

COMMUNICATION

# Landing your dream job

**LEVEL**

Intermediate (B1)

**NUMBER**

EN\_B1\_3073X

**LANGUAGE**

English

## Learning outcomes

- I can use a range of verbs to describe my responsibilities at work.
- I can prepare a script to help me organise my thoughts before an interview.



## Warm-up



**What was your  
dream job when  
you were a child?**

**Answer the question in  
breakout rooms or together as  
a class!**





# Reading

Read the job advert.



## Castle Director

The *Castle Director* will:

- Coordinate seasonal castle events with local businesses.
- Participate in history lectures held at the castle.
- Oversee expenses and budgeting to optimise costs.
- Seek out new opportunities to promote the castle.
- Manage a small team and delegate tasks.

Previous experience is necessary. Fluency in English is a must!





# Match

**Match** the verbs (1-6) to their definition (a-f).

1 **to manage**

2 **to coordinate**

3 **to participate**

4 **to delegate**

5 **to oversee**

6 **to seek out**

a to take part in or become involved in an activity

b to look for someone or something

c to make different things work together as a whole

d to watch or organise a job or an activity to make sure it is done correctly

e giving another person a task or responsibility

f to be in charge of

# Discuss

1. **Answer** the questions below.
2. **Share** your ideas with the rest of the class.

**Which of the main responsibilities do you think is...**

...the most interesting?

... the most time consuming?

...the most difficult?

## Castle Director

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Fluency in English is **a must!**

*To get your dream job, having the right connections is **a must!***

Do you agree or disagree?

What is **a must** at your place of work?



# Describe a job

**Tell** the class about your job, or the job of someone you know well.

1. **Explain** what the job is.
2. What are the **main responsibilities**?

to manage

to coordinate

to participate

to delegate

to oversee

to seek out

**Ask** one of your classmates a question about the job they've described.

*How many people... How long... Where... How many hours... What's your favourite/least favourite...*



# Advice

1. **Read** the situation below.
2. **Share** your ideas with the rest of the class.

**Your friend is nervous about their job interview next week. They need help preparing for it.**

**What advice would you give them?**



# How to land your dream job!

1. **Read** the advice.
2. Which question would you find **most difficult** to answer? Why?

A woman with glasses and a striped shirt is shaking hands with a man in a blue shirt who is sitting at a desk. Another person's arm is visible, also reaching towards the handshake. They are in an office setting with a window in the background.

Prepare a script for the most common interview questions.

- 1. Why do you want to work for us?**  
Find out all you can about the company. Visit their website. Use a search engine to get extra information!
- 2. What are your strengths and weaknesses?**
  - List your strengths and weaknesses.
  - Choose two strengths relevant to the job and think of examples.
- 3. Why are you interested in the job? What can you bring?**
  - Read the job description. Think of two reasons you want the job.
  - Think about your skills. How might you be useful to the company?



# Discuss

Answer the questions

**What are some other questions an interviewer might ask?**



**What was your first job? Do you remember what the interview was like?**



# What is your dream job?

**Answer** the questions below.



Does your dream job require a lot of training or experience?

Is your dream job well-paid?

Is your dream job dangerous?

Does your dream job involve working with other people?



# Step 1: Research

Complete step 1.

1



- Write down your dream job from the previous slide.
- For **3-5** minutes, use a search engine and get some extra information about the company, industry, or role.





# Step 2: Strengths

Complete step 2.

1



- What is your dream job?
- For 3-5 minutes, use a search engine and get some extra information about the company, industry, or role.

2



- Make a list of your strengths.
- Choose two strengths that are related to your dream job.



# Step 3: Convince the interviewer

Complete step 3.

1



- What is your dream job?
- For 3-5 minutes, use a search engine and get some extra information about the company, industry, or role.

2



- Make a list of your strengths.
- Pick two that are related to your dream job.

3



- Write down 2 reasons you want your dream job.
- What can you bring to this job?



# Mock interview

1. **Ask** each other the questions below.
2. **Answer** with your notes from **steps 1-3**.



