

# Employment

## Table of Contents

2	<b>Objective</b>
	<b>Employment</b>
2	Discussion
3	Chart
	<b>Occupations</b>
4	Matching
4	Descriptions
	<b>Personal Qualities</b>
5	Matching
6	List
6	Sentences
	<b>Help Wanted Ads</b>
7	Abbreviations
8	Reading
8	Discussion
8	Comprehension
	<b>Pair Work</b>
9	Student A
10	Student B
	<b>Application for Employment</b>
11	Form
12	Matching
13	Sentences
	<b>Class Activity</b>
14	Find Someone Who
15	<b>Review Task</b>



## Objective

In this unit, you will learn vocabulary related to occupations and job searching. You will work on finding information from help wanted ads and practice filling out job applications. You'll also learn some useful abbreviations. Let's start by having a group discussion about employment. Circle any words you don't know.

## Employment

### A. Discussion

Discuss the following questions in groups.

1. Do you have a job now? If so, where do you work?
2. How many hours per week do you work?
3. What did you do in your country?
4. Did you belong to a union?
5. If you could choose any occupation, what would it be? Why?
6. Which jobs do you think are the most stressful? Why?
7. Which jobs in your country are considered the most prestigious (highest status and respect)?
8. Do most women work outside the home in your country?
9. Do men and women receive equal pay for the same job?
10. At what age do people generally retire in your country?
11. How many hours per week do people generally work in your country?
12. How much paid vacation time do people generally have in your country?

## Employment cont.

### B. Chart

Complete the chart below by asking your classmates questions.

#### Examples

- What did you do in your country?
- Where did you work?

	Classmate #1:	Classmate #2:	Classmate #3:
Occupation in own country			
Place of work			
Number of hours per week			
Job description / responsibilities			
Skills, training, and education required for the job			
Frequency of payment			
How long at that job			

# Occupations

## A. Matching

Match the occupations on the left with the job descriptions on the right.

- |                            |   |
|----------------------------|---|
| _____ 1. mechanic          | a) designs houses and buildings                     |
| _____ 2. real estate agent | b) writes for magazines and newspapers              |
| _____ 3. accountant        | c) helps people with family problems                |
| _____ 4. secretary         | d) installs and fixes lights, wiring, etc.          |
| _____ 5. tailor            | e) sells houses, property, and buildings            |
| _____ 6. plumber           | f) builds furniture and houses                      |
| _____ 7. nanny             | g) keeps financial records and does tax forms       |
| _____ 8. carpenter         | h) looks after children                             |
| _____ 9. receptionist      | i) works as a cashier in a bank                     |
| _____ 10. architect        | j) repairs car engines                              |
| _____ 11. waiter           | k) answers the phone and greets people in an office |
| _____ 12. journalist       | l) takes orders and serves people in restaurants    |
| _____ 13. social worker    | m) makes and alters clothes                         |
| _____ 14. teller           | n) fixes water pipes, toilets, and sinks            |
| _____ 15. electrician      | o) types letters and files office information       |

## B. Descriptions

Read the sentences below and write the name of the described occupation.

#	Description	Occupation
1	This person works in a flower shop and arranges flowers.	
2	This person works in a courthouse.	
3	This person makes and sells breads, cakes, cookies, etc.	
4	This person works in a hospital, looks after patients, and helps the doctors.	
5	This person wears a uniform and patrols buildings.	
6	This person fills prescriptions in a drugstore.	
7	This person is an animal doctor.	
8	This person cleans buildings such as schools.	
9	This person gives religious guidance.	
10	This person prepares meals in a restaurant.	

## Personal Qualities

### A. Matching

Match each quality with the correct definition.

