

Unit 17. APPLYING FOR A JOB

LEAD-IN

Task 1. Discuss the following statements. Do you agree with them? Why / why not? Give your reasons.

- “Choose a job you love, and you will never have to work a day in your life.”
Confucius
- “If opportunity doesn’t knock, build a door.”
Milton Berle
- “The future depends on what you do today.”
Mahatma Gandhi

Task 2. Answer the following questions.

1. What are the most important factors for you in choosing a career? Consider the options:
 - challenge
 - colleagues
 - responsibility
 - salary
 - opportunity to travel
2. Are you optimistic about the future job market for you? Why / why not?

VOCABULARY

Task 3. Fill in the gaps with the correct words from the list.

advertisements, candidate, current, fill in, job center, job interview, personal details, work experience

Before looking for a job, make sure you have an up-to-date CV. It should be easy to read and include your (1)_____, your educational qualifications and your previous (2)_____. Visit your local (3)_____ to see what’s available. Check out newspapers, journals and websites for suitable job (4)_____. When you find

a job you want to apply for, write a letter or email explaining why you are interested in the job and why you think you are a good (5)_____. If you are in employment, you could also mention why you want to leave your (6)_____ job. You should enclose a copy of your CV and you may need to (7)_____ an application form. If all goes well, you'll receive a reply inviting you to go for a (8)_____.

Task 4. Using a dictionary, if necessary, choose the correct word in the sentences.

1. This is not a *part-time* / *full-time job*: it's only three hours a day.
2. We can offer you a *temporary* / *permanent* contract over the Christmas period.
3. The job at the burger restaurant only pays a *good salary* / *the minimum wage*.
4. Would you like to work *extra time* / *overtime* this weekend?
5. In this job you'll be responsible *of* / *for* looking after young children.
6. *The fringe benefits* / *odd jobs* include a company car and health insurance.
7. You should include your previous *work experience* / *story* in your CV.
8. She got good *qualifications* / *references* from her previous employer.

Task 5. Choose the correct preposition in italics in each of the sentences.

1. I haven't actually had any experience *in* / *with* business yet.
2. I want to concentrate *in* / *on* getting my qualifications first.
3. So when will you be available *on* / *for* the interview?
4. I'm quite good *at* / *in* accounting.
5. Have you done any other work in the past that would be useful *in* / *at* a marketing career?
6. It is important to have confidence *in* / *at* your own abilities.
7. A lot of students participated *on* / *in* the job fair.
8. The company has a reputation *of* / *for* producing top-quality products.

Task 6. Translate the sentences into English.

1. Какие у вас обязанности на текущей работе?
2. Я ищу работу с полной занятостью.
3. Расскажите о вашем предыдущем месте работы.
4. У меня пока нет опыта работы в этой области.
5. Мой друг нашел работу на ярмарке вакансий.
6. Я смогу прийти на собеседование в следующий вторник.
7. Какая квалификация необходима для этой вакансии?
8. Ты можешь поискать работу с хорошей зарплатой на сайте рекрутинговой компании.

READING

Task 7. Read the article. Fill in the gaps in the job interview with the questions from the list below to match them with the answers.

- A. How long would you expect to work for us if hired?
- B. Do you consider yourself successful?
- C. What do you know about this organization?
- D. What motivates you to do your best on the job?
- E. What is your greatest strength?

Common job interview Q&A¹

Here we offer some typical interview questions and strategy suggestions on how to answer them so that you succeed and get a job.

Tell me about yourself. You need to have a short statement prepared in your mind. Limit it to work-related qualifications, skills and experience.

(1) _____ You should always answer ‘yes’ and briefly explain why. A good explanation is that you have set goals, and you have met some and are on track to achieve the others.

(2) _____ This question is one reason to do some research on the organization before the interview. Find out where they have been and where they are going.

What kind of salary do you need? Try not to answer the question directly. Instead, say something like “That’s a tough question. It can depend on the details of the job.”

¹ Job interview questions. URL: https://en.islcollective.com/resources/printables/worksheets_doc_docx/job_interview_questions/jobs-preintermediate-a2/20330

Are you a team player? You are, of course, a team player. Be sure to have examples that show you often perform for the good of the team rather than for yourself.

(3) _____ Specifics here are not good. Something like this should work “I’d like it to be a long time” or “As long as we both feel I’m doing a good job”.

Why should we hire you? Point out how your assets meet what the organization needs. Do not mention any other candidates to make a comparison.

(4) _____ Numerous answers are good, just stay positive. A few good examples are: your ability to prioritize, your problem-solving skills, your ability to work under pressure, your ability to focus on projects, your leadership skills, your positive attitude.

