English for Work Preparation Job Ads

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Contents

1 Exercise 1: Terms and abbreviations usually found in job advertisement

Terms and meanings:

1. **Ads:** abbreviations for advertisements.

2. **Applicants:** people who apply for a job.

3. **Client:** a person or organization that uses the services of a professional person or company.

4. **Desirable:** worth having or seeking, but not essential or necessary.

5. **Experience:** practical contact with and observation of facts or events.

6. **Full-time:** employed for the full number of hours considered normal or standard.

7. **Job Description:** a formal account of an employee's responsibilities.

8. **Awards:** a prize or other mark of recognition given in honor of an achievement.

9. **Portofolio:** a large, thin, flat case for loose sheets of paper such as drawings or maps.

10. **Qualifier:** a person or thing that qualifies something.

11. **Recommendation:** a suggestion or proposal as to the best course of action, especially one put forward by an authoritative body.

12. **Requirement:** a thing that is needed or wanted.

13. **Shift Work:** a pattern of work in which one employee replaces another on the same job within a 24-hour period.

14. **Part Time:** for only part of the usual working day or week.

15. **Wages:** a fixed regular payment earned for work or services, typically paid on a daily or weekly basis.

16. **Candidate:** a person who applies for a job or is nominated for election.

2 Exercise 2: Match job advertisement

classifieds

A Babysitter needed

We need a babysitter to look after our two boys aged 5 and 7 after school from 4 p.m. – 6 p.m., Mon – Fri.

£40 a week.

Call Mary on 678345211

B Newspaper round before school

We need young people to deliver newspapers on Mon, Wed and Fri mornings. The paper round takes 30 minutes in the village of Clanbrook. Papers must be delivered before 8 a.m. and you must have your own bike.

Interested? Ask for more info at **Clanbrook post office**.

C Holiday job

Do you want to earn some extra money this summer? Do you speak another language?

We need **French**, **Spanish** or **German** speakers to work for us in the City Museum shop Tuesday – Saturday.

Send your CV to citymuseum@shopjob.lkj

CITY MUSEUM

D Munchies Café

PART-TIME WORK

We are looking for breakfast and lunchtime staff to work in our café on Saturdays.

Come in (8 a.m. - 4 p.m.) or call Bella on 612398745 (after 4 p.m.)

1. Advert A - Looking after children

2. Advert B - Delivering newspapers

3. Advert C - Working in a shop

4. Advert D - Working in a small restaurant

3 Exercise 3: Which is the best job advert for these questions

1. In which job do you have to work after school? - **Advert A**

2. In which job do you have to start work before 8 a.m.? - **Advert B**

3. In which job do you only need to work on Saturdays? - **Advert D**

4. In which job do you need a bicycle? - **Advert B**

5. In which job do you need to speak a foreign language? - **Advert C**

6. In which job do you only work during the summer holidays? - **Advert C**

7. In which job do you have to work for 2 hours every day after school? - **Advert A**

8. In which job do you need to work from Tuesday to Saturday? - **Advert C**

4 Exercise 4: Indicate whether these following sentences are True or False

1. In advert A, the babysitter can get more than £40 a week. - **False**

2. In advert D, you don't need to work in the evenings. - **True**

3. In advert B, the paper round should take about half an hour. - **True**

4. In advert C, you have to work five days a week. - **False**

5. In advert D, you should call Bella in the morning. - **False**

6. In advert B, you should contact the newspaper delivery boy for more information. - **False**

7. In advert D, you need to work full-time. - **False**

8. In advert C, you need to contact the museum by telephone. - **False**

5 Exercise 5: Job Advertisements Comparison

1. Kathreen is interested in serving people. She always gives her best performance while helping people. In her daily life, she is obsessed to resolving issues and technical problems in the society.
   Customer Service

2. Paulo loves anything about smartphones' software. He usually implements prototypes of new features and applications. In his study, he is able to expand numerous apps and coding language for a phone.
   Mobile Developer

