

# Find the right words

READING

LEVEL  
Lower-intermediate

NUMBER  
EN\_BE\_2334R

LANGUAGE  
English





## Goals

- Can understand a short text about the importance of using the right word.
- Can identify and use simple vocabulary relating to working conditions.







## Vocabulary review

salary

paid leave

office hours

training

persuasive

attention to  
detail

patient

independent

creative



team-player



## Sentences



This job has a good **salary**.

Employees have lots of **paid leave**.



The company pays for **training**.

I am a sales associate so I am  
**persuasive**.





## Sentences



I pay **attention** to detail.

Teachers have to be **patient**.



I love being **creative** in my job.

I am a **team-player**.





## Finding the right words

Everyone feels nervous before a job interview. And this is true when you have an interview in a different language. You might have no problem speaking English when you're in a restaurant on holiday, but trying to speak English in a job interview is very different. Finding the right words can be difficult when you are under pressure. Let's think about some ways we can make this less stressful.

### **Make notes of vocabulary you saw in the job description**

When you read a job description, there are usually different sections. It tells you what kind of education you need for the job: a **bachelor's degree** or maybe a **master's**. A job description tells you about the **salary** and other **benefits** too. It also tells you what kind of people the employer is looking for so you can make note of those adjectives.



## True or false? Correct the false sentences

	TRUE	FALSE
1. People usually feel nervous before speaking English on holiday.	<input type="checkbox"/>	<input type="checkbox"/>
2. Finding the right words is difficult under pressure.	<input type="checkbox"/>	<input type="checkbox"/>
3. You should not read a job description before an interview.	<input type="checkbox"/>	<input type="checkbox"/>
4. Job descriptions tell you about the education you need and the salary you will get.	<input type="checkbox"/>	<input type="checkbox"/>
5. Job descriptions tell you what kind of person your boss is.	<input type="checkbox"/>	<input type="checkbox"/>





## Feeling nervous

Do you usually feel **nervous**  
before a **job interview**?

What can you do to feel better?





## Your education

**What words do you need to describe your education?  
Think about what you studied in your degree and any other courses you  
have done**





## Finding the right words



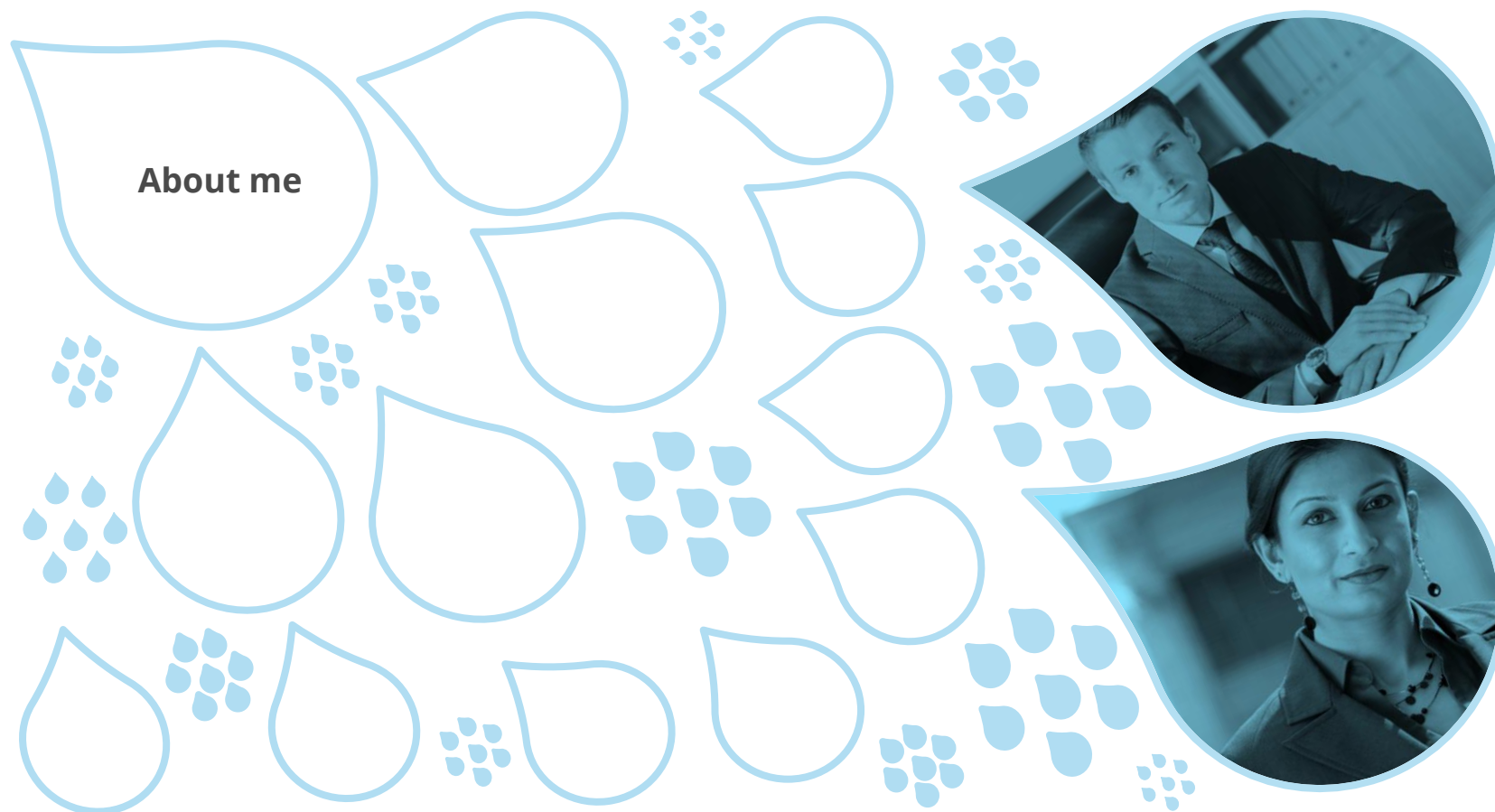
### Think about questions before the interview

