1 *IT professionals*

A Complete these definitions with jobs from the box.

> software engineer   computer security specialist   blog administrator   help desk technician
>   DTP operator   hardware engineer   network administrator   webmaster

1 A _____ designs and develops IT devices.

2 A _____ writes computer programs.

3 A _____ edits and deletes posts made by contributors to a blog.

4 A _____ uses page layout software to prepare electronic files for publication.

5 A _____ manages the hardware and software that comprise a network.

6 A _____ designs and maintains websites.

7 A _____ works with companies to build secure computer systems.

8 A _____ helps end-users with their computer problems in person, by email or over the phone.

B Listen to four people on a training course introducing themselves and talking about their jobs. Which job in A does each person do?

Speaker 1 _____   Speaker 3 _____

Speaker 2 _____   Speaker 4 _____

2 *Job advertisements*

A In pairs, read the two job advertisements on page 130 and tick (✔) the most important qualities and abilities (1–10) for each job. Add more to the list if you can. Which three things do you think are most important for each job?

		Senior programmer	DTP operator
1	logical reasoning	☐	☐
2	patience and tenacity	☐	☐
3	being good with figures	☐	☐
4	imagination	☐	☐
5	self-discipline	☐	☐
6	accuracy	☐	☐
7	leadership skills	☐	☐
8	efficiency	☐	☐
9	creativity	☐	☐
10	drawing skills	☐	☐

B Discuss if you would like to apply for one of the jobs. Give reasons for your answers.

DIGITUM-UK

SENIOR PROGRAMMER required by DIGITUM-UK, a leading supplier of business systems to the insurance industry.

You will be able to work on the full range of software development activities – analysis, design, coding, testing, debugging and implementation. At least two years' experience of COBOL or C++ is necessary.

As we are active in Europe, fluency in French, Italian or another European language is desirable.

Don't miss this opportunity to learn new skills and develop your career.

Send your CV to CHRIS SCOTT, PERSONNEL MANAGER, DIGITUM-UK, 75 PARKSHILL STREET, LONDON SW14 3DE

You can visit our website at www.digitum-uk.com

DTP operator

required for a leading financial magazine.

We are looking for a bright, competent QuarkXPress operator with at least three years' experience in design and layout. Skills in Photoshop, Freehand or Illustrator an advantage.

Ability to work in a team and to tight deadlines is vital.

Please apply in writing, with CV and samples of your work, to Tom Parker, Production Manager, Financial Monthly, Stockton Street, London EC1A 4WW
Or apply online:

> Apply now

C **Look at the online profile for Charles Graham. Which of the jobs above is most appropriate for him?**

Charles Graham 22 years old
Professional summary

I graduated in 2004 with A levels in English, Art and Maths, and went on to do a course in graphic design and page layout at Highland Art School. Since 2006 I've been a graphic designer for PromoPrint, a company specializing in publishing catalogues and promotional material, and have used Adobe InDesign and other DTP software.

3 *A letter of application*

A Read the letter of application on page 131 and answer these questions.

1 Which job is Sarah Brown applying for?
2 Where did she see the advertisement?
3 How long has she been working as a software engineer?
4 What type of programs has she written?
5 When did she spend three months in Spain?

Dear Mr Scott,

I am writing to apply for the position of Senior Programmer, which was advertised on 28th March in *The Times*.

I graduated in May 2002 and did a work placement with British Gas as part of my degree. Before taking my present job I worked for a year with NCR. I stayed in this job (1) _____ March 2004.

(2) _____ the last three years I have been working as a software engineer for Intelligent Software. I have designed four programs in COBOL for commercial use, and (3) _____ January I have been writing programs in C for use in large retail chains. These have been very successful and we have won several new contracts in the UK and Europe on the strength of my team's success.

Two years (4) _____ I spent three months in Spain testing our programs and also made several visits to Italy, so I have a basic knowledge of Spanish and Italian. I now feel ready for more responsibility and more challenging work, and would welcome the opportunity to learn about a new industry.

I enclose my curriculum vitae. I will be available for an interview at any time.

I look forward to hearing from you.

Yours sincerely,

Sarah Brown

Sarah Brown

B Look at the HELP box and then complete the letter with *for, since, ago* or *until*.

