Unit 9 CHOOSING CAREER

What will I learn?

9.1 Reading Comprehension

- Use pre-reading strategies to predict the content of a text from topic/picture, title/headings, key words and visuals etc. by using prior knowledge, asking questions and contextual clues.
- Read silently and apply critical thinking to interact with the text, using intensive reading strategies (while-reading) to:
  - locate an opinion.
  - make simple inferences using context of the text and prior knowledge.
  - distinguish between what is clearly stated and what is implied.
  - deduce meaning of difficult/new words/phrases from context.
  - comprehend/interpret text by applying critical thinking.
- Respond orally and in writing to the text to:
  - give a personal opinion and justify stance related to viewpoints/ ideas and issues in the text read.
  - relate what is read to his or her own feelings and experiences.
  - explore causes and consequences of a problem or an issue and propose various solutions.
  - evaluate the material read.

9.2 Writing

- Comprehend various job advertisements to write in response, an effective job application, a resume' and a covering letter.

9.3 Oral Communication

- Pre-empt the questions for a job interview and prepare appropriate responses.
- Follow the appropriate conventions of dress and appearance.
- Follow the etiquettes of interviews: knock before entering, wish the panel, sit only when asked, thank and sit, wait for the interviewer(s) to signal the start.

9.4 Grammar

- Construct conditional sentences in paragraphs.
- Use square brackets in different contexts.
- Use a thesaurus to locate the synonyms closest to the meaning of the given word in the context and use them in their own writing and speech.

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9.1 READING COMPREHENSION

Pre-reading

1. What comes to your mind after seeing the above pictures?
2. List down the occupations according to the above picture.
3. Which of these professions you would like to have for your career?

Reading Text

Choosing Career

What do you want to be? This question must have taken you to a world of fantasies. As a child, you must have imagined yourself as a pilot soaring in the sky, a doctor striving to save humanity, a detective solving a crime. Later in your life, you may have wanted to emulate those who inspire you, for instance, a famous actor, a genius scientist, or a brilliant sportsperson. However, now, the answer to this question is not an idealistic or speculative musing but a vital issue to ponder on. It is time to choose a career where, you think, lies your future growth, the realization of your aspiration, fulfilment of your personality, and most importantly- the prospects of your productivity, satisfaction, and happiness.

Before embarking on a journey to choose a career, it is essential to understand the difference between a job and a career. Though jobs and careers are considered synonymous and interchangeable, there is a subtle difference between the two. A career is not merely a job; there is much more to it. A job is the work one does to earn money. It may be full-time to make a living or part-time to support a student during the academic term. It is a short-term strategy and does not necessarily require a professional degree or future planning. On the other hand, a career is a long-term journey based on one's passions, future growth, and personal advancement. For a career, one needs a certain level of education, a professional degree, or, at least, a definite skill set.

The first thing you should do while choosing a career is to make sure it interests you - something which brings you satisfaction and

Note for teacher: Ask all pre-reading questions one by one. Take a quick round of responses from the students. Then, ask them to read the text silently.

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happiness. You will be more successful, fulfilled, and productive if you are enthusiastic about your chosen path. If you feel you are passionate about science or fashion designing or literature or astronomy or business, then opt for it without caring what others choose. Many students choose a particular field based on prevailing social trends, the insistence of family, peer pressure, or lack of information about other choices, not because of their genuine interest in that field. Ultimately, after some time, they find no motivation to continue. In the long run, this lack of motivation leads to dissatisfaction and negative emotional experience. Every field offers potential growth, success, and satisfaction if you excel in it by putting your heart and soul into it.

Your personality type and your values also determine the choice of career. Everyone has certain personal values which mould his or her preferences. For some, it is independence, and for others, it is recognition or leadership. Some wish to help humanity, and others desire intellectual, scientific, or artistic achievements. Your career decision should correspond and complement your values, suiting and matching your personality type. For example, an extroverted person finds a social, customer-oriented workplace more appealing. In contrast, an introverted person may be more at ease in a career that requires less social interaction and more independent analytical tasks. Engineering may be a good field for someone who likes to do practical work in the field.

