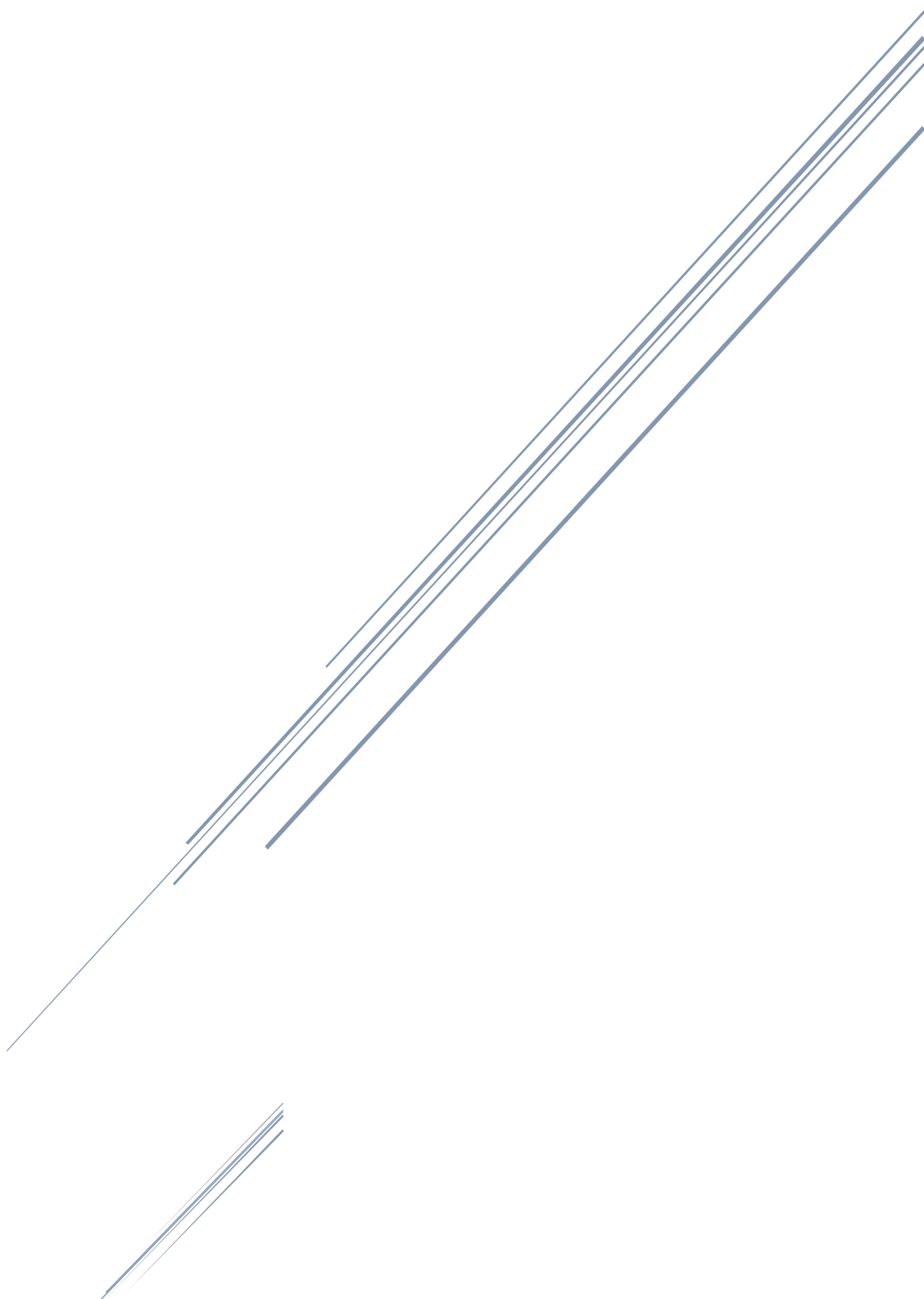


SEEKING EMPLOYMENT

SESSION 5

TOPICS

- Understanding job adverts
- Researching the workplace
- Interviewing well – first steps



Input 5.1A**Vocabulary practice ... +to**

Complete the sentences using the words in brackets and other suitable words.