3. Reynald thinks that he is born as a magnificent seller. He is aware of customer behaviors and merchants' needs. In addition, he is also excellent in communication and negotiation skills in trading.
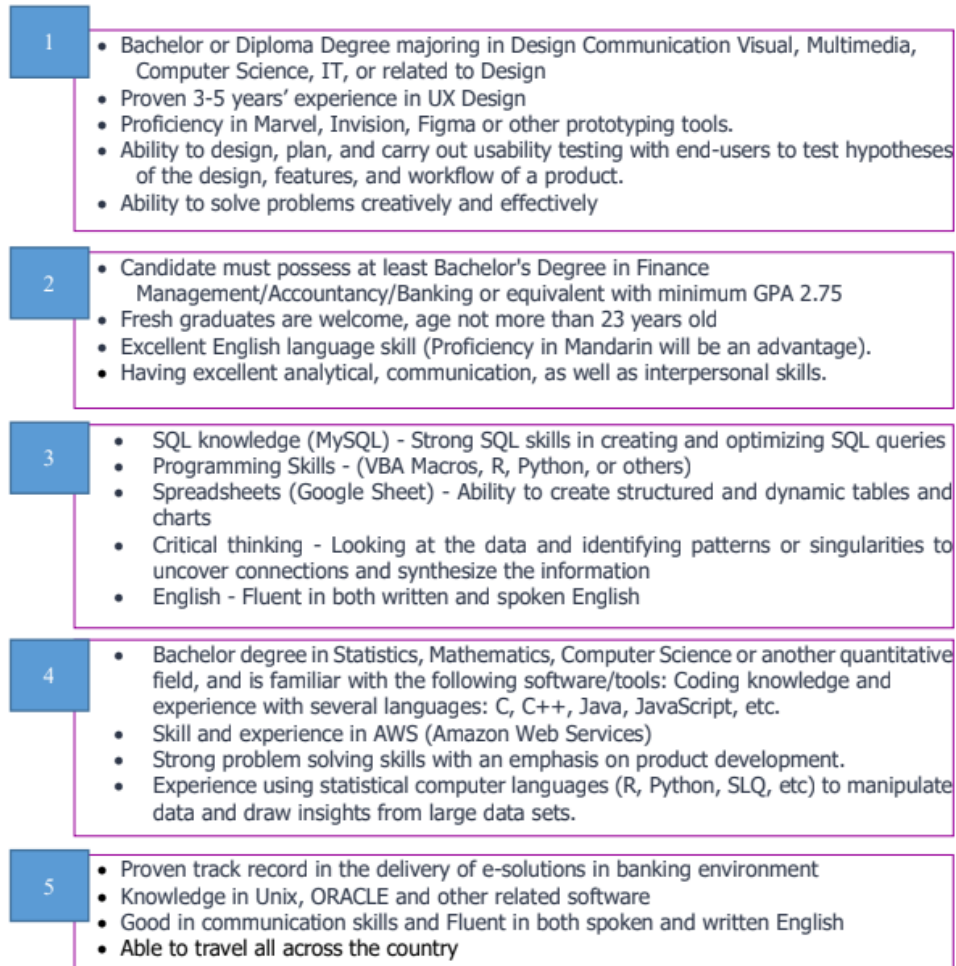   **Sales Executive**

4. Winston is a guy who live to build a meaningful product. In order to create it, he spreads awareness on storytelling of a brand. To drive people's attention, he needs to do a campaign of how a brand can improve value on one's life.
   Brand Marketing

5. Sandy likes to create animation for the website. She has experience working in an IT company. She loves creative skill in designing and developing easy user experience and user interface for the community.
   Software Engineer

6   Exercise 6: Job Advertisements Comparison

1
- Bachelor or Diploma Degree majoring in Design Communication Visual, Multimedia, Computer Science, IT, or related to Design
- Proven 3-5 years' experience in UX Design
- Proficiency in Marvel, Invision, Figma or other prototyping tools.
- Ability to design, plan, and carry out usability testing with end-users to test hypotheses of the design, features, and workflow of a product.
- Ability to solve problems creatively and effectively

2
- Candidate must possess at least Bachelor's Degree in Finance Management/Accountancy/Banking or equivalent with minimum GPA 2.75
- Fresh graduates are welcome, age not more than 23 years old
- Excellent English language skill (Proficiency in Mandarin will be an advantage).
- Having excellent analytical, communication, as well as interpersonal skills.