The next step in your pursuit to choose your career is to identify your strengths and weaknesses. It is essential to know if you possess the required skills to pursue your preferred career. For example, you may like computer science and want to make a career in it, but the study of computational algorithms necessitates solid and logical skills. Similarly, good knowledge of accounting is needed if you aspire to be a chartered accountant. Likewise, if you are interested in the visual arts, you should be creative and artistic - attributes that can be displayed through your work. You may choose a career only when you are sure that you possess the required skill or you will be able to master the needed skills. There are many aptitude tests available online that can help you to reach a suitable decision. Make sure that your abilities and interests are compatible with your intended career path.

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Sometimes, we have a very idealistic and unattainable perception of our dream career. Therefore, it is always helpful to talk to someone who has experience in the career you want to pursue. By consulting a veteran of the field, you may gain valuable insight into the particular field's expectations, procedures, difficulties, and rewards. For instance, if you are interested in pursuing a career in academia, then it would be appropriate to approach your teacher to guide you towards your intended path. He or she may be able to tell you about the institutions, processes, and some helpful tips to achieve your goal. Talk to an army officer or visit a recruitment centre to know more about life in the forces and the demanding selection criteria if you dream of joining the military. If possible, attend career counselling seminars or seek the help of a professional career counsellor. He or she may not only be able to help you to choose your career but may also guide you through the admission process with suggestions for suitable institutions, methods to obtain scholarships or inform you of the eligibility criteria of financial aid if need be.

Most of the careers require a university degree and an extensive period of studying or training. It is always wise to know about the admission criteria of various institutions that offer such degrees. Nowadays, almost every university has a functional website where detailed admission-related information is available. Most of the universities conduct their entrance test, but some also accept the SAT score. Visit the websites of different universities to familiarize yourself with the format and content of the test. For example, if you want to be a doctor, you should know the test format for admission to medical universities. It is advisable to prepare for the test subjects before taking them. Visit libraries or search on the internet for the books and relevant material for preparation. Take mock tests offered by many websites to identify priority areas you need to work upon. Finding your dream career is not merely a wish, but it requires hard work, commitment, and the right attitude.

However, sometimes, despite our genuine efforts, we are unable to achieve our goals. It is also necessary to remain realistic about other potential opportunities and have a backup plan. This does not mean

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giving up on your dreams. Instead, it simply means to have a serious retrospection, and if required, redesign your goals. It also means reviewing your strategy and making an effort with new vigour, more experienced, and first-hand insight. Life is a sea of opportunities; explore these opportunities until you find the one that suits you.

Every individual has an untapped and undiscovered talent; each one of you has the potential to grow. You only have to identify the field or career where you can successfully optimize your true potential. Not everyone is destined for the same career or the same path. There are roads less travelled by, a thousand different paths to choose from. Have faith in yourself, have a clear vision of your future, put yourself through an honest assessment, and strive with the help of an unwavering dedication towards your work. If you have all these things, then the world is yours to seize, and all the people are waiting for you to shine.

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While-reading

Exercise 1

Work in pairs and deduce the meaning of words given in column A and write their contextual meaning in column B. Share with your partner once you have completed.

No.	Column A	Column B
1	speculative	
2	peers	
3	interchangeable	
4	embarking	
5	prevailing	
6	extroverted	
7	introverted	
8	aptitude	
9	veteran	
10	retrospection	

Exercise 2

Read the statements and encircle the right option.

