Vocabulary

4) A Telecommunications Engineer can work in three different areas. Match them with their descriptions.

Telematics - Electronics - Communication

a) _____	b) _____	c) _____
They work with **information and how it is coded to be sent.** They also work with digital processing of signals.	They work with **electronic processors** in consumer electronic goods such as toys, mobile devices or cars. They work with anything that needs electronic systems and processors.	This area is very similar to the field of **Information Technology.** They work with networks, hardware, software, the Internet, etc.

5) Talk with your partner and then share the ideas with the class.

> If you were a Telecommunications Engineer, in which area would you like to work?
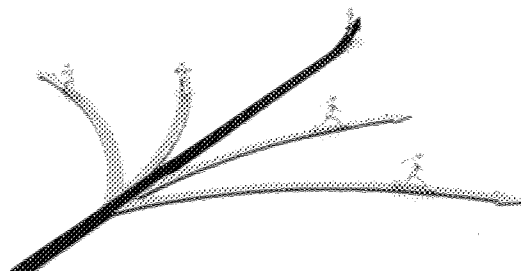
6) A Telecommunications Engineer may work in different fields. Complete the descriptions with the missing words.

satellites - role - wiring - television - Internet - mobile phones

- We work with many things related to the world of communication. Our (a)_____ is to make sure the information is coded and sent properly.
- (b)_____: We work with connections. For example, how Spain and France are connected via cable and as a consequence we can visit French websites.
- (c)_____: We design the systems that send data to the space.
- (d)_____: We design their hardware and we work with the codification and sending of information.
- (e)_____: We work with networks and antennas. We also design the (f)_____.

7) Interview a person who works in IT or Telecoms. You can work in groups.

- Find someone who works in the field of IT or Telecoms.
- Prepare a list of questions about his/her tasks, responsibilities and role.
- Interview him/her and translate his/her answers into English.
- You can also record the interview.

1 Read the following texts.

JOB ADVERTS

1 **DATABASE ADMINISTRATOR** required by Technical Services, a private small business with more than 40 years of experience in providing solutions to government agencies.
You will have to install, troubleshoot, configure and maintain a database system. You will also monitor and optimise system performance.

5 The work requires knowledge of Oracle DB, SQL, MySQL, JavaScript and Microsoft Database Engine. A Bachelor's degree and 3-5 years experience is also desirable. As we are active in Europe, fluency in French and German is also a requirement.

If you are interested and meet all the requirements, send your CV to Josh Bale, Human Resources Manager, Technical Services. Falkirk Street 29, London TW56721.

Lookingforjobs.com

1 The UCL is holding the 30th international IT conference next year in London with more than 2,000 visitors from Russia and China. The event management team is looking for
5 Russian and Chinese **TRANSLATORS** and **INTERPRETERS**.

Requirements:
- Proficiency (C2) in English, Russian and Chinese (Official certificate required)
10 - Good understanding of Computer Science terms
- Good physical appearance

Contact: itconferenceucl30@xmail.com

JOB OPPORTUNITY

1 **TELECOM ENGINEER** required in Dubai.
STC Company. Full-time job. Monthly salary: 4,000- 6,000 AED with variable bonus.

We are looking for a Telecom Engineer with a degree in Electronics and Communication.
5 The candidate should have at least 2 years of experience in Networking, Telecom and CCTV Systems. Fluency in Arabic is also necessary for the position.

The candidate should be residing in Dubai for
10 a long-term project.

Send your CV to Khalid Bin Mubarak, Emirates Road 311, Bur Dubai (UAE).

2 Read the three advertisements and comment the following ideas with your partner:

- Which job would you apply for? Why?
- Which job would you never apply for? Why not?
- What are the requirements for each job? Mention them.
- Do you find any requirement too difficult to meet?
- How can applicants contact the employers?
- Which advert do you like the most in terms of content and clarity?