After you read the job description, you can think about the questions. Usually a job interview starts with '**tell me a bit about yourself**'. You can prepare for this by thinking of the adjectives you use to talk about yourself. Connect this to the job description. Are you a **team-player**? Are you a **patient** person? Make sure you repeat these words before your interview. You can also think about questions you want to ask. Remind yourself about words like **paid leave**, **training** and **office hours**. These are things you might want to ask the employer about.



## Brainstorm

**Which words would you need to remember to answer the question 'tell me a bit about yourself'. Brainstorm all of the words you might need here.**





## Create questions from the words

1. patient/you/person/a/are?

→ Are you a patient person?

2. a/team-player/you/are?

→ \_\_\_\_\_  
\_\_\_\_\_

3. salary/the/what/is?

→ \_\_\_\_\_  
\_\_\_\_\_

4. benefits/what/with/  
job/come/the?

→ \_\_\_\_\_  
\_\_\_\_\_

5. about/tell/a/yourself/me/bit

→ \_\_\_\_\_  
\_\_\_\_\_



## Your questions

Now write questions using the words below

- These are questions you might ask an employer in a job interview
- If you can think of any other questions you would ask, write them here too

paid leave

holidays

office hours

social events

training



## Finding the right words

### Don't use these words

There are some things not to say in a job interview. Filler words like *hmm*, *um*, and *err* are not good to use in a job interview. Words which make you sound not certain, like *maybe* and *kind of* are not very positive. Finally, you should avoid negative language: words like *boring* and *lazy* are not good because they will stay in the employer's memory and they will connect them to you!





## Which of these should you not say in a job interview?

I'm usually hard-working but sometimes I'm a bit lazy.

I enjoy working with colleagues from all over the world.

I have a bachelor's degree in economics.

Umm maybe I could learn to use Excel.





## Don't use these words

**What other words do you think you shouldn't use in a job interview?  
Make notes of them here. Tell your classmates and give reasons why  
you shouldn't use these words**





## Good and bad answers

**Choose two of the questions below. You are going to answer one well and one badly. Compare your answers as a group**



**1** Are you a patient person?

**2** Have you ever used Google Docs?

**3** Tell me about your education



## A bad job interview

**Have you ever said something wrong in a job interview?  
What happened?**





## Reflect on the goals

Go back to the second slide of the lesson and check if you have achieved all the goals of the lesson.

yes

no





## Reflect on this lesson

Think about everything you have seen in this lesson.  
What were the most difficult activities or words? The easiest?



If you have time, go over  
the most difficult slides again



## Answer key

**Exercise p. 8**  
1. F, 2. T, 3. F, 4. T, 5. F

**Exercise p. 13**  
2. Are you a team player? 3. What is the salary? 4. What benefits come with the job?  
5. Tell me a bit about yourself.

**Exercise p. 16**  
I'm usually hard-working but sometimes I'm a bit lazy. Umm maybe I could learn to use Excel.





## Unscramble the words to make questions

A



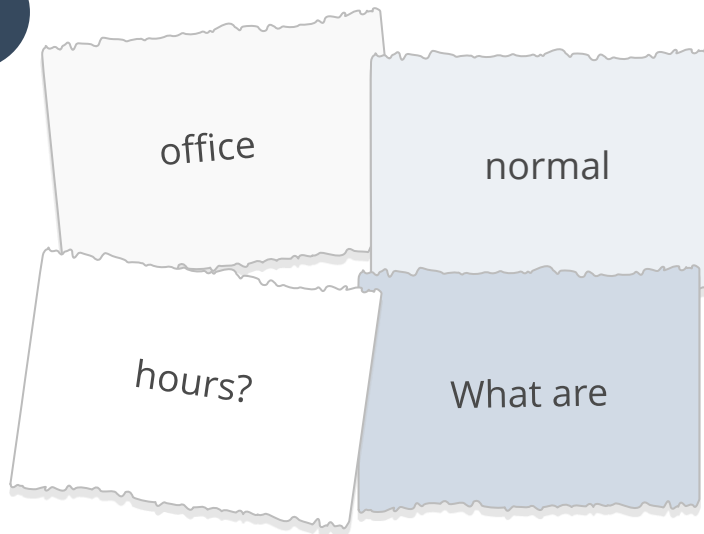
B



C



D







## Writing

**Look back over the reading sections in this lesson. Make 5 bullet points about what you should and should not do in a job interview.**

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## Homework answer key

**Exercise p. 25**  
A. What training can I do? B. How much paid leave do I get? C. Are there any social events at work? D. What are normal office hours?



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