HELP box

for, since, ago, until

- We use **for** to refer to a period of time.
  *I've lived in Liverpool **for** five years.*

- We use **since** to refer to a point in time.
  *I've been unemployed **since** May 2005.*

- We use **ago** with the past simple to say when something happened. We put **ago** after the time period.
  *I got married five years **ago**.*

- We use **until** to mean *up to a certain time*.
  *I stayed at high school **until** I was 18.*

4 A job interview

Chris Scott, the Personnel Manager at Digitum-UK, is interviewing Sarah Brown. Listen to part of the interview and complete his notes.

Name: Sarah Brown

Qualifications:
Degree in (1) _____
(Aston University)
Languages: Basic Spanish and Italian

Work experience:
NCR: (2) _____ (one year)
Software for:
(3) _____

Programs for:
(4) _____
Database knowledge:
(5) _____
Present job: Works for Intelligent Software writing programs in COBOL and C.

Reasons for applying:
(6) _____
_____

5 Language work: the present perfect

A Look at the HELP box and then choose the correct words in brackets to complete these sentences.

1 He ('s never liked / 's never been liking) Maths.
2 They ('ve worked / 've been working) on the project all day.
3 John ('s used / 's been using) the computer for hours – he looks really tired.
4 How many emails (have you written / have you been writing) today?
5 She ('s written / 's been writing) this essay since 9 o'clock.
6 They ('ve interviewed / 've been interviewing) five candidates today.

HELP box

Present perfect simple

We form the present perfect simple with **have/has** + past participle.

I've used Microsoft Access for many years.
I haven't used Microsoft Access for years.

We use this tense to talk about:

- States that started in the past and continue to the present.

  Since 2006, I've been a computer operator for PromoPrint.

- Past actions that continue to the present, where we put an emphasis on quantity (*how many*).
  I have designed four programs in COBOL.

- Personal experiences, especially with **ever** and **never**.

  Have you ever worked with databases?
  I've never worked with databases.

Present perfect continuous

We form the present perfect continuous with **have/has been** + present participle.

Since January I've been writing programs in C.

We use this tense to talk about:

- Actions which started in the past and are still happening.

  For the last three years I've been working as a software engineer for Intelligent Software.

- Past actions that continue to the present, where we put an emphasis on duration (*how long*).

  She's been working all morning.

Contrast with the past simple

We use the past simple to talk about events that happened at a specific time in the past that are now finished.

I graduated in May 2003.
Not: I have graduated in …
I stayed in this job until March 2004.
Two years ago, I spent three months in Spain.

B Put the verbs in brackets into the present perfect simple or past simple.

1 She (be) _____ a software engineer since 2004.
2 After graduation I (work) _____ for a year with NCR.
3 (you ever work) _____ as an IT consultant?
4 I (lose) _____ my PDA.
5 I (send) _____ my CV last Monday. Have you received it yet?

C ⬜ **Make questions using these prompts. In pairs, ask and answer the questions.**

1 ever / live or work in another country?
2 ever / have a bad job interview?
3 ever / do a job you hated?
4 how long / study English?
5 how long / use computers?
6 how many emails / receive today?
7 how many jobs / apply for this year?

6 *Applying for a job*

A 🖼️ **Look at the job advertisement for a webmaster at eJupiter. María Quintana is interested in applying. Use her curriculum vitae on page 155 to write a letter of application. Follow these steps:**

Paragraph one: reason for writing
I am writing to apply for the position of …

Paragraph two: education and training
I graduated in (date) …
I completed a course in …

Paragraph three: work experience
For the past X years I have been …
Since X I have been …

Paragraph four: personal skills
I spent X months in (country) … , so I have knowledge of (foreign languages).
I can …

Paragraph five: reasons why you are applying for this job
I now feel ready to … and would welcome the opportunity to …

Paragraph six: closing / availability for interview
I enclose …   I look forward to …   I will be available for an interview …

Vacancies at eJupiter.co.uk

Webmaster

We are seeking a Webmaster for eJupiter.co.uk, a company dedicated to e-commerce.

The successful candidate will manage our website. You will be responsible for making sure the web server runs properly, monitoring the traffic through the site, and designing and updating our web pages.

Experience of using HTML and Java is essential. Experience of Adobe PDF and Photoshop is an advantage. The successful candidate will also have knowledge of web editors – MS FrontPage or equivalent.

Send your CV and a covering letter to James Taylor, eJupiter Computers, 37 Oak Street, London SW10 6XY

B **Write your own CV in English, using María's CV as a guide.**

C **Think of your ideal job and write a letter of application for it. If you prefer, look on the Internet for real jobs and practise applying for those.**

🖼️ **Now visit www.cambridge.org/elt/ict for an online task.**