

**Objective:** to activate students' background knowledge

# Job qualifications

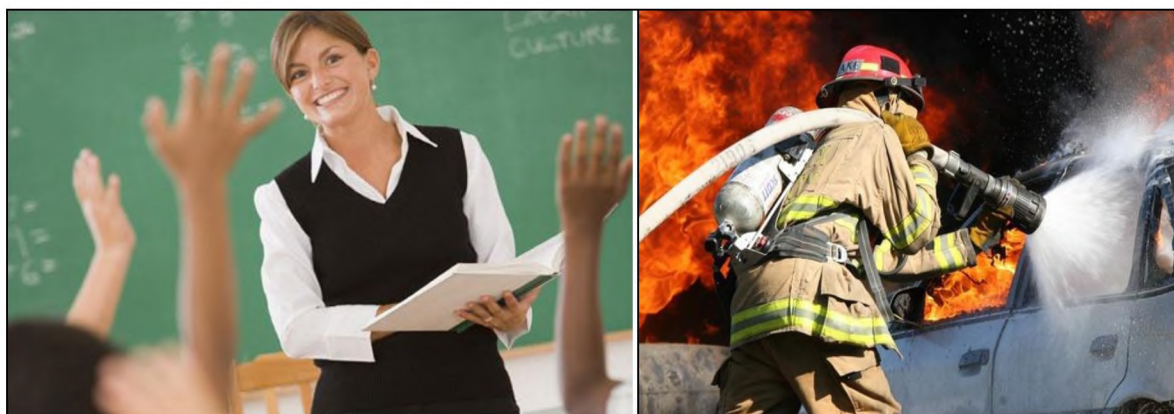


*The most important qualification for a job is passion. The rest you can learn.*

*Linda Poindexter*

## Warming-up

**1. Work individually. Compare the photographs and say what topic both photos are connected to? Which person has the most difficult job?**



### Useful expressions:

*The photos are linked by ...*

*I would guess that ...*

*To my mind ...*

## Essential vocabulary

<u>Nouns</u>	<u>Verbs</u>	<u>Adjectives</u>	<u>Phrasal verbs</u>
satisfaction (n) maternity leave (n) sick leave (n)	to meet a deadline (v) to run (your own business) (v) to employ (v)	hardworking (adj) honest (adj) punctual (adj)	to be called for an interview to get ahead to figure smth out
<b><u>Phrases related to job qualifications</u></b>			
Full-time job	Professional development		
Part-time job	Work experience		
Job description	Most relevant skills and strengths		

1. satisfaction	a) showing great effort or diligence in work
2. maternity leave	b) to start and manage a new business
3. sick leave	c) the knowledge, skills, and abilities gained through employment or other types of work, including internships or volunteering
4. to meet deadline	d) to make progress or succeed in one's career or life goals
5. to run new business	e) the feeling of pleasure or contentment that comes from achieving something or having one's needs or desires fulfilled
6. to employ	f) working for the standard number of hours per week for a particular job
7. hardworking	g) to hire or engage the services of someone for work
8. honest	h) a period of time during which an employee is allowed to be absent from work because of illness
9. punctual	i) working for only a portion of the standard full-time workweek
10. to get ahead	j) truthful, sincere, and straightforward in one's dealings
11. to figure out	k) a period of absence from work granted to a mother before and after the birth of her child
12. part time	l) to solve or understand something by thinking about it or examining it closely
13. full time	m) to complete a task or project by the agreed-upon time
14. work experience	n) arriving or happening at the scheduled or appointed time

1. After completing the project, she felt a great sense of \_\_\_\_\_.
2. He always arrives at work ten minutes early and is known for being \_\_\_\_\_.
3. He was granted three days of \_\_\_\_\_ to recover from the flu.
4. He works \_\_\_\_\_ at the grocery store while studying at university.
5. His work \_\_\_\_\_ in customer service made him a great candidate for the new job opening.
6. It took some time, but she was able to \_\_\_\_\_ the solution to the problem.
7. It's important to be \_\_\_\_\_ with your colleagues and clients in business.
8. She decided to quit her job and \_\_\_\_\_ a new \_\_\_\_\_ from home.
9. She is known for being a \_\_\_\_\_ and dedicated employee.
10. She recently started a new job and works \_\_\_\_\_ in the marketing department.
11. She studied hard and worked diligently to \_\_\_\_\_ in her career.
12. She took six months of \_\_\_\_\_ after her daughter was born.
13. The company decided to \_\_\_\_\_ five new staff members to help with the workload.
14. We need to work hard to meet the \_\_\_\_\_ for the project.

**2. Make up sentences of your own with words and word-combinations from essential vocabulary.**

### *Reading*

**3. Read the text and choose the best title to it.**

#### **The Right Job for Your Personality**

Choosing a career is an important life decision, yet many people settle on one based on the opinions of friends and family. It's very difficult to find something you really enjoy doing, but scientists have devised tests to help people come closer to finding their dream job.

One of the most widely-used tests is the Holland Code. Psychologist John Holland worked for more than 50 years to develop his theories about personality and career choice. He created a set of six personality types to help people understand what careers might be best for them. Dr. Holland believed that people work best in environments that match their personalities, and the key to finding a satisfying career is to match your fundamental interests with an occupation.

Take a look at the six personality types below and see which jobs might be right for you. Most people are a combination of two or three types.



**Realistic.** Realistic people like to work with things they can see or touch. They are inclined to solve problems by doing them, rather than thinking or talking about them. They generally like to work outside and are good with tools, machines, plants, and animals. *Job matches:* carpenter, chef, nurse, pilot.