1. Job is a _____ term strategy.
   a) long b) short
   c) medium d) none of these
2. Many students choose a particular field because of_____.
   a) prevailing social trends b) insistence of family
   c) peer pressure d) all of these
3. An introverted person requires _____ interaction.
   a) much b) less
   c) no d) constant
4. Engineering may be a good field for someone who likes to do _____ work.
   a) practical b) theoretical
   c) analytical d) creative
5. Study of computer science requires _____ skills.
   a) accounting b) chemistry
   c) logical d) imagination
6. Choosing career requires_____.
   a) interest b) personality
   c) skills d) all of these
7. Professional career counsellor may _____.
   a) give you a job b) decide your career
   c) guide you d) give you scholarship
8. SAT stands for_____.
   a) Scholastic Assessment Test b) School Aptitude Test
   c) Scholarship Achievement Test d) Selection & Admission Test
9. To get information about admission one should_____.
   a) ask other students b) visit university websites
   c) read books d) consult parents
10. If you don't succeed you should_____.
    a) give up b) try with same method
    c) rethink strategy d) sit idle

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Post-reading

Exercise 3

Here are some exciting careers. Work in pairs and match the profession with the description. After you have completed, share your work with your partner.

No.	Column A: Profession		Column B: Description	Column C: Answer
1	Actuary	a	cures sick animals	
2	Astronaut	b	studies environment	
3	Veterinarian	c	makes computer software	
4	Chef	d	corrects texts of films	
5	Ecologist	e	calculates insurance risks and premiums	
6	Ornithologist	f	studies fossils	
7	Programmer	g	makes medicines	
8	Editor	h	studies birds	
9	Palaeontologist	i	cooks food	
10	Pharmacist	j	travels in a spacecraft	

Exercise 4

Read the text and answer following questions.

1. What are the differences between a job and a career?
2. Why should you choose a career that interests you?
3. What causes de-motivation in career?
4. What are the examples of personal values given in the text?
5. What is the difference between an extroverted person and an introverted person?
6. What are the core skills required for a charted accountant and a visual artist?
7. What is an aptitude test? How does it help in choosing a career?
8. Why is it necessary to consult a veteran of the field before choosing a career?
9. How can a professional career counsellor help you?
10. Why is it wiser to have a backup plan?

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Exercise 5

Work individually and match the personality type with their corresponding description. After you have completed, share your work with your class fellows.

No.	Personality type	Description
1	Realistic	likes to lead and influence other people.
2	Investigative	likes to organize things and check details.
3	Artistic	likes to create new things and express their ideas.
4	Social	likes to work with their bodies and do practical.
5	Enterprising	likes to work with ideas and problems.
6	Conventional	likes to work with and help other people.

Exercise 6

The following steps shall help you to identify the best career for you. Work individually on the following steps and choose a career for yourself. After you have completed, share your work with your class fellows.

a. Make a list of your career-related interests and values.
b. Write down your natural skills and abilities.
c. Consider your personality type and career-related values.
d. Make a preliminary career decision and create a plan of action.

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Note for teacher: Before asking students to do Exercise 6, discuss the steps provided above in the class. After they have done, ask some of the students to come up and share their future plans with the class. Walk around and make sure the students are doing the exercise as per instructions.

9.2 WRITING

a. Understanding Job Advertisement

A job advertisement is an announcement of an open job position. The main goal of a job advertisement is to inform potential job candidates about a new opening and attract them to apply. It is written in an engaging tone and it contains information not only about the job position, but also about the organisation and the benefits it offers.

Look at the following structure of any job advertisement.

- Job Title
- Job Location
- Duties and responsibilities
- Job Requirements
- Company and benefits
- Applying instructions

