



Alex is 34 years old and has been working for his father since he graduated from college. He has a *bachelor's degree* in business and is finally looking for that *dream job* that he's always wanted. Before he can chase his dream, he needs to discover what that job is...

Self introduction

Hi, my name's Alex. I've been working for my father since graduating from college, but I feel like it's time to step out and *try my hand* in the *job market*. I'm looking forward to seeing what kind of options are open to me. The only problem is, I'm not sure where to start. Maybe I'll talk with Jeff. He always knows what to do.

Q. Self introduction Question

- 1) What is Alex looking forward to doing?
- 2) Who does Alex decide to talk to for advice?

Conversation

Alex: Hey Jeff, I wondered if I could run a couple things by you.

Jeff: Sure Alex, what can I help you with?

Alex: Well, I want to change jobs. I have a degree, but I'm not sure where to go next.

Jeff: Well, I'm just working part time, but I found this job last year by checking the *wanted ads* in the newspaper. It worked for me!

Alex: Ok, great. I'll *give it a shot*.



Q. Conversation Question

- 1) What does Jeff recommend that Alex does next?
- 2) If you were looking for a job, how might you begin your search?

Vocabularies

bachelor's degree: An academic title given by a college or university showing completion of a course of study.

dream job: A job that someone dreams about. Dream can go with many phrases to show an ideal version. For example, in my dream day, I would wake up late, take a bath and curl up with a book all day.

job market: Companies that are hiring new employees.

trying my hand: This idiom means " Trying to do something for the first time. "

wanted ads: These are advertisements that a company puts in the newspaper to advertise available positions in the company.

give it a shot: This is another idiom that means " To try something. "

Grammar point

want(s) + to verb (simple present form)

Example: *I want to change jobs.*

" would like + to verb (simple present form) " is more formal.

- 1) Bob _____ a pilot. (become)
- 2) I _____ before going to the concert.(change)
- 3) He _____ there early. (arrive)
- 4) They _____ their home quickly. (sell)



Practice IT!

1) What is your dream job? Talk about it with the class.

- a) What time would you go to work?
- b) what kind of work would you do?
- c) Would you interact with people or work alone?

2) Which of the following things are important when looking forward a new job?

Rank them from 1-6 with 1 being the most important:

Salary___ Hours___ Benefits___ Type of job___ Job Title___ Vacation___

Reading the Wanted Ads

Alex's friend Jeff recommended that Alex read the wanted ads in the newspaper. Alex decided that that was a good idea and picked up a newspaper so that that he could begin his job search *right away*.

The Wanted Ads

In most newspapers in America, there is a section of the paper listing *positions* that companies are hoping to fill. Though Alex is looking for a job, the wanted ads also have items for sale, or various offers. Sometimes, the wanted ads might be called the "Classified" or "Help Wanted" section of the newspaper.

**Q. Warm Up Questions**

- 1) Do newspapers in your country have wanted ads?
- 2) Besides jobs, what do people use the classified section for?

Conversation

Jeff: Hey Alex, what's up?

Alex: Well, I took your *advice* and picked up a newspaper. I'm going to see what kind of companies might be hiring.

Jeff: Oh, *Check this one out*. They have good *benefits*, and the pay looks pretty good.

Alex: Yeah, that's not bad. but take a look at this. Radial Systems Inc. is hiring! I've always dreamed about working for them! I should give them a call.

Q. Conversation Question

- 1) Why does Jeff suggest the job that he found?
- 2) Why is Alex interested in Radial Systems Inc.?



Vocabularies

right away: A phrase meaning that someone is doing this action before doing anything else.

position: A position is a job in a company. A company might be looking to fill a few secretary positions for example.

advice: When someone tells another person what they recommend doing, that's called advice.

check this(one)out: Check this out is a common phrase in English meaning "Take a look at this" It usually refers to something that the other person is looking at, or holding in their hand.

benefits: Benefits are things that are included with the job. insurance, travel discounts, vacation time, etc are all examples of benefits.

Grammar point

to be + past participle

Example: She **was** often late for class until her teacher tolked her that it was going to hurt her grade.

The passive form is used to say what happens to people and things, to say what is done to them, It is also used when we don't know who did the action.

- 1) Mike _____ often scolded by his teacher.
- 2) The building _____ designed by a famous architect 5 years ago.
- 3) We _____ told that we had to wait for the next train.

Practice IT!