**Investigative.** People of this personality type value ideas and are strong at tasks that allow them to investigate facts and figure out complex problems. They are better at individual work like research and study, rather





than leading groups of people or working in teams. *Job matches:* computer programmer, historian, psychologist, surgeon.

**Artistic.** Artists are creative people. They don't work well with structure and

rules, and thrive instead in environments that allow communication and a free flow of ideas. They enjoy tasks that allow them to express themselves and mix with people. *Job matches:* actor, art therapist, graphic designer, writer.



**Social.** Social personalities love to work with people. They get the most satisfaction out of teaching and helping others, and are driven to serve the community as opposed to making money.

*Job matches:* coach, counselor, social worker, teacher.

**Enterprising.** Many great leaders and business people have enterprising personalities. These are persuasive people who are good at making decisions and leading teams. They tend to value money, power, and status, and will work toward



achieving them. *Job matches:* business owner, event manager, lawyer, salesperson.



**Conventional.** Conventional people appreciate rules and regulations, and like having structure to their lives. They are logical thinkers

and have a lot of self-control, making them the perfect people to work with data and details. *Job matches:* accountant, analyst, editor, librarian.

Nowadays, anyone can take a Holland Code personality test online (<https://www.truity.com/test/holland-code-career-test>) to find what jobs might be right for them. Why not try it today?

**4. Read the text again. Are these sentences true (T) or false (F) or is the information not mentioned (NM) in the text?**

- 1) A person can fit into several personality types.
- 2) Realistic and conventional people like working with objects.
- 3) Most people consider their personality type before choosing a job.
- 4) Both social and investigative types like working with other people.
- 5) You need to see an expert to take a Holland Code test.

**5. Answer the questions after the text.**

- 1) What are some jobs in which people investigate things? Would you enjoy doing these jobs?
- 2) What is the best way to persuade someone to do something?
- 3) Do you think regulations are important in a job? Why, or why not?
- 4) What is Holland Code personality test?

### *Writing*

**6. Write an essay. You have recently had a class debate in which students discussed whether knowledge or social connections were more useful in achieving success. Your teacher has asked you to write an essay giving your opinion on the following statement: "It's not what you know, but who you know that counts". You should explain, giving reasons in support of your answer. Write 220-260 words in appropriate style. (<http://cpesamplewritings.blogspot.com/2014/09/cae-essay.html>).**

### *Speaking*

**7. Think about your answers to these questions.**



1) Which 3 things are the most important for you and why?

the salary	a company car	opportunities for promotion
location of the job	a company pension	a friendly working environment
good facilities (canteen)	flexible working hours	opportunities for travel
long holidays	opportunities for creativity	others

2) What is more important to you: money or happiness? Why?

3) What career advice should be given to young people?

4) Which jobs would you say are the most respected in your country?

5) What are disadvantages of working from home?

**8. Describe a job that you consider highly important. You should say:**

what the job is;

what the job involves;

why it is important;

and explain if people who do this job are appreciated enough by society.

**9. Work in a group. You have decided to take a risky job for the summer so that to be able to get some quick money to travel round the world. Discuss all the advantages and disadvantages of each plan and arrive to a final decision.**



## Listening task 1: The secret to success

**A** Listen. People are talking about business advice. What is the best advice they have ever received? Complete the sentences.



1 Do *\_\_what you love to do\_\_*.

2 Don't \_\_\_\_\_.

3 Try to \_\_\_\_\_.

4 Respect \_\_\_\_\_.



**B** Listen again. Who gave them the advice? When did they receive it? Write the information.



	who	when
1	<i>his grandmother</i>	<i>when he was ten years old</i>
2	_____	_____
3	_____	_____
4	_____	_____

## Listening task 2: A success story

**A** Listen. A man is talking about Starbucks Corporation. What are the company's six guiding business principles? Number the principles from 1 to 6.



### Guiding Business Principles

Develop satisfied customers all of the time.

Recognize that profitability is a key to our future success.

Contribute to the community and our environment.

Apply the highest standards of excellence to the coffee.

Make diversity an important part of the business style.

Provide a great work environment and treat each other with respect and dignity.

# History

1

**1971**

- began in Seattle, Washington at Pike Place Market
- Starbucks named after a \_\_\_\_\_ in *Moby Dick*

2

**1987**

- The name changed to \_\_\_\_\_
- number of stores: \_\_\_\_\_

3

**1991**

- opened first airport location at Sea-Tac in \_\_\_\_\_
- number of stores: \_\_\_\_\_

4

**2001**

- opened \_\_\_\_\_th store in \_\_\_\_\_
- number of stores: \_\_\_\_\_

5

**2002**

- introduced \_\_\_\_\_ connection in the cafés
- number of stores: \_\_\_\_\_

6

**2005**

- sold prepaid \_\_\_\_\_ to benefit \_\_\_\_\_ charities
- number of stores: \_\_\_\_\_



## Listening task 3

**A** Listen. People are talking about qualities of good companies. Number the qualities from 1 to 5. (There is one extra quality.)



\_\_\_ cares about the environment

\_\_\_ allows a balance of work and family life

\_\_\_ offers health insurance

\_\_\_ gives regular pay raises

\_\_\_ gives a lot of vacation time

\_\_\_ offers an opportunity to travel

**B** Listen again. Circle the correct answers.



**1** Glendale offers its employees free

- a. books.
- b. health club memberships.
- c. health food.

**2** The article the man is reading is about

- a. an interesting charity.
- b. an electric company.
- c. an ice cream company.

**3** The man thinks his company

- a. is great.
- b. is changing a lot.
- c. needs a better sales department.

**4** The employees receive raises if

- a. they work long hours.
- b. they become supervisors.
- c. their supervisors approve.

**5** The woman works in the office

- a. full-time.
- b. part-time.
- c. a few days a week.