

UNIT 1

1. Do you know the name of these IT devices?



a) _____



b) _____



c) _____



d) _____



e) _____



f) _____



g) _____



h) _____



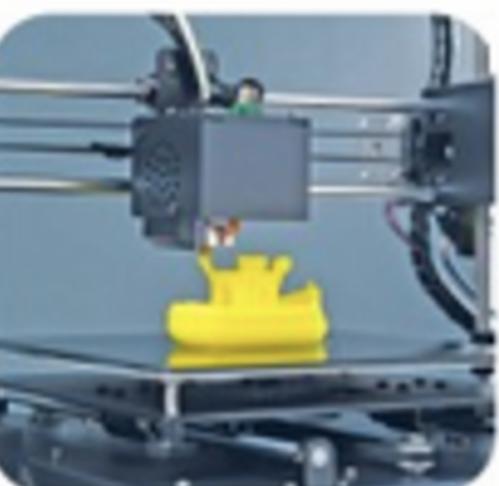
i) _____



j) _____



k) _____



l) _____

Warm-up

- * What's your favourite IT job?
- * What are the positive aspects of working in IT?
- * What are the negative aspects of working in IT?
- * Do you prefer to work full-time or part-time?

"Technology is nothing. What's important is that you have faith in people, that they're basically good and smart, and if you give them tools, they'll do wonderful things with them."

Steve Jobs

3. Now, please complete the definitions with the jobs from the box:

programmer
helpdesk technician
IT manager

database administrator
information security analyst
web designer

software developer
Java developer

- a) A _____ creates the technical structure for websites.
- b) A _____ creates software programs.
- c) A _____ writes computer programs.
- d) An _____ coordinates a team of programmers/developers and analysts to complete projects.
- e) An _____ creates systems to protect the information on websites from cyberattacks.
- f) A _____ provides technical support and assistance to customers.
- g) A _____ is responsible for the design, development, and management of Java-based applications.
- h) A _____ analyses and evaluates the data needs of users.

5. Look at the online profile of this IT specialist. Which of the above jobs suits him best? Why?



Peter Tisch 27 years old

Professional summary

Peter understands both business and technology. He has a good knowledge and understanding of databases, networks and communications and successfully maintains relationships with key stakeholders. He is excellent at informing and managing teams.

6. Tick the most important skills for each of these jobs:

Software developer

- a) Programming languages
- b) Problem-solving skills
- c) Logical reasoning
- d) Teamwork skills
- e) Organisational skills
- f) Efficiency
- g) Leadership skills
- h) Creativity
- i) Good memory
- j) Imagination

IT manager

- a) Programming languages
- b) Problem-solving skills
- c) Logical reasoning
- d) Teamwork skills
- e) Organisational skills
- f) Efficiency
- g) Leadership skills
- h) Creativity
- i) Good memory
- j) Imagination

7. Can you think of any other abilities that are connected to these jobs?

8. Discuss with your partner which of these jobs is more suitable for you according to your skills? Why?



Listening

Introductions



Track 1

1. Please tick the right option:

a) Mary and Mike...

are good friends.

don't know each other at all.

b) Mary and Mike...

are taking the same course.

are taking different courses.

c) Mary...

studies information security.

studies web design.

d) Mike...

did his training in DIGITAL-US.

knows someone who has been at DIGITAL-US.



