

6. Jobs and Applications

Level: A2–B1

Aims: To practise key phrases for jobs and applications and compare job adverts

Tip: It is advisable to do the lessons on emailing prior to this.

Timing: 45 minutes with ideas for extension

Stage	Objective	Interaction	Timing
Introduction	Comparing various words linked with job applications	Whole class	5 mins
Task 1	Talking about the recruitment process	Pairs/whole class	10
Task 2	Looking at emails about jobs and applications	Individual / whole class	10
Task 3	Looking at job adverts	Pairs/whole class	10
Task 4	Completing a cover letter and practicing collocations linked to this topic	Pairs / whole class	10
Extra task	Writing a cover letter	Individual	

Introduction

Write the following words on the board and ask what the difference is and what the verb would be.

application	applicant
interviewer	interviewee
employer	employee

Application = documents you have to send to a company where you want to work (CV or resumé, cover letter)/**applicant** is the person who wants a job/verb = to **apply**

Interviewer = the person conducting the **interview/interviewee** is the person answering the questions/verb = to **interview**

Employer = the person or company who gives you a job/**employee** is the person who works for a company or person (tip: this rhymes with me)/verb = to **employ** Extra: if you have no job you are unemployed and another word

Task 1 The recruitment process

After the students have worked in pairs and put these in the right order, go through each stage in class, eliciting details and examples.

Answer:

write a job description, advertise the job vacancy, look through the applications, shortlist the best applicants, carry out interviews, send a contract to the best applicant.

Task 2 Emails about job

a Talk about these different kinds of jobs and ask students to talk about their experience.

b (This is based on a task in the digital school test.)

Students work on their own to match the beginnings and endings of the emails, then compare in class. The students should find the answers based on logic and also notice the different register. The email from the company is formal, the others emails are informal.

Answers: 1c, 2d, 3b

Task 3 Job adverts (This is based on a task in the digital school test.)

Introduce the concept of doing volunteer work and working abroad and brainstorm examples.

Students look at the adverts in pairs and find the one that matches each situation best. Go through the adverts and check the vocabulary in class.

Optional: which job interests them most? what further information would they need? (working hours, pay, accommodation, etc.)

Answers: 1c, 2a, 3b

Task 4 Cover Letter (This is based on a task in the digital school test.)

First look at the job advert in class. Students can then work in pairs or individually to choose the right word for each gap. After checking the answers in class, discuss if this applicant would be a good choice for this job.

Answers

a) 1 for, 2 in, 3 for, 4 at, 5 in, 6 after, 7 as, 8 for, 9 with, 10 at, 11 for, 12 forward

b) to advertise in a magazine, to look for something, to study at a university, to have experience in something, to look after something, to work as a (tour guide), to be responsible for something, to coordinate with someone, to be good at something, to come for an interview, to look forward to something

Extra task

Have students write a simple cover letter for an application. They could choose one of the five job adverts listed in tasks 3 and 4. The letters could be hung up around the classroom. Students could guess the job for each application.

6. Jobs and Applications

Task 1 The recruitment process

Put these into the right order.

carry out interviews,
shortlist the best applicants,
look through the applications,
advertise the job vacancy,
send a contract to the best applicant,
write a job description

Task 2 Emails about jobs

a *What experience do you have with after-school jobs, Saturday jobs, holiday jobs?*

b *Match the beginnings and endings of these emails. There is one answer spare.*

<p>1 <i>Hi Jane</i> <i>What do you think about a summer job? If we do something together it will be more fun. We could try McDonald's. There's an advert in the window saying they are looking for staff.</i></p>	<p>A <i>Kindly send us your documentation by the end of the week.</i> <i>Sincerely</i> <i>Mary Sellers</i></p>
<p>2 <i>Dear Mr. Smith</i> <i>Thank you for your application for a Saturday job in our supermarket. We would like to invite you to an interview. Please contact us at the number below to arrange a day and time.</i></p>	<p>B <i>Hope you can find someone else to keep you company!</i> <i>See you next week,</i> <i>Sue</i></p>
<p>3 <i>Hey Max</i> <i>Thanks for your message with the job idea. Sorry, but I don't really want to have a Saturday job. I would much prefer to do more sport. And that's healthier, you know!</i></p>	<p>C <i>Let me know what you think about the idea.</i> <i>Talk to you soon</i> <i>Josie</i></p>
	<p>D <i>Looking forward to hearing from you.</i> <i>Yours sincerely,</i> <i>Robin White</i></p>

Task 3 Job adverts

You are looking for a job. Find the best advert for each situation.

1. You want to work abroad for a short time next Autumn, after you leave school.
2. You love books and want to help people in your home town.
3. You would like to do some volunteering work and love animals.

A	B
<p>Volunteer work Can you imagine what it feels like if you are not able to read the newspaper or understand the bus timetable? Statistics show that one in ten adults have difficulty with basic reading skills. However, it's never too late for a person to learn how to read, and you can help! Make a difference and volunteer to help someone learn to read at the local library. Contact: jackie@readinghelp.com</p>	<p>Pet Rescue Foundation Few things are more heart-breaking than the sight of a lost puppy or kitten wandering the streets, looking for home. More than five million dogs and cats are reported lost or stolen every year. You can help lost pets by reuniting them with their owners or by finding new homes for the animals. Just a few hours of your time will make a big difference! Call 1-800-34669 for more information</p>
C	D
<p>Farm Work & Fruit Picking We are an organic vegetable farm in New South Wales, Australia, and will be needing workers for our harvest in September and October. Accommodation provided. Applicants should be physically fit and be able to follow simple instructions in English. For more information, please contact: Ray.Anderson@down-under-farm.au</p>	<p>Now Recruiting WAITERS – BARTENDERS – KITCHEN STAFF The Hot Potato Beach Bar in Sydney is looking for employees aged 18+ from April to August. The work is easy and you'll have plenty of time off. No formal qualifications are required but you should be able to speak basic English. For more information, write to Deanna.Martin@summer-jobs.au</p>

Task 4 Cover Letter

a When you apply for a job, you send a cover letter with your CV. You then hope that you will be invited to an interview. Several people are interested in the job advert from Family Tours. Read the cover letter from Melanie and add the preposition that is missing in each gap.

after | as | at | at | for | for | for | for |
forward | in | in | with

FAMILY TOURS
in Bristol is looking for a
Travel Agent / Assistant Manager

Minimum of five years' Travel Agency work experience. Graduate in tourism with accounting skills and knowledge of at least one foreign language.

Send your CV via email to
familytours@ftv.com

Dear Madam or Sir

I am writing to apply1..... the position of Travel Agent as advertised2..... the Bristol News on 12 September. The position attracted my attention because I am looking3..... a new challenge.

As you can see from my CV, I studied Tourism4..... York University and have more than five years' experience5..... the tourist industry. I have looked6..... travel tours to all the main destinations in Europe and can speak French fluently.

For the past two years I have been working7..... an agent and tour guide for EuropTours. I am responsible8..... planning and organising all the tours around France. This includes coordinating9..... hotel managers, museum directors and event organizers. Therefore, I am confident that I could become a valuable member of your team because I believe I am good10..... my job.

I would be happy to come11..... an interview in which I could tell you more about my tour experience. I look12..... to hearing from you.

Yours faithfully
Melanie Stafford

b On a separate piece of paper, write down the phrases with verb and preposition collocations in the above letter. For example: to apply for a job.