What is more important to you: the money or the work? Money is always important but the work is the most important. There is no better answer.

(5) _____ This is a personal trait that only you can say. But good examples are challenge, achievement, and recognition.

Do you have any questions for me? Always have some questions prepared. Good examples are: “How soon will I be able to be productive?” or “What type of projects will I be able to assist on?”

Task 8. Answer the questions.

1. What information should you give when asked to tell about yourself?
2. Why is it necessary to do some research on the organization before the interview?
3. Should you announce the desired salary directly?
4. What should the answer be to the question *How long would you expect to work for us if hired?*
5. What personal qualities are necessary to be mentioned at the interview?
6. Have you ever had a job interview? If you have, give some details.
7. Which of the listed above questions are the most difficult to be answered?
8. What questions would you ask your potential employer?

GRAMMAR

Study the information.

Conditional Sentences. Type I and II (Условные предложения I и II типа)

Условные предложения I типа выражают вполне реальные, осуществимые предположения и соответствуют в русском языке условным предложениям с глаголом в изъявительном наклонении. Такие условные предложения чаще всего выражают предположения, относящиеся к будущему времени.

В условных предложениях I типа, относящихся к будущему, глагол в придаточном предложении (условии) употребляется в *Present Simple*, а в главном предложении (следствии) — в *Future Simple*. В соответствующих русских условных предложениях будущее время употребляется как в главном, так и в придаточном предложении.

If the weather is fine tomorrow, we'll go to the country. Если завтра будет хорошая погода, мы поедем за город.

Условные предложения II типа выражают невероятные или маловероятные предложения. Они относятся к настоящему или будущему времени и соответствуют в русском языке условным предложениям с глаголом в сослагательном наклонении (т. е. с глаголом в форме прошедшего времени с частицей *бы*). В условных предложениях II типа в придаточном предложении (условии) употребляется форма *Past Simple*, а в главном предложении (следствии) — сочетание *would* с инфинитивом *без to*.

If Henry knew the right answer (now), he would write it in the text. Если бы Генри знал правильный ответ (сейчас), он бы написал его в тесте. (Данное предположение является невероятным, так как Генри не знает правильного ответа и поэтому не может его написать.)

Глагол *to be* употребляется в придаточном предложении в форме сослагательного наклонения, т. е. форма *were* употребляется со всеми лицами единственного и множественного числа. Однако в современном языке, особенно в разговорной речи,

наряду с *were* с 1-м и 3-м лицом единственного числа употребляется *was*.

If he were (was) here, he would help us. Если бы он был здесь, он помог бы нам.

Task 9. Transform the two given sentences into one conditional sentence (type I).

1. John mustn't go to the interview like this. He won't get the position.
2. Rachel might fail her knowledge test. But she can take it again.
3. Mary might fail. If she does, her parents will be upset.
4. The office may be closed. In that case Mark won't be able to get in.
5. Nick may arrive a bit early. If he does, he can help Tom to get things ready.
6. The meeting might go on all night. If it does, no one will want to do any work tomorrow.
7. Emma may miss the webinar. But she can watch it later.
8. Matthew is going to apply for a job. He'll probably get it.

Task 10. Complete the conditional sentences (type II) by putting the verbs into the correct form.

1. If we (have) work experience, we (apply) for higher positions.
2. If he (have) more time, he (study) marketing.
3. If they (tell) their supervisor, he (be) very angry.
4. She (spend) a year in the USA if it (be) easier to get a green card.
5. We (help) you if we (know) how.
6. My company (buy) new equipment if they (have) the money.
7. If I (feel) better, I (work) overtime.
8. She (talk) to you if she (not / be) busy at the moment.

Task 11. Choose the correct form of the verbs *in italics*, define the type of conditional sentences and translate them into Russian.

1. If I think of any new ideas, *I'll / I'd* phone you.

2. If we had more time, we *can / could* do more careful research.
3. People would be more creative if they *weren't / wouldn't* be so stressed.
4. People will buy the product if we *make / made* it more exciting.
5. If we *don't / didn't* take risks sometimes, we would never make any progress.
6. If I had my own business, *I'll take / 'd take* longer holidays.
7. If I *would work / worked* for myself, I'd be in charge of my own life.
8. What *do I do / would I do* if I was the boss? I'd pay my employees good salaries.

Task 12. Write what you would do in the situations below.
Start your sentence with *If I were ...* .

1. Ben travels a lot in his work. He has a young family but he doesn't see them very often. He would like to travel less and spend more time with his family.
2. Tony has a tough boss who expects him to work very long hours, feels very stressed. He'd like to have a more sympathetic boss.
3. Marta has young children at school but also works full-time. She has to work fixed hours from 9 a. m. to 5 p. m. She'd like to work flexi-time so she can meet her children from school.
4. Kate has to travel for an hour by train every day to get to work. It is tiring and expensive. She would like to work from home for part of the week, to save time and costs.