- |                               |   |
|-------------------------------|---|
| _____ 1. responsible/reliable | a) is on time   |
| _____ 2. punctual             | b) doesn't tire easily  |
| _____ 3. energetic            | c) acts like an adult, not a child  |
| _____ 4. mature               | d) does what he/she says that he/she will do                              |
| _____ 5. honest               | e) has good manners   |
| _____ 6. conscientious        | f) works well with others   |
| _____ 7. polite               | g) tells the truth, doesn't lie or steal                                  |
| _____ 8. cooperative          | h) takes the job seriously  |
| _____ 9. thorough             | i) orderly, works according to plans                                      |
| _____ 10. patient             | j) can accept new or different ideas                                      |
| _____ 11. organized           | k) stays with the job, doesn't give up easily, can wait without being mad |
| _____ 12. open-minded         | l) does a good job, doesn't forget anything, pays attention to details    |
| _____ 13. neat                | m) correct  |
| _____ 14. flexible            | n) can accept change easily   |
| _____ 15. accurate            | o) clean and tidy, not messy  |
| _____ 16. motivated           | p) pushes himself/herself to do a good job                                |
| _____ 17. creative            | q) not lazy   |
| _____ 18. hardworking         | r) can control himself/herself  |
| _____ 19. resourceful         | s) has new ideas and a talent for making new things                       |
| _____ 20. disciplined         | t) good at solving problems with whatever is available                    |
| _____ 21. well-groomed        | u) sociable and talkative, not shy  |
| _____ 22. articulate          | v) neat and clean in appearance   |
| _____ 23. self-confident      | w) feels good about himself/herself                                       |
| _____ 24. outgoing            | x) speaks well  |

## Personal Qualities cont.

### B. List

Some qualities are very important for all jobs. Others are important for certain jobs, but not for others. In your notebook, write down three or four qualities that you think are desirable for all jobs. Then make a list of ten occupations and write two qualities that you feel are most important for each job. Share your ideas with your classmates.

#### Example

##### CHILDCARE WORKER

- patient
- energetic

### C. Sentences

Fill in the blanks with the correct word from the list on the right.

1. A person who can adapt to change easily is \_\_\_\_\_.
2. Mary is a very \_\_\_\_\_ person. I can always depend on her.
3. Artists and musicians are usually very \_\_\_\_\_ people.
4. It is important for an accountant to be \_\_\_\_\_ in his/her work.
5. You don't have to be very \_\_\_\_\_ if you work in construction. It is different if you are working with the public.
6. He is rarely on time. He is not a very \_\_\_\_\_ person.
7. An \_\_\_\_\_ person plans things carefully and keeps things in order.
8. A \_\_\_\_\_ student likes to learn and doesn't have to be pushed to do it.
9. She is a very \_\_\_\_\_ worker.  
She completes everything and pays attention to detail.
10. He is not very \_\_\_\_\_. He doesn't work well with his coworkers.
11. His desk is never \_\_\_\_\_. He can never find anything on it.
12. She is a very \_\_\_\_\_ cook. If she doesn't have one of the ingredients, she just substitutes something else.
13. He hates waiting in lines. He is not a very \_\_\_\_\_ person.
14. He is a very \_\_\_\_\_ person. He can work long hours without getting tired.
15. Even though he is still a teenager, he is very \_\_\_\_\_ and responsible.
16. When an interviewer asks you about your \_\_\_\_\_, he wants to know about your good qualities.

#### Word List:

- well groomed
- mature
- reliable
- strengths
- motivated
- neat
- flexible
- creative
- punctual
- thorough
- energetic
- organized
- patient
- cooperative
- resourceful
- accurate

# Help Wanted Ads

## A. Abbreviations

Newspapers usually use abbreviations in advertisements in order to save space. There are different ways of forming abbreviations.

Some abbreviations may use the first few letters of the word.

- nec. (necessary)

Others are formed by using consonants without any vowels.

- afts. (afternoons)

When there is a compound word or an expression with two or more words, often the abbreviation is formed from the initial letter of each word.

- w.p.m. (words per minute)

Abbreviations without a period are possible, but using a period is more common. There may be slight variations in abbreviations in want ads from one region of the country to another. By reading the want ads in your local newspaper, you will become familiar with many common abbreviations.