Reading

Reading comprehension

3) **Match the words with their correspondent definitions. Then find them in the text.**

solucionar problemas   cumplir los requisitos

hold - troubleshoot - Bachelor - optimise - meet requirements

mantener   optimizar

a) To analyse or diagnose a problem to the point of finding the best solution troubleshoot

b) To make something as effective, perfect and useful as possible optimise

c) To satisfy, to suit the skills and qualifications you are asked for meet requirements

d) The lowest academic degree conferred by universities and colleges Bachelor

e) To organise, to celebrate (a meeting) hold

4) **Read the job offers again and answer the following questions:**

a) In which position does the applicant need to be focused on problem solving? Why?
Database administrator ✓

b) Which offer requires more communication skills? Why?
Translator and interprters ✓

c) Is experience required in all the job positions?
Yes is required ✓

d) In which job would you be living and working abroad?
Telecom engineer ✓

5) **Are these statements true or false? Justify your answer.**

a) A university degree is required in all the jobs.
False ✓

b) Mastering languages is a must if you want to apply for any of these jobs.
True ✓

c) If you want to apply for the jobs you have to send your CV by post.
~~True~~

d) The looks are relevant when applying for one the jobs.
~~False~~

e) The salary in one of the jobs is fixed.
False ✓

@ **Work with your partner and look for real job offers Online. Analyse them regarding:**

- Content and design
- Description of the company
- Requirements
- Further information (salary, timetable...)
- Contact with the employer
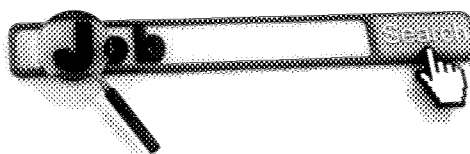
Reported speech

1) Read the following table.

Direct speech	Reported speech
Robert said, "I **have** class in the mornings."	Robert said (that) he **had** class in the mornings.
Rachel said, "I **am doing** an MBA course."	Rachel said she **was doing** an MBA course.
Tom said, "I **have studied** French for five years."	Tom said he **had studied** French for five years.
Ted said, "I **applied** for that job last year."	Ted said he **had applied** for that job the year before.
Laura said, "I **had** already **finished** homework."	Laura said she **had** already **finished** homework.
Kate said, "I **will study** a degree in Economics."	Kate said she **would study** a degree in Economics.

This → That   **Today** → That day   **I** → he/she   **we** → they
These → Those   **Yesterday** → The day before   **me** → him/her   **us** → them
Here → There   **Last night** → The night before **my** → his/her   **our** → their
Now → Then   **Tomorrow** → The following day   **mine** → his/her **ours** → theirs
Ago → Before   **Next week** → The following week

2) Change the direct speech into reported speech.

a) "I understand German," Andrew said.
   Andrew told me he understood German √

b) "My boss doesn't allow me to use the phone at work," the employee said.
   The employee told me his boss didn´t allow him to used the phone at work

c) "The company is raising the salaries today," Brad said.
   Brad told me his company was raised the salararies that day √

d) "I have never been here before," Micaela said.
   Micaela told me she had never been here before

e) "She hasn't updated this computer for two years," the technician said.
   The technician told me she hadn´t updated that computer before two years

f) "We went out last night," the teenagers said.
   The teenagers told me they had goning out the night before

g) "We didn't check the voicemail yesterday," the receptionist said.
   The receptionist told me they hadn´t checked the voice mail the day before

h) "I had got into the bus by ten," Pete said.
   Pete told me had got into the bus by ten √

i) "I won't see you tomorrow," Barry said.
   Barry told me his won´t saw you the following day √

j) "I will sleep better with these pills," Rose said.
   Rose told me she would sleep better with her pills √

3) Change the reported speech into direct speech.

a) Alma said she was leaving the following day. "I am leaving tomorrow" Alma said. √

b) Danny said he had got married the year before. "I got married last year" Danny said

c) Veronika said she would come and help me the next day. "I will come and help you tomorrow" Veronika said √

d) Liz said she hadn't installed the antivirus. "I haven´t install the antivirus" Liz said

e) The children said they didn't want to go to bed. "We don´t want to go to bed" The children said √

f) The journalist said the King was going to abdicate that evening. "The king is going to abdicate this evening" The journalist said √

Grammar

Commands

> **Ask and tell**
>
> - "Go to bed!" he said.
>
>   He asked me to go to bed.
> - "Don't close the window!" he said.
>
>   He told me not to close the window.