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Exercise 1

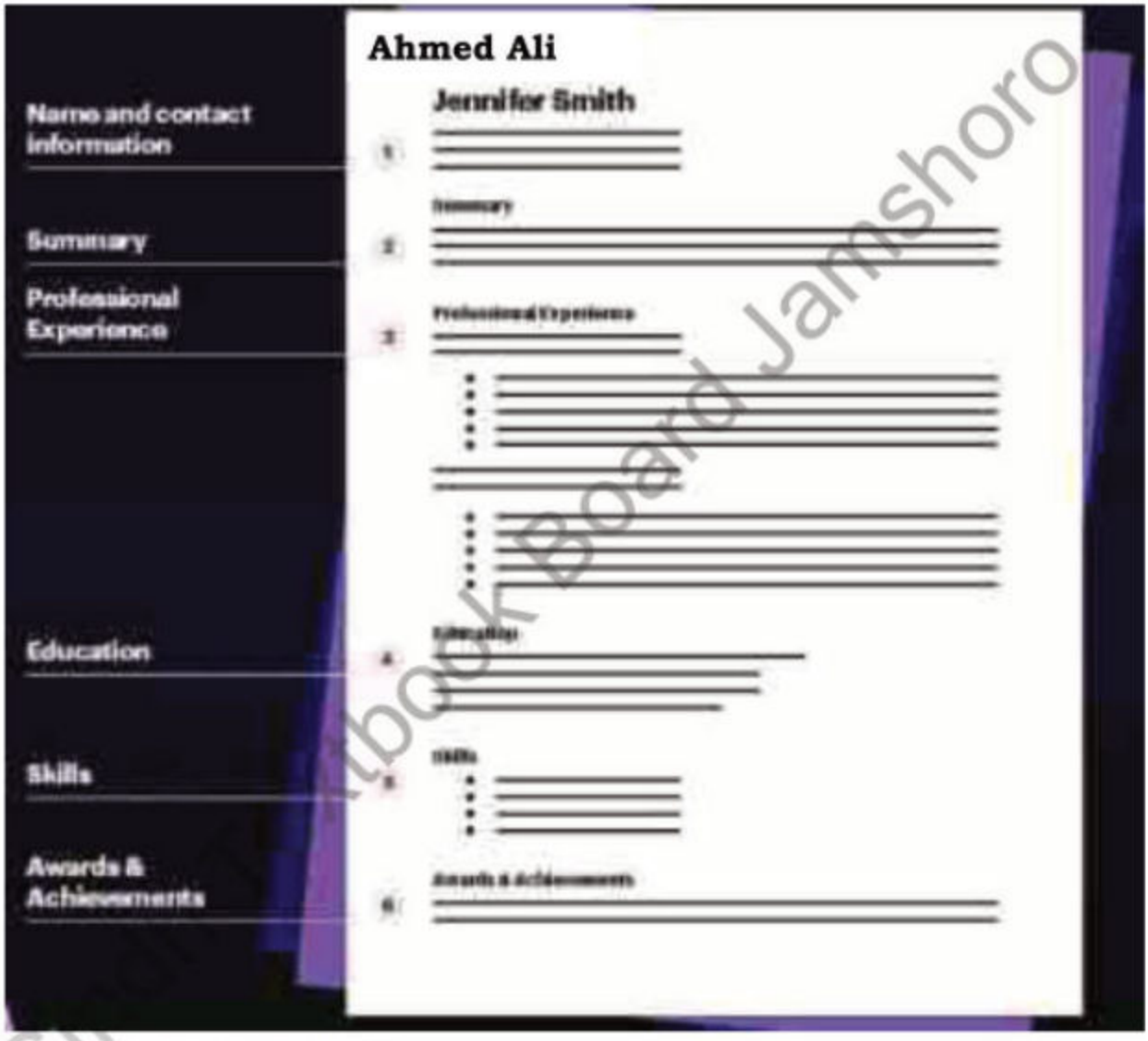
Look at the advertisement and identify its components.

Note for teacher: Explain students that every job advertisement has above parts. Next, explain each part of the advertisement to the class. In addition, show various job advertisement in the class for better clarity.

b. Resume

A resume is a summary of skills, education, and experiences. A resume is one of the most important pieces of writing. A solid resume is the key that will open the door to good jobs.

Look at the following template of resume.



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Tips for resume writing

a) mention your personal details and contact information
b) use a resume summary or objective
c) list your work experience and achievements
d) mention your skills
e) (optional) include additional resume sections - languages, hobbies, etc.
f) tailor your information for the job ad.
g) proofread your resume

Exercise 1

Now, work individually and write your own resume keeping in view the given sample and tips for writing resume. After completing, compare your resume with your partner.

c. Covering Letter

A covering letter is a one-page document that you submit as part of your job application (alongside your Resume or Curriculum Vitae). The purpose of covering letter is to introduce you and briefly summarize your professional background.