1) If you had a friend looking for a job, how would you help?

- a) What job hunting advice do you have?
- b) Is there a government office that help people find jobs?
- c) Can you think of time in your past when someone helped you to find a job?



2) Which of the following do you think are the most important when looking for a job? Rank them from 1-5 with 1 being the most important.

Getting good sleep _____ Newspaper _____ Having friends that help _____
Government help _____ Check the internet _____

Writing A Resume

Alex has decided to apply for Radial Systems Inc. First, he needs to write a *killer* resume though to *showcase* his skills. Should Alex write honestly about everything that he's done? What things should he leave out? What things are important to put in? He'd better get some advice...

Resumes vs. CV

What is the difference between a resume and a curriculum vitae (CV)? The main difference is that a CV is longer, and it includes a more detailed *synopsis*. A resume is brief and *concise*, no more than of a summary of skills, experience and education.

Q. Warm Up Questions

- 1) Which is longer, a CV or a resume?
- 2) In your country, do employers expect a resume or a CV?

Conversation

Alex: Cathy, I was wondering if I could run something by you.

Cathy: Sure Alex, what's up?

Alex: Well, I am trying to work on my resume, and I wondered if you could take a look.

Cathy: It's looking good so far Jeff, but I don't think you should talk so much about the things that you did during college. Find something more recent that *showcases* your skills and *run with that*.



Q. Conversation Question

- 1) What advice would you give Jeff about his resume?
- 2) Why do you think Cathy suggests what she does?

Vocabularies

killer~: This slang has the meaning of something that is really great. A killer resume is one that is very effective.

showcase: The word showcase might bring to mind images of trophies on display. In a sense, the meaning is very similar. You are trying to show off some of your best skills through the use of the resume.

synopsis: A summary of some content. Don't list everything that ever happened. Instead, write a synopsis.

concise: showing or conveying much using only a few words. When writing a resume or CV, most experts recommend that you make your points in as few words as possible, while still maintaining a professional tone.

run with that: This is a common English idiom that means that once you've decided something, you should just continue doing that.
For example: I wasn't sure I was playing the song correctly, but I just decided to run with it, and everyone seemed to think I did a good job.

Grammar point

should + verb (simple present form)

Example: People **shouldn't talk** so much during the movie.

Should is used to give advice, an opinion or a recommendation. It is less forceful and more personal than **must** or **have to**, and often introduced by " I think".

- 1) I think you _____ a doctor as soon as possible. (consult)
- 2) Do you think we _____ her about this?(tell)
- 3) I don't think you _____ the contract. (cancel)
- 4) I think you know what you _____ in this situation. (do)

Practice III

1) Do you agree with Cathy's advice to only show recent jobs?

2) Imagine that you were a manager in a company, but then went back to school for a few years. During that time, you didn't work. How would you present yourself on the resume?



2) Which of the following skills do you think are the most important to put on a resume? Rank them from 1-6. Be prepared to explain why.

Previous Job Title _____ Computer skills _____ College jobs _____
Grade point average in college _____ High School jobs _____
Hobbies _____

Alex has finished up his resume, but then he remembers something that he heard about in college. A cover letter. What is a cover letter? Is it important? What purpose does it serve? Alex will have to do some more research quickly. It might be time to talk with Cathy again.



What is a cover letter?

A cover letter is the first page of your resume, and introduces you and your resume to *potential* employers. The cover letter is also your *first impression* to a company. In cases where a company gets many applicants, they might read the cover letters only in order to determine which *candidates* are the most interesting. In America, a cover letter is a vital part of the resume.

Q. Warm Up Questions

- 1) What is the main point of a cover letter?
- 2) How many pages should a cover letter be?

Conversation

Cathy: Hey Alex, how's the resume coming along?

Alex: It's *in the bag*, I just need to put the finishing touches on it. I did have another question though. How important is a cover letter?

Cathy: I think that a cover letter is as important as the resume itself. In fact, I'd bet that a big company like Radial Systems Inc. decides which resumes to read by looking at the cover letters.

Alex: I'll get started on my cover letter then!



Q. Conversation Question

- 1) Do you think that cover letters are important?
- 2) What type of information might you put in a cover letter?