Task 13. Translate the sentences into English.

1. Если ты будешь работать на себя, у тебя будет гибкий график.
2. Компания вернет деньги, если вы передумаете.
3. Если бы работодатель согласился, мы могли бы показать хорошие результаты.
4. Я бы отказался сотрудничать, если бы я был в вашем положении.
5. Можете считать, что мы согласны, если не получите от нас новостей до воскресенья.

6. Если бы Джон знал о встрече, то приехал бы.
7. Если вы столкнетесь с Павлом, скажите ему, что я хочу его видеть.
8. Если бы я имел свой бизнес, я бы предлагал своим сотрудникам хорошие условия труда.

LISTENING

Task 14. Look at the advertisement on a college notice board. From the information in the advertisement, can you predict what you are going to hear?

Care for the community

Part-time student volunteers wanted.

Can you spare a few hours each week to help out in your local community? We urgently need volunteers to help us run and support a range of local care services. We especially need people who can:

- offer care and assistance to the elderly
- help those with mobility problems
- provide support for young people from disadvantaged backgrounds

Task 15. Listen to the conversation and complete the form below. Write no more than three words and / or a number for each answer.

Care for the community

Applicant details

Name: (1) _____

Sex: Female

Occupation: (2) _____ student at Brookfields University studying on Social Care Studies Course (BA).

Contact details

Phone: (3) _____

Email: (4) _____@chatbox.co.uk

Availability: Up to (5) _____ per week

Other information

Reason for applying: Would like some (6) _____

Area of interest: Children with (7) _____

Experience: Has recently done similar work at summer camp

Perceived strengths: Has excellent (8) _____

WRITING

Task 16. Study basic information on nature and purpose of a resume.

What is a resume?

A resume is a summary of your life to date, which highlights the aspects that would be of interest to a prospective employer.

When do I need to do one?

As soon as you are about to apply for a job.

What should I include?

- Essential personal details: name, address, telephone number, date of birth, nationality.
- Education and training (your school, college, training program etc).
- Qualifications/Certificates.
- Employment and work experience.
- Interests and hobbies.
- Future targets/action plan.
- References —names and addresses of 2 or 3 referees.

What should I pay attention to?

- Present your resume in a neat professional manner.
- Rearrange information to make it suitable for different applications.
- Include all relevant information.
- Include all work experience including part-time and weekend jobs.
- List all certificates gained e.g. first aid, sports awards or even if you're just working towards them.
- Approach referees before including them on your resume.
- Always ask their permission before naming your referees.

Task 17. Examine sample resumes to determine the best layout and content.

SAMPLE 1

Surname	Clark
First Name(s)	Craig
Sex	Male
Age	16
Date of Birth	25th June 1984
Address	61, Selwick Drive, London, ON, Y01 2AJ
Telephone number	(171) 5268464
Nationality	Canadian
Health	Good
EDUCATION	
Schools Attended	1989–1995 Munster High School 1995–2000 Swinton High School
Examinations	High School Diploma
WORK EXPERIENCE	
Swinton Leisure Centre	Assistant —supervising & instructing children in sporting activities
Part time jobs	Local trout farm Sports shop

SAMPLE 2

Craig Clark
61, Selwick Drive
Swinton, Ontario, Y01 2AJ,
Tel: (171) 526-8464
Email: cclark@yahoo.com

Qualifications / Skills / Achievements/ Personal Qualities:

- Confident in communicating with both my peer group and adults.
- Good attendance and punctual.
- Able to work effectively in a team and alone.
- Represented school and area in soccer and athletics.
- Currently studying 9 subjects expecting above 70 % in all.

Interests: Soccer (school captain), athletics, and rock concerts.

Work Experience: **Swinton Leisure Centre**

- Planning and organising activities for children aged 7–13 years.
- Helping with display materials.
- Dealing with the public, mainly parents.
- General duties.

Local Trout Farm

- General assistant —feeding fish, cleaning ponds.
- Dealing with stock, managing transfer of trout.

Sports Shop

- Serving customers.
- Stock taking and ordering.
- Window display

Education: Swinton High School.

References: Mr J Hemsworth, Principal, Swinton High School, Swinton, London, Ontario.
Mr M. McDonald, Pickering Trout Farm, Pickering, London Ontario.

I feel I am a self-motivated and enterprising person with good communication skills and the ability to use initiative to realise my personal goals and ambitions.

Task 18. Develop and produce your own resume.