



# Unit 2.

## Introducing yourself and job description

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## Objectives of the unit:

- Learn expressions to talk briefly about yourself
- Learn vocabulary and expressions to talk about your job

## At the end of the unit...

You will be able to write a short text about **yourselves**, about the **responsibilities** you have in the workplace, the **qualities and attitudes** you need to have in our current/future job, your **work environment**, **required education needed** and things you **love and hate** about your job



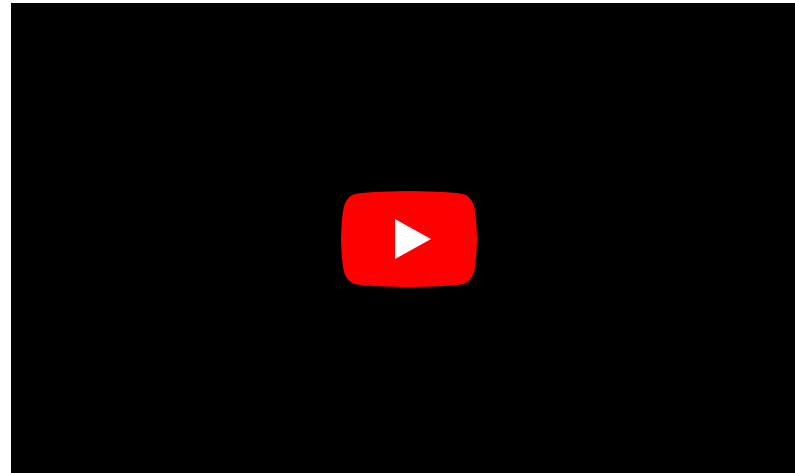
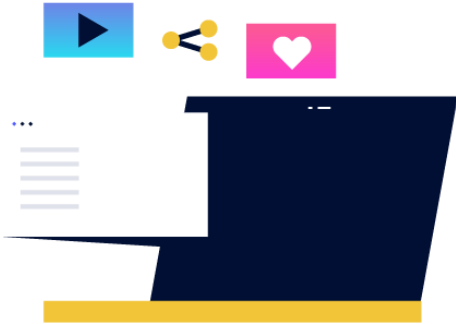
## Typical questions and answers about yourself



- What's your name? My name is Patricia.
- How old are you? I'm 23 years old.
- What do you do? I'm a student.
- Where do you live? I live in London.
- Where are you from? I'm from Spain.
- What do you do for fun? I like to paint in my spare/free time.

Write in the discussion forum a little introduction about yourself answering these questions. If you have any other ideas, feel free to add them!





## 01 Importance of having a positive attitude in the workplace

LISTENING



## Answer these questions

1. Why is having a positive attitude considered **key** to being **successful** in the workplace?
2. Can you name some companies that prioritize hiring for attitude over experience? Why do you think they do this?
3. What are some **potential** consequences of an employee having a bad attitude?
4. Describe some ways an employee can demonstrate a positive attitude at work.
5. Reflecting on the information presented, how will you choose to maintain a positive attitude in your future workplace?



## ADJECTIVES ENDING IN "-ED" AND "-ING"

### 1 - ED

- TO DESCRIBE EMOTIONS
  - TALK ABOUT WHAT/HOW THE PERSON FEELS
- John is interest**ed** in art.
  - Pepe was bore**d** in class.
  - Luke is excit**ed** about his new job.

### 2 - ING

- TO DESCRIBE A CHARACTERISTIC OF SOMETHING OR SOMEONE
- John is an interest**ing** person.
  - The class was so bore**ing** that Pepe fell asleep.
  - Luke started an excit**ing** new job.

# 02 VOCABULARY

## QUALITIES AND ATTITUDES IN THE WORKPLACE



Word in Canvas





- WHICH CHARACTER TRAITS DO YOU THINK DEFINE YOU NOWADAYS?
- WHICH TRAITS DO YOU WANT TO IMPLEMENT FROM NOW ON?





**1 I WORK AT/FOR + NAME  
OF COMPANY**

I WORK **AT** UNIVERSIDAD EUROPEA

**2 I WORK IN + PLACE +  
CITY/COUNTRY +  
DEPARTMENT**

I WORK **IN** AN OFFICE  
**IN** MADRID  
**IN** THE MARKETING  
DEPARTMENT

**3 I WORK WITH +  
MATERIALS + PEOPLE**

I WORK **WITH** COMPUTERS  
**WITH** SPECIAL-NEEDS CHILDREN



# Essential employment vocabulary



Word in Canvas



## Responsibilities

- **I'M RESPONSIBLE FOR (+ ING)**

"I'm **responsible for feeding** animals"

- **IT'S ALSO MY JOB TO (+ INF)**

"**It's also my job to clean** the animals"

## What's your job like?

- **I FIND MY JOB...**

"I find my job really interesting"

- **IT CAN GET A BIT...**

"It can get a bit tiring because I spend lots of hours there"

- **IT CAN ALSO BE A LITTLE...**

"It can be a little stressing"



## Skills and qualifications

- **FOR THIS JOB, YOU NEED...**

**For this job**, you need special qualifications...

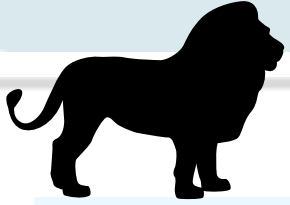
- **YOU ALSO NEED TO BE GOOD AT (+ ING):**

**You also need to be good at** talking

- **YOU MUST BE...**

**You must be** considerate and hard-working





## example

**I work as** a zookeeper. **I'm responsible for** feeding and caring for animals in a zoo. **It's also my job to** clean the animals' cages, report health problems and entertain visitors. **For this job, you need** special qualifications, for example a degree in biology or zoology. Of course, you need to have a love for animals. Each species is different from the others and requires special attention and care. **You also need to be good at** keeping records because you have to collect a lot of data for each animal. And **you must be** outgoing because you need to conduct tours for visitors and answer their questions. **I find my job** really interesting. I've always loved animals, so caring for animals feels more like a hobby than a job. But **it can get a bit** dirty and tedious sometimes, for example when you have to clean the cages. And **it can also be a little** dangerous, especially when animals get sick – they can hurt you! But on the whole, I really enjoy my work. I can't imagine doing anything else.



The screenshot shows a mobile application interface. At the top, there is a green square icon with a white letter 'e'. Below this, the text "Unit 2. Introducing yourself and job..." is displayed in a light green font, followed by "Froggy Jumps" in a bold, light green font. In the center, there is a dark green button with a white play icon and the text "Comenzar". Above this button, there is a small circular icon with a person silhouette and the text "Pulsa aquí para identificarte". To the right of the "Comenzar" button, there are two small square icons: one with a gear (settings) and one with a square frame (full screen). At the bottom, there is a banner with the text "Más de 500 cursos online" and "Encuentra la formación que buscas en nuestro catálogo". The banner also features the logo for "adrformación Soluciones eLearning" and a small image of a woman smiling.