3
- SQL knowledge (MySQL) - Strong SQL skills in creating and optimizing SQL queries
- Programming Skills - (VBA Macros, R, Python, or others)
- Spreadsheets (Google Sheet) - Ability to create structured and dynamic tables and charts
- Critical thinking - Looking at the data and identifying patterns or singularities to uncover connections and synthesize the information
- English - Fluent in both written and spoken English

4
- Bachelor degree in Statistics, Mathematics, Computer Science or another quantitative field, and is familiar with the following software/tools: Coding knowledge and experience with several languages: C, C++, Java, JavaScript, etc.
- Skill and experience in AWS (Amazon Web Services)
- Strong problem solving skills with an emphasis on product development.
- Experience using statistical computer languages (R, Python, SLQ, etc) to manipulate data and draw insights from large data sets.

5
- Proven track record in the delivery of e-solutions in banking environment
- Knowledge in Unix, ORACLE and other related software
- Good in communication skills and Fluent in both spoken and written English
- Able to travel all across the country

1. UI/UX Developer

2. Accounting Officer

3. Data Analyst

4. Data Scientist

5. E-Commerce consultant

7 Exercise 7: Job Advertisements Comparison

Table 1: Job Advertisements Comparison

Job Description Terms	Job Advertisements (Ads)		
	Ads 1	Ads 2	Ads 3
	Frontend Engineer	Fullstack Web Developer	Backend Engineer
Full time	✓	✓	✓
Part Time			
Permanent	✓	✓	✓
Contract			
Fixed Work Hours	✓	✓	✓
Shift work			
Experience required	✓	✓	✓
Qualification required			
No Experience required			
Interview	✓	✓	✓
Apply in Writing: Letter			
Apply in Writing:			
Application form	✓	✓	✓
Contact by phone for an appointment			
Contact employer directly			

Work as part of team	✓	✓	✓
Work independently			
Work with supervision			
Work with little supervision	✓	✓	✓
Opportunity for promotion	✓	✓	✓
Other benefits available	✓	✓	✓

8 Exercise 8: Among those ads you found, choose one that suits you

- **Source of the ads:** Kalibrr

- **Kind of job being offered:** Software Engineer

- **Job Description:**

  - Design, develop and build highly scalable, cross-platform, and high-performance web/mobile applications using React and React-Native.
  - Apply design patterns and design principles to produce maintainable and easy to extend code.
  - Perform issue analysis, root-cause analysis, and issue resolution.
  - Write and manage technical documentation.

- **Requirements:**

  - Strong proficiency in Typescript.
  - Outstanding skills in React and React Native
  - Strong understanding of user-friendly experience & interface, pay attention to details, and proficiency in HTML5, CSS3, React Native styling, and animation.
  - Experience in responsive web and PWA.
  - Extensive knowledge in using RESTful and GraphQL.
  - Experience working with Redux, Redux-Saga, Redux-Thunk, or MobX.
  - Have experience/exposure to cloud services (AWS/GCP).
  - Extensive knowledge in unit testing.
  - Ability to effectively communicate problems and solutions to the different team members.
  - Firm grasp in object-oriented, functional, or event-driven programming practices.
  - Good cross-team collaboration and communication skills.
  - Willingness to learn and adapt to different technologies.

9 Exercise 9: Why you should be accepted in that position

The reason why I should be accepted in that position is because I have almost 3 years of experience in frontend web development, specifically in React and all of its metaframeworks. I worked on various projects, both proprietary and open-source. I worked daily with Typescript and Javascript so it's safe to say that I'm proficient in both languages. I've implemented Progressive Web Apps in the past, used all of the tech stacks mentioned apart from MobX. I have a bunch of personal projects that I can show as a portfolio.

I often write unit tests for my code and always strive to deliver the best user experience for the users of the applications that I build. I have experience working with CI/CD pipelines using Github action and Gitlab CI to streamline the deployment process. Other than that, I also have experience working with Cloudflare, Vercel, and Netlify to deploy my applications to the edge network so that the users can access the application faster.

I also experienced collaborating with other people both in open source environment and in a professional setting. I always meet my deadline early and always strive to deliver the best quality of work. I am also a fast learner and always willing to learn new things. I don't mind working in a team or working independently, I can adapt to both situations. I've been working remotely for the past 2 years so I'm used to working with people without meeting them in person.

I'm also used to working with agile methodologies, specifically Scrum. I can manage my time effectively and always communicate with my team members if I have any problems or solutions to the problems that we face.

I believe that I can bring a lot of value to the team and the company if I'm accepted in that position.