2. Listen to Mary and Mike's friend on the phone and answer the questions:

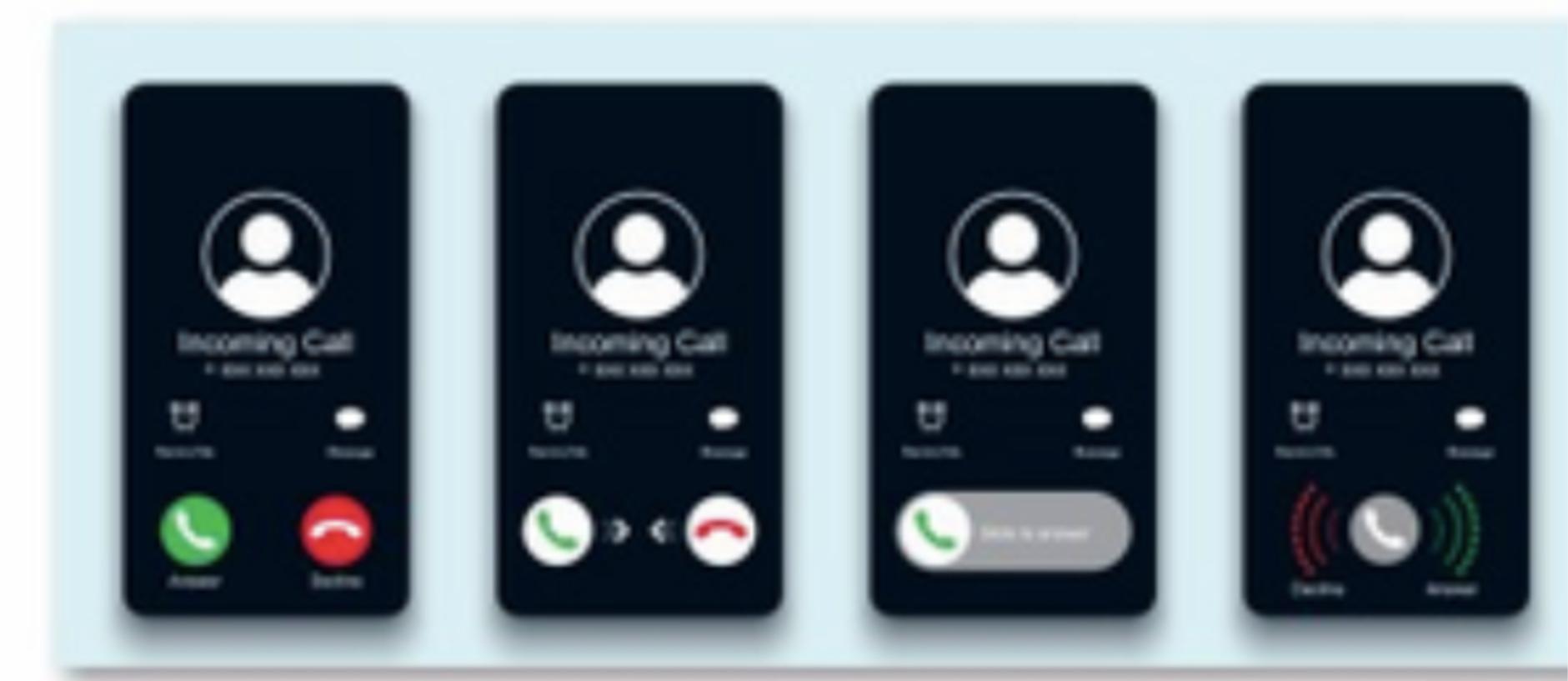
- a) What's the name of Mike's friend?
b) According to their teacher, training in DIGITAL-US is....

- a positive learning experience.
- beneficial for their future.
- an opportunity to get a job.

- c) How does Tom describe his experience with DIGITAL-US? Use at least two adjectives:

- d) Mary is....

- excited.
- a bit scared.
- nervous.



Describing jobs

1. Read the following adjectives to describe a job and place them in the correct box:

challenging
full-time
indoor
unusual

stressful
permanent
remote
well-paid

interesting
part-time
onsite
badly paid

rewarding
demanding
skilled
repetitive

temporary
outdoor
tedious
varied

Positive adjectives	Negative adjectives

2. People at work. Read the following adjectives that describe people at work and match the opposites:

efficient	productive	committed	hard-working	tireless
organised	obedient	agile	ambitious	caring
autonomous	creative	easy-going	energetic	leader
passionate	punctual	skilled	talented	witty
incompetent	unproductive	disloyal	lazy	inactive
disorganised	disobedient	slow	unenthusiastic	uncaring
dependent	uncreative	intolerant	dull	follower
indifferent	unpunctual	unskilled	inept	serious
productive	loyal			

productive → *unproductive*

3. Common jobs. Match the jobs and pictures below.

secretary

engineer

worker

driver

manager

delivery person



a)

b)

c)

d)

e)

f)

4. Write a brief description for each of the jobs listed above using the vocabulary learnt in this unit:

You can use the following structure:

A _____ should be _____

For example: *A secretary should be organised and responsible.*

5. What kind of job do you wish to apply for after completing this course? Name the most important qualities for that job.

→ Next, compare your answers with those of your partner. Do you need to have the same qualities? Why/Why not?

6. Match the adjectives below with their definition:

ambitious punctual committed energetic talented

a)	Someone dedicated to their job and completely loyal to the company.
b)	Someone who is always on time.
c)	Someone who wants to achieve success, power, or wealth.
d)	Someone who has a natural ability or skill.
e)	Someone who shows a lot of energy at work.

7. Now it's your turn! Define three more adjectives following the structure above.

→ Now read the description to your classmates. Then they must guess which adjective you are referring to.

8. Word building. Fill in each blank with a noun made from the adjectives in parentheses.

- He's got a real _____. He can solve any sort of problem. (talented)
- _____ is one of his virtues. He has never arrived late. (punctual)
- Tom always has so much _____. I have never seen him tired! (energetic)
- Her _____ has always been to be president of the company. (ambitious)
- Mary's _____ to her work is beyond question. (committed)

GRAMMAR: TENSE REVIEW



Speaking



Job interview

It is important that you and the interviewer have a pleasant conversation so your job interview flows well. To decide if the job is right for you, you need to talk and exchange information and ideas.