Abbreviation	Word
afts.	afternoons
appt.	appointment
approx.	approximately
asst.	assistant
btw.	between
cert.	certified
co.	company
comm.	commission
dent.	dental
eves.	evenings
exc.	excellent
exp.	experience
fin.	financial
f/t	full-time
hr.	hour
immed.	immediately
incl.	include

Abbreviation	Word
info.	information
jr.	junior
lic.	license
ltd.	limited
max.	maximum
mech.	mechanical
med.	medical
m/f	male or female
mfg.	manufacturing
min.	minimum
mo.	month
nec.	necessary
neg.	negotiable
nr.	near
pd.	paid
p/t	part-time
perm.	permanent

Abbreviation	Word
ph.	phone
p.o.	post office
pref.(d)	preferred
ref.	references
req.(d)	required
resp.	responsible
rge.	range
sal.	salary
sr.	senior
temp.	temporary
vic.	vicinity
w.	with
wk.	week or work
w.p.m.	words per minute
wtd.	wanted
yr.	year

# Help Wanted Ads cont.

## B. Reading

### 1. Waiters / Waitresses

Wtd. immed. for busy new rest., f/t and p/t,  
 ref. & exp. req, must be well groomed.  
 Call btw. 9:00 & 11:00, wkdays. 457-0987

### 2. Secretary

Large law office needs exp. resp. sec. Typing 60  
 w.p.m., exc. tel. skills, min. 5 yrs. exp. Send resume to  
 ABC Law Firm, 120 Main St., Toronto, Ontario

### 3. St. Regis Hotel Cook

Exp. cook wanted to work 12 noon to 8pm  
 f/t inc. wkends. Perm. position. Ph. btw.  
 10 & 4pm. 964-3452

### 4. Nanny

Live-in nanny for busy young family, some  
 housework req. Mature, resp., exp. nec.  
 Driv. lic. an asset. Ref. req. Sal. neg. Call 489-2098.

### 5. Req. exp. receptionist

For busy doctor's office. 15 hrs. weekly, 3 days/wk.  
 Good org. skills, good tel. manner essential, typing 45  
 w.p.m. Email resume to dr.smith@abc.net

### 6. Service Station Attendant

P/T eves. & wkends., must be polite, hardworking,  
 no exp. nec., will train. \$10 per hr. Apply in person  
 to 123 Pembina Ave. wkdays btw. 9:00 & 4:00.

## C. Discussion

Read the ads in Part B.

With your partner, discuss the following for each ad:

- Job Description**  
kind of work, hours, salary, benefits, etc.
- Qualifications / Requirements**  
skills, qualities, education, experience, etc.
- How to Apply**  
in person, by phone, fax or email, in writing

## D. Comprehension

Read the ads again and answer the following questions:

- Are there any jobs that do not require experience? If so, which one(s)? \_\_\_\_\_
- Which job(s) do you need to have references for? \_\_\_\_\_
- Which jobs are full-time? \_\_\_\_\_
- Explain the term "asset" in ad #4.  
\_\_\_\_\_  
\_\_\_\_\_
- Which job requires a neat appearance? \_\_\_\_\_
- Which job mentions salary? \_\_\_\_\_
- Which ad says the employer will teach you how to do the job? \_\_\_\_\_
- Two ads ask for two similar qualifications. Which ads are they? \_\_\_\_\_
- What are the two similar qualifications?  
\_\_\_\_\_  
\_\_\_\_\_



# Application for Employment

## A. Form

Complete the following application form. Filling out an application form for a job is very important. The application must be neat, accurate, and complete. Print clearly and check your spelling. Do not leave

out any important information. Make sure that all the information you give is correct. If there is something you don't understand on the form, ask about it.

### Application for Employment

Application Date \_\_\_\_\_

Position Applied For \_\_\_\_\_

#### PERSONAL INFORMATION

**Name:** \_\_\_\_\_  
 First Name Last Name

**Address:** \_\_\_\_\_  
 Apt/House # Street City State Zip Code

**Contact:** \_\_\_\_\_ **Sex:** ☐ Male ☐ Female **SSN:** \_\_\_\_\_  
 Phone Number Social Security Number

**Are you legally able to work in this country?** ☐ Yes ☐ No **Are you bondable?** ☐ Yes ☐ No

**Do you have a driver's license?** ☐ Yes ☐ No

#### EMPLOYMENT HISTORY

Employment Dates	Company Name	Job Title	Duties

#### EDUCATION & TRAINING

**Schooling:** \_\_\_\_\_  
 University High School

**Other:** \_\_\_\_\_  
 Other Training Other Skills

\_\_\_\_\_  
 Signature

## Application for Employment cont.

### B. Matching

Match the expressions on the left with the correct meanings on the right.