Here are few tips and structure of a covering letter

1. Contact Details
- Postal Address
- Email address
- Tel. No.
- Date on which the letter was written

2. Heading
- Address specific person/
- Department Information

3. Greetings
- Dear Sir/ Madam

4.Introduction
- At present, I am studying at.....or
- At present, I am working for.....
- For the last five year, I have been working in the position of.....
- My current job title is.....

5. Reason For Writing
- I am writing in response to an advertisement which was published in.....dated.....
- I am writing to apply for position of.....

6. Education And Previous Experience
- My education includes a degree from.....University/ College.
- I have been studying (Subject) for last four years.
- I have experience in.....and have worked at.....for the last.....years.

7. What makes you ideal for the position?
- I am an ambitious person who is keen to learn new skills.
- I believe I am the best choice for this position as I have a lot of experience in my previous role.
- I feel that I am the most suitable candidate for this job because of my ambition to make a change.
- I am excited to have the opportunity to be able to work with a reputable organisation like yours.

8. Closing Statement
- Thank you for taking the time to read through my C.V/ Resume
- Please contact me at any time you should you wish to arrange a meeting/ interview.
- Please do not hesitate to contact me for further information.
- I appreciate your consideration and look forward to hear from you.

9. Sign Off
- Yours sincerely,
- XXXX

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920 West Berry Street
Fort Wayne, IN 46802
July 13, 2004

Dr. Gail Smith
Director of Human Resources
Fort Wayne Community Schools
123 Clinton Street
Fort Wayne, IN 46802

Dear Dr. Smith:

I am writing to express my interest in the fourth grade instructional position that is currently available in the Fort Wayne Community School System. I learned of the opening through a notice posted on JobZone, IPFW's job database. I am confident that my academic background and curriculum development skills would be successfully utilized in this teaching position.

I have just completed my Bachelor of Science degree in Elementary Education and have successfully completed Praxis I and Praxis II. During my student teaching experience, I developed and initiated a three-week curriculum sequence on animal species and earth resources. This collaborative unit involved working with three other third grade teachers within my team, and culminated in a field trip to the Indianapolis Zoo Animal Research Unit.

In my work with the third grade classes, I stressed critical thinking and the incorporation of mathematical and science units into the course. The students' response was very encouraging, as we had a 100% passing rate for this section. In addition, our team met state curricula guidelines and received numerous positive comments from students' families regarding the class material. Both my cooperating teacher and my supervisor from the teacher preparation program complimented me on my enthusiastic classroom presentations.

Please consider this résumé and the completed application form as an expression of my sincere interest in pursuing any fourth grade vacancies that may arise in your district.

I am confident that as a teacher in your school system, I can create a productive learning environment that is student-centered. I welcome the opportunity to discuss with you in person my ideas and qualifications. If you have any questions or would like to arrange an interview with me, I may be reached at (260) 481-1999 or smith@ipfw.edu. Thank you for your consideration.

Sincerely,

Sarah Smith

Enclosure

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Exercise 2

Now, work individually and write your own covering letter keeping in view the above tips for writing covering letter. After completing it, compare your resume with your partner.

Note for teacher: Guide students in writing an effective resume in the class before doing Exercise 1. Next, give students enough practice of writing resume following above sample and tips.
Assist students in writing a covering letter in the class before doing Exercise 2. Next, give students enough practice of covering letter following above tips. Assist them who need your help.

9.3 ORAL COMMUNICATION

Job Interview

In the workforce, job interviews are conducted in order for an organisation to select the right candidate for a job.A job interview is a selection process used by organisations to help determine whether a candidate has the necessary knowledge, skills, and abilities to do the job.

Etiquettes required for an interview

Dress code	• Formal dress (ethically and regionally appropriate) for women. • Shoes must be polished.
Grooming/ Appearance	• Wear mild fragrance. • Trimmed and cleaned hair and nails.
Things to carry	• At least two copies of your CV/Resume. • Pen and paper. • Your academic documents if required.
Behaviour	• Knock the door before entering. • Greet the panel. • Sit only when asked and thank the panel and sit before the panel. • Wait for the interviewer(s) to the start. • Maintain eye contact. • Talk politely. • Don't talk too fast or too slow. • Sit straight, and look attentive. • Answer as honestly as you can.