Vocabularies

will have to ~: See today's grammar point. The meaning is the same as "is going to have to" or "must."

potential: Capable of being or becoming. A potential employer is someone that might hire you. A potential client is someone that might become a client soon.

first impression: A first impression is the initial opinion that someone has about another person. To make a good first impression on a resume, it's important to write a good cover letter.

candidate: A person seeking an office, honor, etc. In this situation, candidates are people wanting jobs.

in the bag: This English idiom means that something is almost certain. For example: "After last week's presentation and today's new contract, my promotion to manager is in the bag."

Grammar point

will + verb (simple present form)

Example: Let's hurry, *I'll* get my coat.

Will refers to

1. information or facts about the future,
2. plans or decisions made at the time of speaking,
3. to offer to do something,
4. agree to do something. **Won't** is same as **will not**. "**Will you...?**" is to make requests (or give orders).

- 1) I think you _____ a doctor as soon as possible. (consult)
- 2) Do you think we _____ her about this?(tell)
- 3) I don't think you _____ the contract. (cancel)
- 4) I think you know what you _____ in this situation. (do)

Practice IT!

- 1) Write a short "cover letter" for yourself, no more than one paragraph in length. It should include some brief information about yourself, and why you are interested in the company. The format should be more like a conversation than a list of your achievements?



- 2) List 6 things that you would put on a resume, and try to think of a positive way to mention them. For example: I am a manager at ABC corporation. OR I am a manager at ABC corporation, tasked with keeping our products to a high standard.

Dressing for an Interview

Radial Systems Inc. liked Alex's cover letter enough to invite him for a *face-to-face* interview. The day of the interview has finally arrived, and Alex needs to dress the part in order to give a good impression. Should he dress *casually* or *formally*? Should he wear a suit or just a shirt and tie?



Formal or Casual?

The candidate dressed in a suit and tie is going to make a much better impression than the candidate dressed in *scruffy* jeans and a t-shirt. Here are some recommendations:

Men: A dark colored suit, dark socks, belt, tie, and a long-sleeved shirt.

Women: A dark colored suit, coordinated blouse and *conservative* shoes.

Q. Warm Up Questions

- 1) What types of suits are recommended?
- 2) Should candidates dress formally or casually?

Conversation

Alex: Dad, I've got my interview coming up today and I wondered if I should wear a suit or just a shirt and a tie.

Dad: Definitely wear a suit. When they meet you, their first impression, before anything else will be about how you look and dress. Don't give them any reason to find a fault.

Alex: Yeah, I guess that makes sense.

Dad: Good luck Alex, I know you'll make me proud.



Q. Conversation Question

- 1) What types of suits are recommended?
- 2) Should candidates dress formally or casually?

Vocabularies

face-to-face: To meet in person. This is a common way to say that you're not meeting over the phone, etc.

casually: Not dressy. Informal attire. This might be jeans and a t-shirt, or slacks and a polo shirt.

first impression: A first impression is the initial opinion that someone has about another person. To make a good first impression on a resume, it's important to write a good cover letter.

formally: Dressed nicely. This usually means a suit and tie, though it might vary depending on the situation.

scruffy: Looking good together. Working well together. A positive interaction.

conservative: Cautiously moderate. Not fancy, but in good taste. For shoes, this might mean dark in color.

Grammar point

can + verb (simple present form)

Example: I think *I can* handle the interview.

Can is used to express ability or opportunity, to request or offer permission, and to show possibility. "**Be able to**" is also used to express ability. **Could** is the past tense. "Can you...?" is to make requests (or give orders). "Could you...?" is more formal than "Can you...?"

- 1) Mary _____ French fluently. (speak)
- 2) I _____ Lisa's car when she is out of town. (drive)
- 3) I _____ the project on time. (complete)
- 4) _____ you _____ that? (repeat)

Practice IT!

1) Can you think about a funny interview story about the way you've seen or heard someone dress for an interview? Tell the story to the class, and then vote on who has the best story.



2) Can you think of any situations where it might not be a great idea to dress very formally for a job interview?

3) Can you think of any examples of dressing too formally for a job interview?

Common Interview Questions



Alex arrived at the interview early, and left his cell phone at home. He's nervous, but excited. He's just been called into Mr. Northman's office, and has been chatting for a while now, and Mr. Northman just has a few last questions. How will Alex respond? Let's find out if he *nails it* or *blows it*!

Conversation

Mr. Northman: It says here on your resume that you've been working with your father's company. May I ask why you're looking for another job now?

Alex: Certainly. For many, I guess it would be a dream job, working for their father, maybe one day owning the company, but I just want to make it on *my own steam*.