1. Lakshmi has received a good job offer in Singapore. She _____ take it.
(bound)
2. I was very foolish and mailed my application only after the deadline. I'm
_____ selected. (likely)
3. I'm not surprised you are tired. After such a long journey for the interview you
_____ tired. (bound)
4. Akshay's father runs a successful business. Akshay _____ join him after
graduating from college. (sure)
5. Why don't you read the advertisement carefully? It _____ contain all the
information you want. (likely)
6. Since you speak Japanese, you _____ that job you applied for in Tokyo.
(certain)

Input 5.1B**Language of job advertisements****Job description**

Role

Responsibilities

Required skills

Desired skills

Input 5.1C

Language summary

Talking about career plans:

I would like a career in medicine.

I want to have a career in construction.

I hope to pursue a career in politics.

I plan to work in hospitality.

I want to work for a hospital

I want to join my family business.

Talking about job opportunities:

What *job opportunities are available* to you?

There *are job opportunities in* hotels.

I'm likely to get a job as a draftsman.

I'm not likely to get a job as a project manager.

Alternatives to “likely to”

I'm *sure to* get a job in Chennai.

She is *certain to* get a good job.

The final year students are *bound to* get internships in IT companies.

Input 5.2A

Describing yourself positively

Work with your partner and match the pairs.

Innovative	1	A	able to change according to the situations
Hard working	2	B	able to handle pressure without getting upset
Cooperative	3	C	do necessary things without being asked and accepts blame if something goes wrong
Self-sufficient	4	D	does everything on time
Versatile	5	E	finds new ways of doing things
Responsible	6	F	does things in a systematic way
Well-qualified	7	G	completes tasks quickly without wasting time
Self-motivated	8	H	has special abilities / specially trained
Skilled	9	I	work with energy and commitment
Efficient	10	J	has necessary knowledge for the job
Calm	11	K	works independently and doesn't ask for help unnecessarily
Organised	12	L	happy to help out
Punctual	13	M	able to accept problems without complaining or getting irritated
Loyal	14	N	has a desire to do things out of own interest and doesn't need someone to force them
Patient	15	O	firm and supportive



Input 5.2B

Language summary

You should *thoroughly research* a *company's background* when you apply for a job.

Promoters are people who owns/ finances the company.

We talk about a company's *profitability* to see if it is making money.

Opinions of people who work in the company is *employee feedback* and opinions of the customers is *customer feedback*.

Your *priorities* could be to get a *challenging* and *well-paying job*.

Jobs can be *satisfying, interesting, rewarding*, and *involve travelling*.

You should be able to talk about your positive points, or *strengths* when you apply for a job.

You may be *self-motivated, responsible, loyal, innovative, hard-working, patient, skilled, efficient, calm, versatile, organized, well-qualified, self-sufficient, cooperative* or *punctual*.

Input 5.3A**Things to think about**

Discuss the following questions with the others in your group.

1. Are good manners and social skills important in an interview?
2. What is the ideal time to arrive at an interview?
3. Should you introduce yourself to the receptionist?
4. Should you greet people by name?
5. What if you don't catch the name?
6. Is it correct to make eye contact with everyone?
7. Should you be smiling and relaxed or be very serious?
8. Should you dress casually if the organization has a relaxed dress code?
9. Should your mobile be switched on?
10. What if you're nervous when you are finally called into the interview room?
11. Should you extend your hand first or wait for the interviewer to extend his/her hand for a handshake?
12. Should you look directly at the interviewer?

Input 5.3B

Language summary

Introductions

You can appear confident by introducing yourself without waiting for someone to ask:

Hello, I'm ... / Hi, I'm ...

When the interviewer introduces himself or herself:

How do you do Mr... / Pleased to meet you Ms... / Nice to meet you Ms...

Giving long answers

To start with / Firstly ...

My second contribution was/ Secondly/ Next...

You can expand an idea by saying:

In addition, / And another thing / What's more/ I should mention here / Just a small point.

Showing different degrees of interest

Of course, I would!

I would love to do that!

I might be able to do that

Well, I need to think about it

Asking politely for information

May I ask you ... ?

Could I ask you ... ?

Do you mind telling me ... ?

I wonder if ... ?