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Exercise 1

Work in pairs and practice the following dialogues. First, one of you should take the role of the interviewer and the other that of interviewee. Then, reverse the roles and practice again.

Interviewer: Tell me briefly about yourself?

Interviewee: I have spent the last six years developing my skills as a customer service manager for OGDCL, where I have won

several performance awards and been promoted twice. I love managing teams and solving customer problems and am looking for a new role that will challenge me.

Interviewer: What are your strengths?

Interviewee: I am highly motivated, enthusiastic and work well in team. I also handle pressure smartly which is the key factor of my achievements.

Interviewer: Why are you interested in this position?

Interviewee: I have always admired your company's products. I was really impressed with the recent interview of your CEO where he shared his vision of collaborative company culture. The job responsibilities also emphasize communication skills and leadership which are of my greatest strengths. I really feel that it is the role and organization in which I could excel.

Interviewer: Why are you leaving your current job?

Interviewee: I have already mentioned that I am zealous and keen to abreast myself. Also, I will also seek various opportunities here to learn and grow.

Interviewer: Why should we hire you?

Interviewee: Honestly, with all my great communication and leadership skills, I will prove myself a benefit and an asset to your reputable company.

Exercise 2:

Situation: You have received a call letter for appearing in the job interview. You need to prepare for it. You have to grab this opportunity.

Now, work in pairs and play role as an interviewee and interviewer. You can use some of the interview etiquettes/tips given in the box above.

Exercise 3

Work in pairs. Assign the role of an interviewer and an interviewee and present the mock job interview in front of the class.

Note for teacher: Divide the students in pairs for Exercise 1 and 2. Walk around to ensure that all the students are participating in the Exercise. Guide and assist students needing support.

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Exercise 4

Look at the list of the questions given below which are commonly asked in interviews. Work in groups of three and write down the possible responses of the given questions. After completing, share your work with other groups.

1. Tell me a little about yourself.
2. What is special about you?
3. Why do you want to work here?
4. What interests you about this job?
5. Why are you leaving your current job?
6. What are your strengths?
7. What are your goals for the future?
8. Where do you see yourself in five years?
9. Why should we hire you?
10. What is your salary range expectation?

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Exercise 5

You have already studied about the job advertisement in this Unit (9.2). Now, imagine you are called for the job interview. Work in pairs. Devise your own questions and responses accordingly and practise them.

Teacher's Note: Divide students in pairs and ask them to practise mock interview using etiquettes of interview given above. Walk around to ensure that all students are engaged in the activities.

9.4 GRAMMAR

a. Conditional Sentences Type-II

You have already learnt about conditional sentences type-I in your previous classes. Now, let us learn about conditional sentences type-II. Conditional sentences type-II is a structure used for talking about unreal situations in the present or in the future. In these sentences, the time is **now or any time**, and the situation is **unreal**. They are **not** based on **fact**, and they refer to an **unlikely or hypothetical condition** and its **probable result.** The use of the past tense after **'if'** indicates **unreality.** For example: If the weather **wasn't** so bad, we **would go** to the park.

The structure of conditional sentences type-II can be formed by the following way:

If Clause	Main Clause
If + simple past tense	S+ could/ would/ might+V (I)+O
If this thing happened	that thing would happen
If it rained,	you would get wet
Example: If it rained, you would get wet	

Note: The sentence can begin with an 'if' clause or a main clause. If the sentence begins with an 'if clause', put a comma between the 'if' clause and the main clause.

- **If** + *past tense* (,) *present unreal conditional (would/ could/ might)*

Example:

- **If** I went to Paris, I would see the Eiffel Tower.

OR

- I would see the Eiffel Tower if I went to Paris.

Note: In 'If Clauses Type 2', we usually use 'were' which is past form of 'to be' instead of 'was' although the pronoun is 'I, he, she or it'.

Examples:

- **If** I were you, I wouldn't marry with him.
- **If** she were ill, she couldn't attend the meeting.
- **If** it weren't snowy, I would go out.