4 Write sentences in reported speech with the following elements:

a) My mother said, "Tidy up your room today."

_____

b) Anne said, "Please buy a present for daddy's birthday this afternoon."

_____

c) Megan said, "Read this book because it's very interesting."

_____

d) The teachers said, "Don't smoke in the school."

_____

e) The IT worker said, "Don't install two different antivirus programs on the same computer."

_____

Reported questions

> **Wh- questions**
>
> - Paul asked, "**Why** do you **study** telecoms?"
> - Paul asked **why** I **studied** Telecoms.
>
> **Yes/no questions**
>
> - Paul asked, "Do you **like** chocolate?"
> - Paul asked **if/whether** I **liked** chocolate.

5 Make reported questions. Use "She asked me" at the beginning of each answer.

a) What does an operating system consist of?

   She asked me what I did in an operating system

b) Why did you get home so late last night?

   She asked me why I get home so late lasta night

c) Have you been to Paris?

_____

d) How often do you visit your parents?

_____

e) Had you studied reported speech before?

_____

f) Will you come later?

_____

The world of work II

Vocabulary

Working conditions

1 Complete the following sentences with the correspondent verbs in the correct form.

> work overtime - apply for - fire - earn - leave - hire - be unemployed

a) If you want a job, you have to _____ it and send your résumé.
b) Ikea _____ 100 employees every year. That's great news!
c) My friends _____ 1,300 € a month, which is a good salary.
d) My boss always _____. He stays two or three hours after 6.
e) My sister _____ her job last year because she did not like the conditions.
f) Peter complained about his shift and the next day, the boss _____ him.
g) A high percentage of the population _____ and they cannot find a job.

2 Look at these expressions and find synonyms in exercise 1.

a) dismiss   _____
b) quit   _____
c) give somebody the sack   _____
d) employ   _____
e) to be out of work   _____
f) work extra hours   _____
g) wage   _____
h) Curriculum Vitae   _____

3 Match the definitions in A with the correct words in B.

A

1. A person who is being trained for a job
2. Period of absence for an employee when having a baby
3. Leave employment because of age
4. The act of leaving a job permanently
5. Period of absence for an employee due to health reasons
6. A period of time when a person is allowed away from work and he/she is not paid for

B

a) maternity leave
b) resignation
c) sick leave
d) retire
e) trainee
f) unpaid leave

4 Think of examples for the following types of jobs and explain the difference between them.

> SELF-EMPLOYED   FULL-TIME JOB   PART-TIME JOB   TEMPORARY JOB
>
> PERMANENT JOB   CASUAL JOB   SHIFT WORK   TEAM WORK

Vocabulary

Personal qualities

5 **Choose the correct adjective in each sentence.**

a) Betty is **hard-working/confident**. She's at the office from 8am to 10pm every day.

b) I don't think she can be a good customer representative. She is too **confident/shy**.

c) All our employees are very **easy-going/knowledgeable** about computer repair and networtk installation. They have many years of experience and training.

d) Are you **responsible/respectful**? Do you usually finish your projects on time?

e) I am very **impatient/insecure**. I need things to be done quickly.

f) I am a **fast learner/creative**. I don't need a lot of explanation.

g) A: Why do you think you are a **good team player/responsible employee**?

B: Well, I am a good listener, I'm respectful with others, and the most important, I like to share information, knowledge and experience.

h) He's a very **relaxed/punctual** person. He's never late.

i) Secretaries need to be **organised/determined.** They have to keep track of receipts and payments, prepare and send a lot of documents, fill out many forms and schedule appointments.

j) I am a **reliable/dedicated** team member. You can count on me to deliver good performance all the time, not just some of the time.

6 **Look at the following personal qualities and abilities. What do they mean?**

TENACITY	ACCURACY	IMAGINATION	AMBITION
EFFICIENCY	CREATIVITY	LEADERSHIP	
LOGICAL REASONING	MULTITASKING	SOCIABILITY	CHARISMA
GOOD WITH FIGURES		COMMUNICATION SKILLS	

7 **Work in pairs.**

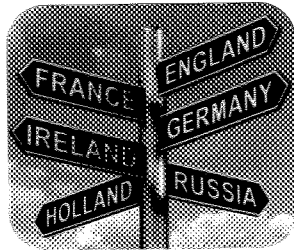- **Talk with your partner and decide which skills best define you. Can you think of others?**

- **Which characteristics are essential for these jobs?**

  - Accountant
  - Administrative assistant
  - Nurse

  - IT worker
  - Tourist guide
  - Customer representative

EDUCATION

CAREER

SKILLS

TALENT

1) Read the following text.

