Unit 2

How to apply for a job

Task 1. Match the words and their definitions.

1. the letter you send with a CV that says you

want the job

a. referee

2. to add information to the gaps on a form b. apply for (a job)

3. the practical knowledge and know-how you get

from doing something

c. CV

4. an official document that shows you have

reached a required level of skills and knowledge

d. recruit

5. a person who wants to be considered for the job e. train

6. a meeting where you are asked questions to see

if you are suitable for the job

f. vacancy

7. a list of printed questions that you answer by

filling the gaps

g. internship/placement

8. a job that is often a part of studies where you

get experience of a particular kind of work,

usually unpaid

h. application form

9. someone who knows you well who gives their

opinion of you

i. interview

10.an available job j. candidate

11.to teach someone how to do a specific task k. qualifications

12.to get someone to join a business or organization

l. work experience

13.a document that gives details about your education and qualifications and the jobs you have

done

m. fill in

14.to formally request a job n. cover letter

Task 2. Complete the sentences with the words from Task 1.

a. She went for three \_\_\_\_\_\_\_ before they gave her the job.

b. I’m trying to find a \_\_\_\_\_\_\_\_ for the summer to get some experience.

c. You don’t need lots of \_\_\_\_\_\_\_\_\_ for the position of a pipeliner

but you have to be tough and ready to work hard.

d. I think I’m going to \_\_\_\_\_\_\_\_\_ a postgraduate course if there are

still \_\_\_\_\_\_\_\_\_\_.

e. Just send me a \_\_\_\_\_\_\_\_\_, don’t worry about a covering

\_\_\_\_\_\_\_\_\_.

f. There’s an \_\_\_\_\_\_\_\_\_\_\_ on our website you can fill in.

g. The company \_\_\_\_\_\_\_\_\_\_ and trains over a hundred school leavers each year.

h. I’d like the names of two \_\_\_\_\_\_\_\_\_ as well.

i. More than ninety \_\_\_\_\_\_\_\_\_ replied to the advertisement.

Task 3. Listen to four college students discussing their future. Choose

the names of the students who have already found a job.

□ Scott

□ Walid

□ Harper

□ Patrick

Check the meanings of the words before you listen again:

− employer

− roughneck

− roustabout

− noticeboard

− appointment

− head office

Listen again. Decide if the statements are true or false.

a. The course lasts another year.

b. Scott is looking for a job at the moment.

c. Walid has a contract with the National Oil Company.

d. Harper wants to find a job that can allow him to travel before he

decides about his future.

e. An oil company recruiter is coming to the college.

f. Harper has already made an appointment for an interview.

g. Scott doesn’t want to do any more studies.

h. Patrick has found a job offshore.

i. Patrick has replied to an advertisement on a website.

Task 4. Listen to a student calling Mr. Rashid at Human Resources

Department in an oil exploration company. Complete his speech.

I’m calling about \_\_\_\_\_\_\_\_\_\_\_1

. My name is Jerry Henderson and I’m twenty

years old. I’m in my \_\_\_\_\_\_\_\_\_\_\_\_\_2 at Nottingham University. I’m

\_\_\_\_\_\_\_\_\_\_\_\_\_3 in Geology. I’m looking for a \_\_\_\_\_\_\_\_\_\_\_\_4 for this summer. I’ve

got some \_\_\_\_\_\_\_\_\_\_\_\_5 in exploration. I’ve been on \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_6 and I’ve

studied the theory. I’d rather \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_7

, but I’d be happy to be

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_8 too. In the longer term, my \_\_\_\_\_\_\_\_\_\_\_\_\_\_9 is to work in an

exploration company. But first I’d like to get some \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_10 in

the field. I’m going to \_\_\_\_\_\_\_\_\_\_\_\_\_\_11 this placement. I’ll have to send in a

\_\_\_\_\_\_\_\_\_\_\_\_\_12 and an \_\_\_\_\_\_\_\_\_\_\_\_\_\_13 letter. I might have to come to an

\_\_\_\_\_\_\_\_\_\_\_\_\_\_14 later.

Task 5. Match the halves of the sentences. The resulting sentences can

help you talk about your career plans.

1. I might apply a. complete my degree first.

2. I think I’ll put my name b. recruiting specialists to work abroad.

3. I’d like to get some first-hand c. an interview at your convenience.

4. I’ve already d. down for the welding course.

5. In the longer term, I can see

myself

e. experience in the field.

6. I’ve just been f. applied for this grant.

7. I’m in my first g. working on my own projects.

8. I’m currently job h. Degree in Subsea Engineering.

9. I’d rather i. at Transneft.

10.My ambition is j. year at the Pipeline Engineering Master’s Programme.

11.I’m doing a Master’s k. scheduled for a job interview.

12.I’m looking for an internship l. hunting.

13.I’m going to look m. for a PhD in Pipeline Engineering.

14.I’d be happy to attend n. to work for an international company.

15.Gazprom is o. for a job as a pipeliner next summer.

Task 6. Prepare a speech about your own career plans (150-200 words).

Use the words and phrases from this unit and be ready to answer some questions

about your future plans