***Why do you want to work for us?***

***I'd like to work for you because...***



**Why do you want to work for us?**

**What are your strengths?**

**Why are you interested in the job? What can you bring?**



# End of the lesson

Idiom

***Look before you leap!***

**Meaning:** you shouldn't act without first considering the possible consequences or dangers

**Example:** Whatever you decide, I would look before you leap.





# Additional practice



# Fill in the gaps

Look at this job advertisement for the Director of International Opportunities at a UK university.  
**Fill in the gaps** using the words in the red box.

1 \_\_\_\_\_ a team of seven working in your department on diverse projects.

2 \_\_\_\_\_ new partner universities where your students will want to go on exchange.

3 \_\_\_\_\_ in board meetings with directors from other university departments.

4 \_\_\_\_\_ the distribution of marketing materials to your partner universities.

5 Fluency in English and Spanish is \_\_\_\_\_. Additional languages are welcome.

a must  
Participate  
Oversee  
Manage  
Seek out

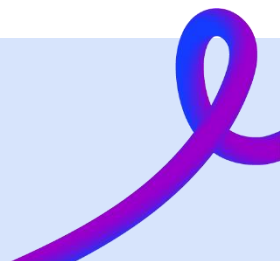


# Unscramble the questions

your	weaknesses?	are
strengths	What	and



can	to the	What
bring	job?	you





# A dream job?

On the next slide, you are going to work with a partner.

**Decide who you will work with** now and make sure you **choose a different job** from them.

**Choose one of the jobs below and take two minutes to write down what you think the role involves and what you could bring to the job.**



ski instructor



head bartender



wedding planner



writer



# Texting

***Don't be nervous! Let's practise. What's the role?***

Harry

***I'll have to manage a small team.***

Mary

***Do you have any strengths to help you with that?***

Harry

***Yes, I am good at delegating tasks to the right people.***

Mary

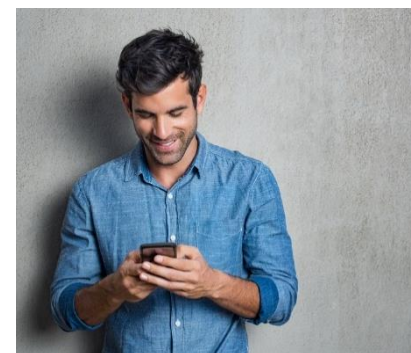
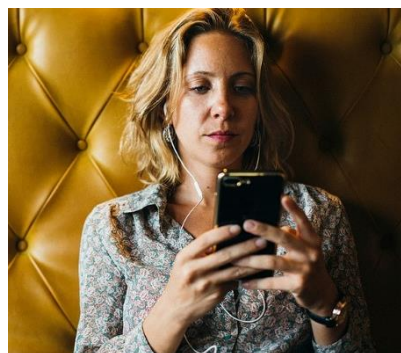


**Work** with your partner.

**Create a text exchange** in the chat like the one on the left.

Text your partner to help them practise for their job interview.

Ask what their responsibilities will be, about their strengths and weaknesses and what they can bring to the role.







# Answer key

**P:5:** 1.) d 2.) c 3.) a 4.) e 5.) f 6.) b

**P. 20:** 1.) Manage (Oversee is possible) 2.) Seek out 3.) Participate 4.) Oversee (Manage is possible) 5.) a must

**P. 21:** What are your strengths and weaknesses? What can you bring to the job?



# Summary

## Describing responsibilities at work:

- Verbs: manage, coordinate, participate, delegate, oversee, optimise, seek out
- Noun: a must

## Preparing for common interview questions:

- Why do you want to work for us?
- What are your strengths and weaknesses?
- Why are you interested in the job? What can you bring?

## Preparing to get your dream job:

- Use a search engine and get some information about the **company, industry** and **role**.
- Choose **two strengths** that are related to your dream job.
- Think of the **reasons** you want your dream job. What can **you bring** to this job?



# Vocabulary

manage

coordinate

participate

delegate

optimise

oversee

seek out

a must

