

A job ad

COMMUNICATION

LEVEL
Beginner

NUMBER
EN_BE_1132X

LANGUAGE
English

lingoda

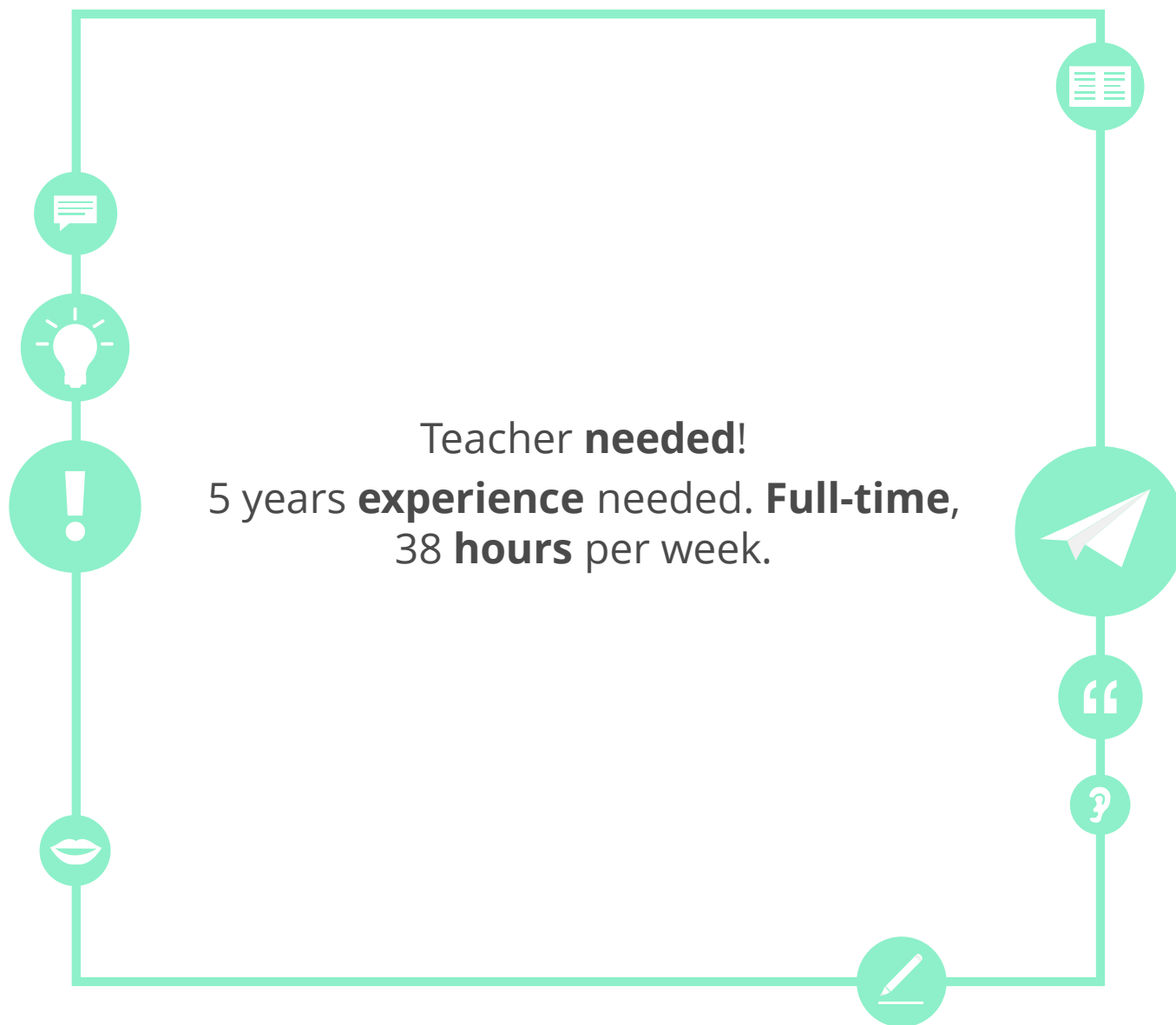




Goals

- Can understand simple new phrases related to finding jobs
- Can read and understand a job ad and form basic sentences discussing looking for work







Preview and warm-up

- In this lesson you will learn how to **understand** a **job ad**.