10 tips for a successful job interview

1. Get ready for the interview.
2. Arrive on time.
3. Do some research on the company.
4. Dress appropriately.
5. Bring your CV with you.
6. Listen carefully.
7. Be ready for both professional and personal questions.
8. Tell the truth.
9. Show a positive attitude.
10. Send a thank you email after the interview.



Structure of a job interview

- **Introduction:** at the beginning of the interview, you must introduce yourself. You also must give personal information about yourself, such as name, age, qualifications and so on.
- **Professional information:** at this point, you may be required to provide all relevant information about your previous jobs and work experience.
- **Questions and answers:** you must be prepared for personal or professional questions.
- **At the end of the interview,** don't forget to thank the interviewer.

FAQ!

Below, there is a list of frequently asked questions (FAQ):

- a) Do you have any further questions?
- b) Why do you want to work for this company?
- c) What are your strengths?
- d) What are your weaknesses?
- e) Why are you leaving your job?
- f) What would you like to earn?
- g) When can you start?
- h) Is there anything else you would like to know?

- 1.** Please provide appropriate answers to the questions above:

- a) _____
- b) _____
- c) _____
- d) _____
- e) _____
- f) _____
- g) _____
- h) _____

- 2.** Think of two questions you might ask at the interview:

- a) _____ ?
- b) _____ ?

- 3. Role play.** Work in pairs. Prepare a job interview with your partner following the structure of the job interview on page 23. One of you is the interviewer, and the other is the applicant.



Reading

Job adverts

1. Read the following job adverts:

a)

Data analyst

DIGITAL-US.

Part-time job.

Monthly salary: €1,000

Requirements:

- IT-related diploma.
- Data analyst and data interpretation skills.
- Ability to meet deadlines.
- B2 English level.
- Teamwork skills.
- Previous experience of 1 year is necessary.



Interested candidates should please send their CVs and a cover letter to:
digital-us@dg.com

b)

Project assistant

DIGITAL-US.

Part-time job.

Salary per month: €1,000

Requirements:

- Relevant IT-related diploma.
- Owning a vehicle is necessary.
- Good IT skills.
- Effective verbal and written communication skills.
- Initiative is required as you will have to work independently.
- At least 2 years of experience is required.



For more information contact us by calling 671-689134.

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c) **IT recruitment officer**

DIGITAL-US. Full-time job.

Skills required:

- A relevant diploma in information technology.
- Ability to write job advertisements.
- Social and teamwork skills.
- Responsibilities include managing and updating the human resources database.
- Capable of working in a high-pressure environment.

Excellent salary offered.

At least 2 years of experience are necessary.



Interested candidates should please send their CVs and a cover letter to:
digital-us@dg.com

d)

Web designer

DIGITAL-US.

Full-time job.

Monthly salary: €1,800

Requirements:

- Completed IT training.
- Proficiency in graphic design software.
- Command of web programming languages.
- Effective communication in the workplace.
- Applicants should be creative and have excellent visual design skills.
- 2 years of experience is desirable.



If you are interested, please email your resumé and cover letter to:
digital-us@dg.com

VOCABULARY TIP

The word advertisement can be shortened as advert or ad. Ad is usually more common than advert, but both are correct.

2. Find synonyms in the previous job adverts for the following words:

- a) competence: _____
- b) collaboration: _____
- c) certificate: _____
- d) time limit: _____
- e) stressful: _____
- f) handle: _____

3. Match the word to its definition:

- | | |
|-------------------|--|
| a) part-time job | Type of employment that implies a fixed working week that usually consists of 8 hours per day. |
| b) full-time job | One-page document that you submit as part of your job application. |
| c) cover letter | An employment arrangement that involves working less than the typical 40-hour workweek. |
| d) CV | Movement of goods and people from place to place. |
| e) transportation | Curriculum vitae. A written description of your professional life. |

4. Answer the following questions about the text:

- a) Which of these advertisements offers a full-time job? And a part-time job?
- b) Which job requires a good level of English? What level?
- c) And which job demands initiative?
- d) Do any of these professions require work experience? And a diploma?
- e) What job requires the ability to meet deadlines?

