

2. Interpret online job information • Calculate wages and hours• Complete a chart to compare information

Identify successful strategies for job seekers

| Summary Signal Words | |
|--|--------------------------------------|
| Words and Phrases | Verbs |
| in conclusion, in summary, in short, all in all, in brief, in other words, on the whole, overall, in general, ultimately | to conclude, to sum up, to summarize |

In a nutshell

Use modals to offer polite suggestions and express possibilities

Should, ought to, may, might, and could are modals.
Modals are often used to make suggestions.

Namesake

| Modals to Offer Polite Suggestions and Express Possibilities | |
|--|---|
| Suggestions | Possibilities |
| You <i>shouldn't</i> <u>wait</u> for someone to call you. | You <i>may</i> <u>find</u> some job announcements on the bulletin boards. |
| You <i>ought to</i> <u>go</u> in person. | You <i>might</i> <u>consider</u> applying in person. |
| | You <i>could</i> <u>call</u> the employer. |
| <ul style="list-style-type: none"> • <i>Maybe</i> and <i>perhaps</i> are used to soften the statement. <ul style="list-style-type: none"> • <i>Maybe</i> is more common in informal situations. <i>Maybe</i> you <i>could</i> ask your friends if they know of good places to work. • <i>Perhaps</i> sounds more formal. <i>Perhaps</i> you <i>ought to</i> ask your friends for help. | |

Employer
Employment
Employee

Exercise: Read the entire text message. Identify the modal + verb combinations

A: Have you found a job yet?

B: No. Still looking. I've submitted five applications online, but I haven't heard anything back yet.

A: You might consider going in person. You could ask if they've received your applications.

B: IDK. Seems a little pushy.

A: If you don't want to go in person, you should call. You shouldn't wait around for someone to call you. Maybe they didn't get your online application.

B: OK. I'll try.

A: Have you looked around campus? You might find some job announcements posted on the bulletin boards.

B: I've been looking, but I haven't found anything.

A: Perhaps you ought to ask all your friends for help. Maybe they know someone who's hiring.

B: OK, I'll start with you. Do you know anyone?

A: No, but I'll ask around!

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Exercise: Analyze all the examples of modals. Choose the correct answers

1. Use the ____ form of the verb following a modal.
a. base b. infinitive c. past
2. Use an infinitive (to + verb) after ____.
a. may b. might c. ought
3. For negative statements, use ____ + **not**.
a. could b. should c. ought to
4. Modals used to express polite suggestions indicate ____.
a. definite plans b. required actions c. advice

1. Base
2. Ought
3. Should
4. Advice

The base form is the “pure” verb
The infinitive is “to” plus “the pure” verb

Exercise: Offer a polite suggestion to complete each conversation. Use should/shouldn’t, ought to, could, may, or might

1. **A:** I’m trying to find a job, but I don’t know where to start.

B: You could search for job openings online.

2. **A:** I’m really nervous about my job interview next week.

B: _____

3. **A:** I’m not sure what to include on my résumé.

B: _____

4. **A:** I need three references for this job application.

B: _____

Résumé: Something we utilize to look for a job. It includes abilities or skills acquired to make you attractive for a possible employment. It is a document

The document where you show your skills, experience and degrees

2. You should practice your questions and answers
3. You should include your personal information
4. You might consider some friends and relatives

Online Job Sites

When you are looking for a job, you can use a job-search website. These sites will allow you to specify certain aspects of the job. For example:

- Job title—the type of work you want
- Location—the general area where you would like to work
- Shift—the time of day you are available
- Salary—the amount of money you would like to earn
- Skills needed—your abilities or experience

After determining which job qualities you want, you can set filters to show just the jobs that match those qualities. Then, only those jobs will show in your job search results.

LinkedIn

Computrabajo



Infojobs

Transdoc

Tecoloco

Salary or wage?