Teacher **needed**.



Vocabulary review

job

to work

office

secretary

team

meeting

presentation

conference call





Sentence examples



I have a **job**.

I **work** in London.



I work in an **office**.

I am a **secretary**.





Sentence examples



This is my **team**.

I go to **meetings**.



This is a **presentation**.

I am on a **conference call**.



needed

Job ads often say that a person is **needed**.



Secretary **needed**.

hours

Hours in a job ad tell you how long you work.



20 **hours** per week.



37.5 **hours** per week.

days

Days in a job ad tells you how many days you work.



3 **days** per week.

full time

part time

Full-time means you work 35+ hours per week.
Part-time is about 16 hours per week.



The job is **full-time**.



A **part-time** worker needed.



Sentence examples



This job is 5 **days** per week.

I work **full-time** – 38 **hours** per week.



I work **part-time** – 16 **hours** per week.



Fill in the gaps

Office worker _____.

This is a _____ job. The job is 4 days per week, 30 _____ per week. You will make conference calls and be in a team.

Lawyer needed.

This is a full-time _____. The job is 5 _____ per week, 37.5 hours per week. You will be in a team and go to meetings.





Speaking

Do you work **part-time** or **full-time**?

How many **hours** per week do you work?

How many **days** per week do you work?





Speaking

Answer the questions with a partner.



1

What jobs are usually **full-time** in your country?



Speaking

Answer the questions with a partner.



1

What jobs are usually **full-time** in your country?



2

What jobs are usually **part-time** in your country?



Speaking

Answer the questions with a partner.



1

What jobs are usually **full-time** in your country?



2

What jobs are usually **part-time** in your country?



3

How many **hours** is a **part-time** job? How many **hours** is a **full-time** job?

experience

Experience is when you have worked in a job before.



2 years **experience** needed.

pay

Pay is the money you make at a job.



The **pay** is £10 per hour.



The **pay** is £30,000 per year.

to apply

to contact

You **apply** for a job when you want the job.
You **contact** a person by phone or email about the job.



To **apply**, please go on our website.



Please **contact** John Adams on 07987 123 456.



Sentence examples



No **experience** needed.

The **pay** is £1200 per month.



Please **contact** Ms Smith for information.



Unscramble the sentences





Read the job ad

Engineer needed.

The job is full-time. 40 hours per week, 5 days per week. 3 years experience needed. The pay is £45,000 per year. You will go to meetings and work as a team.

To apply, go to our website. For information, please contact Helen Sinclair on 07698 312 645.





Multiple choice

1. The job ad is for an _____.

- a. secretary b. office worker c. teacher d. engineer

2. The job is _____, 5 days a week.

- a. part-time b. full-time c. full d. part

3. The pay is _____ per year.

- a. £40,000 b. £35,000 c. £50,000 d. £45,000

4. For information, you _____ Helen Sinclair.

- a. apply b. website c. contact d. phone



Fill in the gaps

Fill in the gaps in this job ad.

hours

part-time

contact

secretary

experience

_____ **needed.**

The job is _____. You work 3 days per week,
22 _____ per week. No _____
needed. The pay is £16 per hour.

Please _____ Mr. Jones for information. Apply
on our website.





Write a job ad

Write a job ad for a teacher.