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Exercise 1

The following paragraph is on 'Unsustainable Environment'. Work in group of three. Each group is required to write a paragraph proposing solutions to this issue. After completing, exchange your paragraphs to the other group.

> Fish is one of the Pakistan's favourite foods. In Pakistan, the average person eats 36 pounds (16 kg) of fish every year. But many kinds of fish in the River are disappearing because people and poachers catch too many of them. Environmentalists say that 90 percent of the biggest fish are gone now from the River Indus. If we catch too many big fish now, there won't be any baby fish in the future. Our way of fishing now is not sustainable -- it can't continue for a long time without hurting the environment.

Exercise 2

i. Now, read the paragraphs and identify the type of sentence structure your class fellows have used.
ii. Identify the situation from the following option in which the responses were used.

   a. impossible condition in the past and its impossible result in the past
   b. unlikely and hypothetical situation with probable result
   c. possible condition with possible result

Exercise 3

Write short paragraphs on the following topics by following the pattern of conditional type-II structures.

- If you were chairman of the Union Council of your area....
- If you were elected the Prime Minister of Pakistan...
- If you were the Principal of your college....

> **Note for teacher:** Make sure that the students understand clearly that conditional sentences have two clauses. One clause has 'if' and the other clause usually has 'would'. One clause tells us what will happen and the other clause tells us the result of the first action, *i.e.* what is second thing that will happen if the first one happens.

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Punctuation: Square Brackets

The square brackets are used to modify another person's words which were not originally said by him. This modification is made mostly by an editor.

Examples:

The Officer inquired: "Where and when did it [*the robbery*] take place?"

The witness answered: The robbery took place at a bank [*The Reserved Bank*] yesterday.

Here are some rules of using square brackets.

- [sic] is used to spot any grammar mistake made by the original writer.

Example:

The mister believed that his statement was appropriate and did not undermine the moral [sic] of the party workers.

- Brackets with ellipsis [...] the three dots can be used to show text omitted from a quotation

Example:

Mrs. Nishat Khan is the only genius [...] with an IQ 60.

Exercise 4

Now, work in pairs and use the square brackets where required in the following paragraph. After completing, compare it with your partner.

"He Kasona was born in 1971. At that time, Namibia a poor country has many problems. The country was at war 1966 to 1990. Because of the fighting, many indigenous the Namibians had rifles which caused a problem poaching. During that time, poachers killed many wild animals black rhinos for their horns for their valuable body parts. To make things even worse around 1980 a terrible drought killed life people, livestock, and wildlife. By 1995, there were only few wild animals lions and cheetahs left in the Kunene region in the northwest of the country"

Note for teacher: Divide students in pairs and make them practise the use of square brackets by doing exercises. Next, assist and guide them while doing above exercises.

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Vocabulary

c. Thesaurus

A thesaurus is a book that lists words grouped together according to similarity of meanings or synonyms and sometimes antonyms - opposite in meaning - without explaining their meanings or usage. A thesaurus may list words alphabetically or conceptually.

Example:

The different synonyms of word 'Modest' have been taken from thesaurus. Look at the following table and observe the different synonyms of word 'Modest' have been used in various contexts.

Use of Synonyms Closest to the Meaning of the Given Context			
Original Word	**Synonyms**	**Contextual Meaning**	**Use in Sentence**
Modest	-	relatively moderate, limited, or small of an amount, rate, or level	Though born and married in a modest (moderate or ordinary or ordinary) family, she always daydreamed about being rich.
-	Moderate		We walked at a moderate pace, however, travelled a long distance by the evening.
-	Ordinary		His artwork depicts the life of an ordinary people
-	Humble		Only few politicians in world come from a humble, unprivileged background.

Exercise 5

Work individually. Use a thesaurus to find the synonyms closest to the meaning of the given words below. Use them in your own sentences separately. Follow the example given above.

Original Word	Synonyms	Contextual Meaning	Use in Sentence
Afford	-		
-			
-			
-			
Fine	-		
-			
-			
-			

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