Wage

Upload Resume Salary Calculator Post Jobs  Sign In Warehouse St. Paul, MN  Search


JobFind


Helping you get where you want to be


Job Type: ALL JOB TYPES ▼ Date Posted: POSTED ANY TIME ▼ Pay: \$20K-\$60K ▼ Distance: 5 miles ▼ [CLEAR FILTERS](#)


573 Warehouse Job postings in St. Paul, MN.


[Job Details](#) | [Company Overview](#) | [Salary & Benefits](#) | [Ratings & Reviews](#)

 **Warehouse Worker**
Zartell, FT, \$15/hour

 **Warehouse Lead**
Torku Manufacturing, FT,
\$25,000-\$30,000/year

 **Warehouse Material Handler**
Glass Houses, PT, \$13,000-\$15,000/year

 **General Warehouse**
Krafting Wares, Seasonal/Temporary, wages
vary with experience [Easy Apply](#)

 **Shipping Clerk**
Cares Baked Goods, PT, \$14/hour
[Easy Apply](#)

General Warehouse
Krafting Wares, Seasonal/Temporary, wages vary with experience

1st shift – 6:30AM-3:00PM
2nd shift – 2:30PM-11:00PM
3rd shift – 10:30PM-7:00AM

Qualifications and Experience:

- 5+ years Shipping Experience
- Picking Experience
- Knowledge of Shipping and Receiving
- Fork Lift Operator Certificate
- Strong Customer Service Skills

[APPLY ON COMPANY SITE](#)

Leverage?

DEFINE KEY WORDS. Find these words on the online job site. Match each word to its definition.

- | | |
|--------------------------|---|
| ___ 1. (n) date posted | a. move a document from your computer to a website so others can see it |
| ___ 2. (n) filter | b. regular time scheduled to work |
| ___ 3. (n) qualification | c. when something was published online |
| ___ 4. (adj) seasonal | d. happening during a certain time of year |
| ___ 5. (n) shift | e. accomplishment that makes one suitable for a job |
| ___ 6. (v) upload | f. something that removes unwanted information or choices |

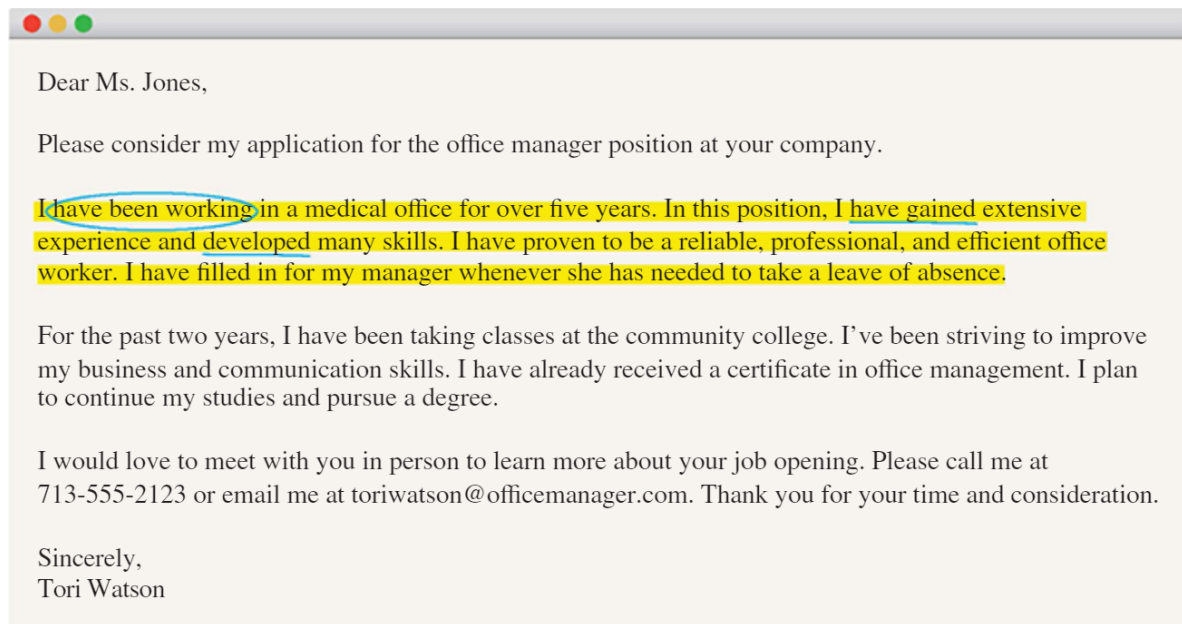
1. c
2. f
3. e
4. d
5. b
6. a

Use present perfect and present perfect continuous

The present perfect can be used to focus on the completion of an action. It describes an action that is finished.

