**Unit 4. Job Hunting**

***Discussion points***

* Congratulations! You have earned Master’s degree! Welcome to the job market! How can you find a job?
* Give Ukrainian equivalents to the words and word combinations:

*a post, a position, to apply for a job, to appoint, an applicant, application, to attend an interview, experienced, to have experience in one’s field, to hire, to employ, an employer, an employee, to seek a position, to look for a job, work background, to dismiss, competitive, responsibility, obligation, skillful,* *reference, experimental period*

*посада, місце, претендувати на роботу, призначати, претендент, заявка, ходити на співбесіду, досвідчений, мати досвід у своїй галузі, наймати, найматися, роботодавець, працівник, шукати посаду, шукати роботу, трудова біографія, звільняти, конкурентоспроможний, відповідальність, обов'язок , вмілий, рекомендація, експериментальний період*

**The situation of job finding makes people consider job offers in mass media. Read the following text about job advertisements. Consider some examples of them.**

**Job Advertisements**

The situation of job finding makes people consider job offers in mass media. Today jobs are being advertised through radio broadcasts, television, newspapers and magazines. In small business, as a rule, they prepare their own copies and give them to different newspapers. They may also prepare form letters or circular-letters and distribute them by themselves. Big business uses various advertising mass media means to attract many candidates for a vacancy and to choose the best to be employed.

Reading newspapers and magazines one has a chance to choose the position to apply for. A job advertisement in most cases is supposed to include a description of the job, the company, the requirements, the location, the salary, benefits, and the promotion prospects.

The language of advertisement is a specific one, so is the language of job advertisements. The typical phrases used in them are:

* the start you need …
* here is your chance
* aged between … and …
* we expect you to be …
* show a capacity for …
* you will need (energy, a good presence, experience in the field of, etc.)
* this job calls for …
* you will be responsible for …
* it will include preparing …
* 5+years previous experience in …
* English (Computer, Book-keeping, etc.) essential
* net monthly salary …
* competitive salary around …
* wide range of benefits
* relocation expenses
* free life and medical insurance
* open to men and women
* only men (women)
* please send your CV now: by FAX 222-00-45

Job advertisements may be different. Some of them are long giving details about the company itself, considering a job offer in details, describing the potential abilities, capacity for business and human qualities of a person needed. Some other job advertisements may be brief, businesslike and informative. Local newspapers usually contain several pages of advertisements. They are grouped in various categories. In the category of job advertisements there may be one sentence making a job ad.

* **Answer the questions:**

How does small business / big business advertise their jobs?

- ***Small businesses make their own copies and give them to various newspapers and prepare form letters to distribute them. Large businesses use a variety of advertising media to attract many candidates for jobs and select the best***

What does a job advertisement include?

***- Job advertisement*** ***includes job description, company, requirements, location, salary, benefits and promotion prospects***

What are the typical phrases used in job advertisements?

* **Analise job advertisements from a newspaper. Devise a structure of a job advertisement. Make a list of useful vocabulary.**
* **Job title.**
* **Information about the company.**
* **The reason why the employee is in demand.**
* **The tasks.**
* **Requirements for candidates.**
* **Terms.**
* **Contact information.**
* **Imagine you are a personnel manager. There is a vacancy in your company. Think of a position, tasks, requirements, benefits, promises and write a job advertisement to a newspaper to find an employee.**
* **Job title. Motion design**
* **Information about the company. Design and video editing studio**
* **The reason why the employee is in demand. Motion designer required**
* **The tasks. Creating and editing short videos**
* **Requirements for candidates. Ownership of such programs as : After Effect/Motion Pro, Photoshop/Pixelmator Pro, Premier Pro/ Final Cut Pro**
* **Terms. free work schedule; pay $5 per hour**
* **Contact information.**