Mr. Northman: I can understand that. This *role* involves working with a team of people. How do you see yourself fitting into a team?



Alex: Quite well actually. I've been working in groups throughout my *career*. I think I can make an excellent addition to Radial Systems Inc.

Mr. Northman: You know, I think so too.

Q. Warm Up Question

1) In your opinion, what things are important to have prepared before going to an interviews?

Q. Conversation Question

- 1) Why doesn't Alex want to continue working for his father?
- 2) What do you think Mr. Northman's final comment means?

Vocabularies

nailed it: To do really well. This is a common phrase in business. For example: "You did great on that presentation, you really nailed it!"

blow it: Not dressy. Informal attire. This might be jeans and a t-shirt, or slacks and a polo shirt.

first impression: The opposite of "nailed it." This means that things didn't go well. "He spent all week preparing for the client's arrival, but when the client came, he blew it by making an inappropriate joke."

one's own steam: Doing something by oneself. In this situation, Alex doesn't want to rely on his father. He wants to be successful on his own.

role: Position or job.

career: An occupation or profession. Followed as one's lifework. Something that someone does for a living.

Grammar point

may + verb (simple present form)

Example: *May* I ask why you're looking for another job now?

May is used to suggest that something is possible and is also used to ask or give permission. It is more formal than *can*.



- 1) It _____ tomorrow morning. (snow)
- 2) _____ I _____ right after this meeting? (leave)
- 3) _____ I _____ your cell phone? (borrow)
- 4) Ken _____ on time. (arrive)

Might to suggest a small possibility of something and it's more common than *may*.

Example: It might rain this afternoon.

Practice It!

Take a look at some of the following interview questions. How would you answer them? Discuss with your classmates.

- 1) What is your greatest weakness?
- 2) How would you describe yourself?
- 3) What are your salary expectations?
- 4) What are you passionate about?
- 5) Do you prefer to work independently or on a team?
- 6) What interests you about this job?
- 7) What are your goals for the next five years?
- 8) Are you willing to travel?

Applying for a Job Review Unit 1



At the beginning of this Unit, Alex had decided to venture out and find a job on his own. He started by writing his resume and cover letter, getting dressed for his interview, and finally going to and nailing his interview! Let's take a look at what we learned during this Unit and see what happens next.

Conversation

Mr. Northman: Alex, I'd like to officially welcome you to Radial Systems Inc. You mentioned that you'd be available to start on Monday morning?

Alex: Yes, that would be fine. It's a real honor to work for Radial Systems Inc.

Mr. Northman: I'm happy to hear that. Well, I'll meet you on Monday morning then. Please be at Building B at 9:00am sharp.

Alex: Yes sir, I'll see you on Monday morning, bright and early.

Mr. Northman: You know, I think so too.



Q. Warm Up Question

- 1) What is the difference between a resume and a CV?
- 2) What is the importance of a cover letter?

Q. Conversation Question

- 1) When should Alex report for work?
- 2) Who will Alex be meeting when he arrives?

Matching

Line up the following words with their definitions.

- | | | |
|-----------------|-------|--|
| 1) potential | _____ | Perks that come along with a job. |
| 2) conservative | _____ | To do very well. To pass with flying colors. |
| 3) blow it | _____ | Not too fancy. |
| 4) nail it | _____ | Someone that is trying for a position. |
| 5) candidate | _____ | To not do well, to fail. |
| 6) benefits | _____ | Capable of being or becoming. |

Grammar point

Change the word order and make complete sentences.

1) To ask what the other person wants to eat.

(would you what eat to like)

_____ ?

2) To explain that someone asked you directions to a book store.

(asked a book store I directions was to)

_____ .

3) To give advice to your friend to learn English.

(learn I think you English should)

_____ .

4) To propose. (me you will marry)

_____ ?

5) To ask the person if hw (or she) can give you a ride somewhere.

(ride give could me a you)

_____ ?

6) To speculate that Bob will be late for tomorrow's meeting.

(be for late the might meeting Bob tomorrow)

_____ .

Practice IT!

1) Set up a mock interview between you and a classmate. Yake turns being the interviewer and the interviewee.

Don't forget to practice eye contact, a strong handshake, and good questions and answers.

2) Yake 30 seconds and try to "sell yourself" to a potential employer. Remember that you might not have more than 30 seconds to make a successful pitch in real life, so plan carefully. Take 3 minutes to plan before you begin.

