

## Job Hunting

**A) Work with a partner to answer these questions. You will need a newspaper with job advertisements in it.**

1. Find the jobs page in the paper.
2. Look only at the sections that have the categories you are interested in, for example; Construction, Nursing, Secretarial
3. Read down through all the jobs in this category.
4. Circle with a pen the ads that you think would be good for you.
5. Now go back and read them again more slowly and try to choose 2 or 3 of the most interesting for you.
6. Why did you choose them?
7. What are the qualifications needed for this job?
8. What are the skills needed for this job?
9. What are the duties in this job? What will you have to do everyday?
10. What kind of contract will you get with this job?
11. Is the salary fair, do you think?
12. Do you have the necessary experience to do the job?
13. What are the bad points of this job?
14. If you would like to apply for this job, do you have all or some of the requirements to do this job?

15. Make a list of things about you for this job under these headings...

<b>Qualifications I have for this job</b>	<b>Skills I have for this job.</b>	<b>Duties that I will have to perform in this job.</b>	<b>Experience that I have had in my life that would be good for this job.</b>
1. I have an ECDL computer certificate	I can type, I can use a computer, I can speak 3 languages, I can drive	I will have to answer customers' questions, Write e-mails, make phone calls, go to meetings with my boss and write reports.	I have worked in a Spar shop before where I helped customers with problems and questions.
2.			
3.			

## (Job Hunting)

**MODULE: Work**

**LEVEL: R1 Transition**

<b>Time: 1 hour 30</b>	<b>Focus: Understanding all aspects of a job</b>
<b>Class organisation:</b> Plenary/pair-work/plenary	<b>Type of activity:</b> Reading/discussion/writing
<b>Can be adapted to:</b> youth groups/first time workers/EFL work vocabulary / HR. learning about the work place/literacy classes developing reading skills & confidence finding way around a newspaper.	<b>Prerequisites:</b> Should come at the end of a series of lessons on topic of work. Vocabulary: Jobs/duties/skills/qualifications/job ads etc.
<b>FETAC:</b> Level 3 preparation for work/ SLO 6 Identify his/her own skills, qualities and interests.	
<b>ELP: level A2</b> <b>Page 27-I can describe my qualifications or experience to an official.</b> <b>Page 25-I can read short news articles and identify important information.</b>	

### **For this activity you need...**

A class set of newspapers with a jobs section (many newsagents will give unsold copies of previous day for free, in the evening), photocopies of a jobs section of a paper.

### **N.B.**

This lesson works better if everyone is using the same paper/edition e.g. Tuesday's Evening Herald.

### In Class Procedure at a Glance

**Step 1.** Brainstorm the contents and kind of information generally found in a job ad on the board first.

**Step 2.** Put the students in pairs with one paper between them and ask them to pick out one ad that interests them and note down information under various headings, decided by you and written on the whiteboard, e.g. job title/location/duties/salaries/qualifications/start date/ contact details.

**Step 3.** Make sure students have a copy of a paper each. Hand out 1 work sheet per student and read through questions with them to make sure they understand all the questions.

**Step 4.** Let them work alone to answer questions on sheet and walk around the room helping the weaker students if necessary.

**Step 5.** When they have completed the task, get them to pair up with another student and compare notes and share ideas.

**Step 6.** In plenary, get collective feedback and write up some examples on the whiteboard. Questions or points for discussion can be generated at this stage of the lesson.