- |                                   |   |
|-----------------------------------|---|
| _____ 1. position desired         | a) place you last worked  |
| _____ 2. surname                  | b) abilities, things you can do   |
| _____ 3. maiden name              | c) not applicable, doesn't apply in this situation                        |
| _____ 4. bondable                 | d) money earned per hour  |
| _____ 5. valid                    | e) late-night work period   |
| _____ 6. previous employer        | f) last name or family name   |
| _____ 7. legally entitled to work | g) money earned per month or year   |
| _____ 8. duties                   | h) no criminal record, so employer can get insurance on the employee      |
| _____ 9. skills                   | i) person applying for a job  |
| _____ 10. qualifications          | j) effective, current, legal  |
| _____ 11. salary                  | k) woman's surname before marriage  |
| _____ 12. wages                   | l) allowed by law to work   |
| _____ 13. graveyard shift         | m) job wanted or applied for  |
| _____ 14. references              | n) skills, experience, education needed for a job                         |
| _____ 15. applicant               | o) move to a different place  |
| _____ 16. job title               | p) responsibilities, things employee must do at work                      |
| _____ 17. relocate                | q) name of the work position  |
| _____ 18. N/A                     | r) names of the people who can give positive opinions about the applicant |

## Application for Employment cont.

### C. Sentences

Fill in the blanks with the correct word or expression from the list on the right.

1. His previous employer gave him a very good \_\_\_\_\_ because he was an excellent worker.
2. You don't need experience for that job. The company will \_\_\_\_\_ you.
3. You shouldn't hire a cleaning company to clean your home unless their workers are \_\_\_\_\_.
4. The restaurants will \_\_\_\_\_ many waiters when the tourist season is over.
5. When you write your \_\_\_\_\_, you should include your education, skills, and work experience.
6. Mario wants to quit his job. He doesn't like working the night \_\_\_\_\_.
7. When Joe applied at the store, the manager told him there were no jobs \_\_\_\_\_.
8. Knowing a second language is an \_\_\_\_\_ if you work in a hotel.
9. Besides a good salary, the company offers many \_\_\_\_\_ such as medical insurance, a pension plan, and a three-week paid holiday.
10. He works at a fast-food restaurant. His hourly \_\_\_\_\_ is eight dollars.
11. He won't get the job. He doesn't have the necessary \_\_\_\_\_.
12. A \_\_\_\_\_ is an organization of workers.
13. It is \_\_\_\_\_ to have a car if you are a traveling salesperson.
14. John earns \$10.00 an hour, but his boss promised to give him a \_\_\_\_\_ in a few months. He'll probably be making \$11.50 an hour then.
15. Most workers \_\_\_\_\_ by the age of 65.
16. You should apply to ABC Co. right away.  
I hear they are planning to \_\_\_\_\_ 20 new employees.
17. The boss is going to \_\_\_\_\_ John because he is always late.

**Word List:**

- hire
- fire
- lay off
- available
- reference
- resume
- retire
- asset
- essential
- bondable
- train
- shift
- wage
- benefits
- union
- qualifications
- raise

## Class Activity

Walk around the classroom and ask your classmates questions. Write the questions in the spaces provided below, and write your classmate's name on the right if he/she answers "yes."

#	Find someone...	Question	Name
1	who can type well.		
2	who was laid off recently.		
3	who prefers manual work to office work.		
4	who has worked a night shift at some time in his/her life.		
5	who has belonged to a union.		
6	who likes working outdoors.		
7	who is willing to train for a new occupation.		
8	who enjoys working with computers.		
9	who reads the want ads in the newspaper regularly.		
10	who has written a resume in English.		
11	who looks for jobs on the Internet.		
12	who is very resourceful.		
13	who always tries to be punctual.		
14	who can type quickly.		

## Review

Your teacher will now assess your ability to read help wanted ads.

### Task

#### READ & RESPOND

Your teacher will give you a page of help wanted ads. Answer the questions.

Your teacher will tell you whether to write or respond orally.

1. Summarize the job description of the first ad.

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2. Are there any jobs that do not require experience? If so, which one(s)?

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3. Explain the term \_\_\_\_\_ in ad # \_\_\_\_ .

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4. Do any jobs mention a salary or wage?  
(Name one or two if available, and indicate the rate.)

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5. Which job are you most qualified for? Why?

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6. Do any of the ads have abbreviations?  
Write any abbreviations you recognize and the meanings.

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