5. Make a list of questions you think are important in a job interview for each of these positions:

a) Data analyst	b) Project assistant
c) IT recruitment officer	d) Web designer



6. In your opinion, which of these jobs offers the best working conditions? Explain your answer.

Countable and uncountable nouns

Countable nouns	Uncountable nouns
They refer to things or people that you can count. For example: <i>one apple, two oranges, five laptops, ten smartphones.</i>	They are things that cannot be counted: <i>rice, sugar, coffee, information, hardware.</i>



Articles

Indefinite articles a/an	Definite articles the
<p>They are used before singular countable nouns that refer to people, animals, or things.</p> <ul style="list-style-type: none">If a noun starts with a consonant sound, we put an 'a' before the noun: <i>a dog, a company, a job, a tablet.</i>If a noun starts with a vowel sound, we put an 'an' before the noun: <i>an apple, an office, an engineer, an operating system.</i>	<p>All nouns (singular, plural, countable or uncountable) can be preceded by <i>the</i>: <i>the dog, the apple, the video game, the interface.</i></p>

Quantifiers

Quantifier	Uses	Examples
much	Before uncountable nouns.	<i>Drinking too much alcohol can harm your health.</i> <i>This website contains much information.</i>
many	Before countable nouns.	<i>There are many computers in the class.</i> <i>I don't have many books.</i>
some	Before countable and uncountable nouns.	<i>There are some computers in the class.</i> <i>There's some cake in the kitchen.</i>
any	Before countable and uncountable nouns.	<i>There isn't any computer in the class.</i> <i>Is there any food left?</i>
a lot of	Before countable and uncountable nouns.	<i>There are a lot of computers in the class.</i> <i>There is a lot of sugar in the packet.</i>
lots of	Before countable and uncountable nouns.	<i>There are lots of computers in the class.</i> <i>Today, we've got lots of things to do.</i>
little, a little	Before uncountable nouns.	<i>I have little money.</i> <i>There is a little sugar in the packet.</i>
few, a few	Before countable nouns.	<i>There are few computers in the class.</i> <i>Portable power stations can only run for a few hours.</i>

1. Complete the sentences with the quantifiers from the table above:

- There aren't _____ books in the library.
- _____ people came to the concert this weekend.
- I'm having _____ trouble passing my exams.
- John had _____ money with him, so he couldn't buy the printer.
- Has the bus passed already? I'm only a _____ minutes late!
- Madrid has _____ beautiful places to visit.
- How _____ water is there left in the bottle?
- I know _____ people from Australia.

CV and cover letter

When you apply for a job, there are two main documents that you need to complete and submit. The first document is your curriculum vitae (CV), and the second one is a cover letter. Usually, you send these documents by email or through the job application platform. You may get a job interview if the company/employer is interested in your profile.

1. Have a look at the following vocabulary and try to find the translation:

- a) Apply for a job: _____
- b) Complete a job application: _____
- c) Submit/present a document: _____
- d) Cover letter: _____
- e) Profile: _____

A **CV** typically has the following **structure**:

- a) **Profile and contact details.** You should include the following information:
 - Full name.
 - Actual job position (if you are employed)
 - Email.
 - Phone number.
 - Photo (not mandatory).
- b) **Education:**
 - Name of your qualifications.
 - Graduation year.
 - Name of the school where you graduated and location.
- c) **Work experience.** You can include the following information in your list of work experiences:
 - Employer or name of the company.
 - Contact details of the company.
 - Your job title/position.
 - A list of your previous job's responsibilities and achievements.
 - The dates of your employment there.
- d) **Languages.** In this section, you must specify the languages you are fluent in.
- e) **Skills.** This is where you can add those skills that are relevant to the job.
- f) **Interests.** Here, you can provide information about your personal interests.
- g) **Referees.** It is important to provide at least two references. One of them may be educational (from one of your teachers), while the other one may be professional (from one of your employees).

It is important that you start the list with your most recent work experience and only include jobs that are relevant to the employer or company you are applying to.

SPEAKING IN SMALL GROUPS

Do you like...?	You	Your partner	Reasons
1. working on computers			
2. selling things			
3. working with numbers			
4. working in a team			
5. making things			
6. working in an office			
7. travelling			
8. repairing things			
9. dealing with the public			
10. working with young people			
11. being creative			
12. attending meetings			
13. making decisions			
14. having responsibility			

Statements	My Answers	Our Answers
1. This job sounds really interesting.		
2. This job sounds really boring.		
3. This job has a lot of perks and benefits.		
4. People who do this job are overpaid.		
5. People who do this job are underpaid.		
6. I would never want to do this job.		
7. You could do this job at home.		
8. This job is suitable for a teenager trying to earn some money.		
9. This job is highly desirable at the moment.		
10. This job is very stressful.		
11. This job is very rewarding.		

1. STCSIIETN	11. CKOO
2. LODRIES	12. SBU DRREIV
3. OCDOTR	13. BRUEIDL
4. NIEREGNE	14. DTESNIT
5. ROSOFESPR	15. PEOCLI ORFEFCI
6. EECTAHR	16. WRAEIT
7. RUNSE	17. ANMGAER
8. YRESATCER	18. SEHRRDAISRE
9. TSITAR	19. MCEICNHA
10. FRAERM	20. LIPOT