hours

experience





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

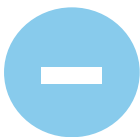
no





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. 13

needed, part-time, hours – job, days

Exercise p. 22

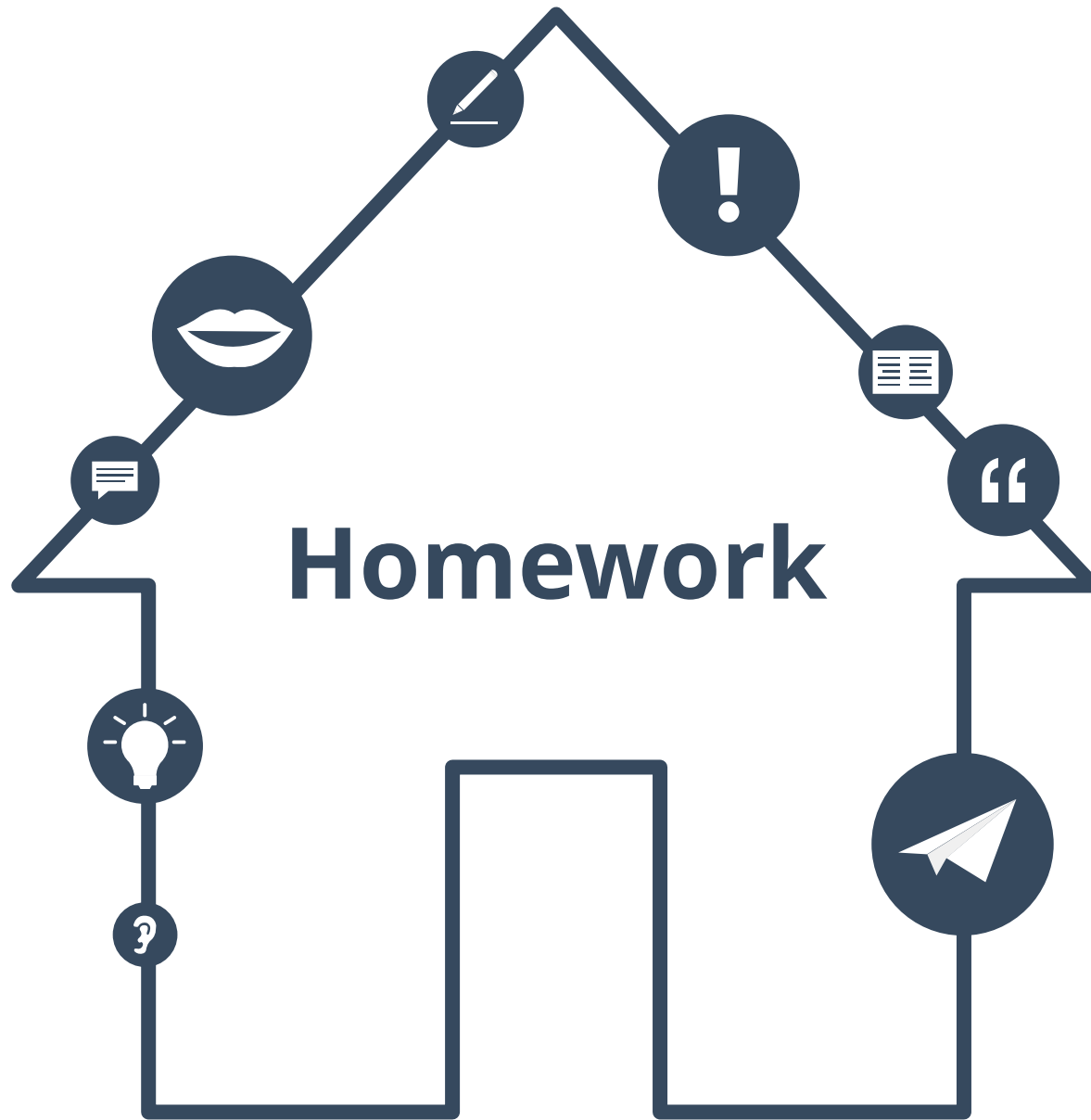
The pay is £450 per week. 4 years experience needed. Please contact Peter Albright for information.

Exercise p. 24

1. D, 2. B, 3. D, 4. C

Exercise p. 25

Secretary, part-time, hours, experience, contact





Matching

1. Nurse...

a. days per week.

2. This is a part-...

b. £25,000 per year.

3. You work 3...

c. needed.

4. You work 25 hours...

d. Ben Wales for information.

5. The pay is...

e. time job.

6. Please contact...

f. per week.



experience

hours

days

pay

full-time

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Homework answer key

Exercise p. 31

1. C, 2. E, 3. A, 4. F, 5. B, 6. D



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