The present perfect continuous emphasizes the continuation of an action into the present and possibly into the future. It focuses on an action in progress.

Exercise: Read the entire cover letter. Identify all the present perfect verbs & all the present perfect continuous verbs.



Dear Ms. Jones,

Please consider my application for the office manager position at your company.

I have been working in a medical office for over five years. In this position, I have gained extensive experience and developed many skills. I have proven to be a reliable, professional, and efficient office worker. I have filled in for my manager whenever she has needed to take a leave of absence.

For the past two years, I have been taking classes at the community college. I've been striving to improve my business and communication skills. I have already received a certificate in office management. I plan to continue my studies and pursue a degree.

I would love to meet with you in person to learn more about your job opening. Please call me at 713-555-2123 or email me at toriwatson@officemanager.com. Thank you for your time and consideration.

Sincerely,
Tori Watson

| Present perfect | Present perfect continuous |
|-----------------------|----------------------------|
| Have gained | Have been working |
| Have developed | Have been taking |
| Have proven | 've been striving |
| Have filled in | |
| Has needed | |
| Have already received | |

Fatima Sofia says: “I have hurt the teacher”

Fatima Sofia also says: “I have affected the teacher”


Strive

| Present Perfect | Present Perfect Continuous |
|--|---|
| <i>Iris has done a lot of research.</i> | <i>Iris has been doing a lot of research.</i> |
| <i>I've taken courses at the community college.</i> | <i>I've been taking classes at the community college <u>since</u> last year.</i> |
| <i>Jane has already served as an assistant manager.</i> | <i>Jane has been working as an assistant manager <u>for</u> months.</i> |
| <i>I have recently made an effort to greet everyone at the beginning of my shift.</i> | <i>I have recently been making an effort to greet everyone at the beginning of my shift.</i> |
| <i>I haven't studied for my certification exam <u>yet</u>.</i> | <i>I haven't been studying for my certification exam.</i> |
| <i>Tom has never worked in a hotel.</i> | |
| <ul style="list-style-type: none">• The present perfect is often used with <i>already</i>, <i>yet</i>, <i>ever</i>, and <i>never</i>.• The present perfect continuous is often used with <i>for</i> + an amount of time, or <i>since</i> + a point in time.• Many verbs have irregular past forms, such as <i>do</i>, <i>did</i>, <i>done</i>. <p><i>For a list of irregular past participles, search online for: irregular verbs.</i></p> | |

Sofia has already given me a good impression with staying at the camera
Technical English has been making me bored for the last 2 semesters

Panic
Panicking

Swim - swimming

 **COMPLETE.** Listen and complete the sentences. Then check whether the action is completed or continuing.

| | Completed | Continuing |
|---|--------------------------|--------------------------|
| 1. I _____ my résumé. | <input type="checkbox"/> | <input type="checkbox"/> |
| 2. I _____ night classes. | <input type="checkbox"/> | <input type="checkbox"/> |
| 3. My friend _____ my résumé. | <input type="checkbox"/> | <input type="checkbox"/> |
| 4. I _____ for full-time jobs. | <input type="checkbox"/> | <input type="checkbox"/> |
| 5. Miriam _____ classes in landscape design. | <input type="checkbox"/> | <input type="checkbox"/> |
| 6. Shelly _____ all her classes for her degree. | <input type="checkbox"/> | <input type="checkbox"/> |
| 7. We _____ all day for our math exam. | <input type="checkbox"/> | <input type="checkbox"/> |
| 8. She _____ her applications for college. | <input type="checkbox"/> | <input type="checkbox"/> |

Academic Writing Skill: Write an effective introduction

In an essay, the introductory paragraph, or introduction, starts the essay. A well-written introduction makes a reader want to read more. It includes a **hook** and a **thesis statement**. The hook is one or two sentences written to catch the interest of the reader. The thesis statement comes next and tells what will be included in the paragraphs that follow. Unlike a topic sentence of a paragraph, the thesis statement in an introduction tells the reader the main idea of the entire essay.

The hook is the “attention getter”

Smoking kills

Did you know that 8 out of 10 smokers develop lung cancer? Smoking is the main reason for respiratory syndromes and diseases.