, making you succeed in the professional network too.

4. Adaptable - Being adaptable means you are flexible and can change your approach to better suit a situation. This is important in work and study situations when unexpected changes or challenges arise.

5. Resourceful - To be resourceful means that you are able to find solutions to problems and make the most of available resources. In a work or study setting, being resourceful can help

you overcome challenges and find ways to be more efficient and effective.

Video

Resume means "To sum up"

The problems of the modern day resumes are that people in the resumes can't be themselves and resumes are too boring to read.

The most important question is "What am i most proud of doing at my current job?"

4 relevant skills of a modern employee are

- Collaboration
- Creativity
- Communication
- Solving problems

Career stories Method implies that you write a story every day of your work for 7 days and after that you identify a strengths you used in each story e.g. - collaboration, organisation, helpful e.t.c.

Main message of the speech is that in modern day jobs the most important things are not boring resumes but your skills and abilities, and you should show your employer what you can do, and not what you can write in a resume