WORKING IN EUROPE

1

Working in Europe might be seen as an exciting adventure. Travelling abroad, meeting new people, learning a new language and earning a better salary are attractive factors that make people consider working abroad as the best option.

5

However, finding a good job in Europe is not achieved in a single day. There are many things that a person should bear in mind before making this important decision. The European labour market is diverse and there are differences between countries not only in the language but also in the recruitment practices. Job-hunting may be different in each country and this should be considered before

10   starting the European adventure.

To start with, writing your Curriculum Vitae entails more than translating it into a foreign language. Those looking for a job abroad have to take national differences into account. For instance, some countries put more emphasis on the work experience whereas others look for detailed accounts of your qualifications and education background. Cover letters are also a key factor in the European

15   application process. It is said that in France, a handwritten letter causes a better impact than a typed letter but this would be unconceivable in other European countries where their preferences are more focused on the length of the texts.

The aim of preparing a CV and a cover letter right is to persuade the employer to invite you for a job interview and job interviews may also vary depending on the country where you are. If a job-

20   hunter is about to be interviewed for a job in Spain, he would never mention the salary at the beginning of the conversation. He would discuss payment either later, in a second conversation or even after having been hired. However, in other European countries, candidates would not consider this rude and would tackle the subject first in the interview. The same happens with the types of questions employers may ask. Whereas some of them focus on the qualifications, others

25   are more interested in the personal qualities, private life and expectations of the candidate.

Looks are also important when getting a job. For Italian employers, how you look reflects how you work. Detailed care of your looks leads to a first positive impression. Candidates in England also take care of their appearance being the suit the first choice for an interview. In Spain, for instance, a more casual but always smart look might be acceptable.

30

Finding a job in Europe is now trendy. Hundreds of young people are now looking for good jobs abroad with the excuse of learning a new language, living a new experience and getting better paid. Unfortunately, most of them end up working in places where they would never work in their home countries and under conditions they would never accept there. Getting a job does not only depend on your personal qualities and determination but also on the previous search of the

35   country, its possibilities, opportunities, differences and similarities and on a good personal preparation for the application process.

2) Find in the text synonyms for these words:

a) Wage (Paragraph I)   _____   e) Unthinkable (Paragraph III) _____
b) One (Paragraph II)   _____   f) Goal (Paragraph IV)   _____
c) Employment (Paragraph II) _____   g) Impolite (Paragraph IV)   _____
d) Requires (Paragraph III)   _____   h) Fashionable (Paragraph VI) _____

Reading

Reading comprehension

3) Match the words in the box to their definitions.

> background - job-hunt - looks - bear in mind - abroad

a) To seek employment, to look for a job
b) In or to a foreign country or countries
c) To consider
d) Social, historical or educational antecedents of a person
e) Appearance or attractiveness

4) Answer the following questions according to the information in the text. Use your own words.

a) Why is working abroad an attractive option for people?

_____

_____

b) What is important to consider when preparing a CV?

_____

_____

c) Would an applicant in Spain mention the salary in the job interview?

_____

_____

d) Regarding physical appearance, what is the difference between Spain and England?

_____

_____

e) Do people usually find the ideal job abroad? Why? Why not?

_____

_____

_____

5) Read the text again and say if the following statements are true or false:

a) When looking for a job, there are differences between European countries which go beyond language.
b) On a CV, education, qualifications and work experience are equally valued.
c) It is not advisable to use the computer when writing a letter of application in France.
d) Looks are important in all European countries when looking for a job.

6) Work in pairs and answer the following questions.

- Would you like to work abroad? Where?
- What type of job would you like to do?
- What is important to do before travelling?
- What is the most difficult part of looking for a job in Europe?
- How would you dress for a job interview?