

Objective: to activate students' background knowledge



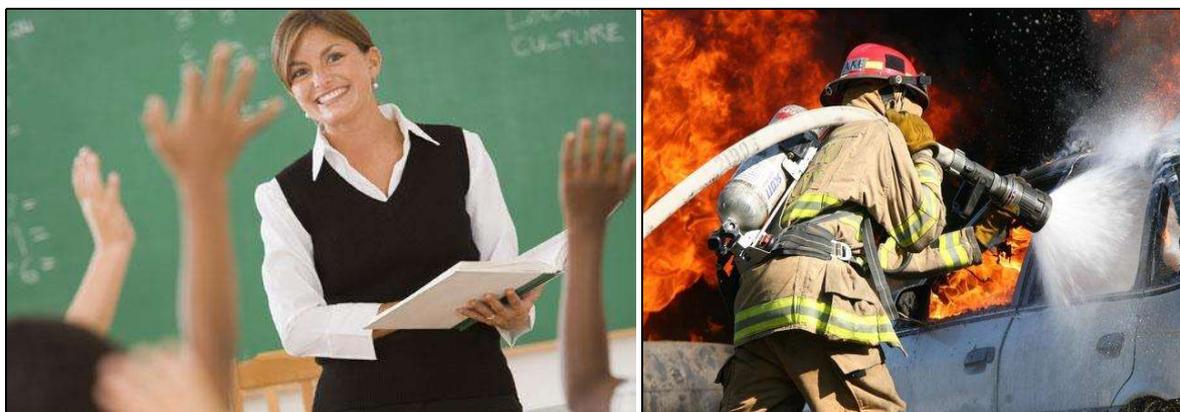
Job qualifications

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
<u>Phrases related to job qualifications</u>			
Full-time job	Professional development		
Part-time job	Work experience		
Job description	Most relevant skills and strengths		

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.



Home project

10. Write your own resume and cover letter using the samples.

CV (curriculum vitae, BE)/résumé (AE)

	<p>OBJECTIVE Obtain a specialist position in aerospace engineering or mechanical engineering</p>
<p>JARED BOSWORTH</p> <p>Address 36 Grange Ln Leicester LE2 7EH</p> <p>Contact +44 116 254 0654 jared.bosworth@gmail.com</p> <p>Date of Birth 26.10.1995</p>	<p>EDUCATION 2013-2017 University of Leicester Master's Degree in Mechanical Engineering 2015 Erasmus Year in Toulouse, France 2006-2013 Leicester Grammar School A-levels: Physics (A), Maths (A), Chemistry (B)</p>
<p>LANGUAGES</p>	<p>EXPERIENCE 06.2015-10.2015 Internship at Leadership University Toulouse 05.2013-09.2013 Internship at Meggitt Polymers and Composites 2011-2013 Opinion polls for Leicester Mercury</p>
<p>English ●●●●○ French ●●●●○ Spanish ●●●○○</p>	<p>SKILLS</p> <ul style="list-style-type: none"> ✓ High knowledge of web technologies HTML ✓ Experience in programming android applications ✓ Supervising advertising campaigns in social media
<p>SOFTWARE SKILLS</p> <p>Microsoft Word ●●●●● Microsoft Excel ●●●●○ Corel Draw ●●●●○ Adobe Photoshop ●●●○○ Webdesign ●●●○○</p>	<p>TRAINING Knowledge in improving usability of websites</p>
<p>PERSONALITY</p> <ul style="list-style-type: none"> ✓ optimistic ✓ hard-working ✓ loyal ✓ patient ✓ adaptable ✓ creative 	<p>HOBBIES</p> <div style="display: flex; justify-content: space-around; align-items: center;"> <div style="text-align: center;">  New technologies </div> <div style="text-align: center;">  Fitness </div> <div style="text-align: center;">  Photography </div> <div style="text-align: center;">  Travel </div> </div>

Covering letter (BE)/cover letter (AE)

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Fortnum & Mason's
181 Piccadilly
London
W1A 1ER

3 August 2018

Dear Sir/Madam,

Re: Job as a part-time sales assistant (reference: JBW5014)

I would like to apply for the job of part-time sales assistant in the food section of Fortnum & Mason's in Piccadilly, as advertised in "Recruit Now" on 2 August. Please find attached a copy of my CV.

My previous jobs include two years as a sales assistant in an organic food shop in Japan. This has given me experience of dealing with customers, as well as cashier skills and a basic knowledge of food retailing.

I have been living in London since last September, and am currently studying English at a language school. I have good English communication skills (recently I passed the Cambridge First Certificate in English exam). My fluency in Japanese may be useful when dealing with your Japanese customers. I am an enthusiastic worker, and enjoy working in a team. My student visa entitles me to work up to 20 hours per week (or longer during my school holidays), and I could start work immediately.

I would welcome the opportunity to discuss the job vacancy with you on the telephone or at an interview. I can be contacted most easily on my mobile telephone or by e-mail (see details at the top of this letter).

Yours faithfully,

Akiko Tanaka