

# CHAPTER 1: JOB SEEKING



# COUSE CHAPTER PLAN 1 : JOB SEEKING

- ❖ Lesson Plan
- ❖ Warm-up Activities
- ❖ Vocabulary
- ❖ Listening and Speaking
- ❖ **Language Focus:** Present Simple Tense
- ❖ **Reading:** Job Advertisement
- ❖ **Writing:** Dream Job / Application Form
- ❖ Culture Note



# CHAPTER 1: JOB SEEKING

## Warm-up Activities

Make a list of 5 characteristics of your dream job position and compare with your partner

Example: I want to be a manager.

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_

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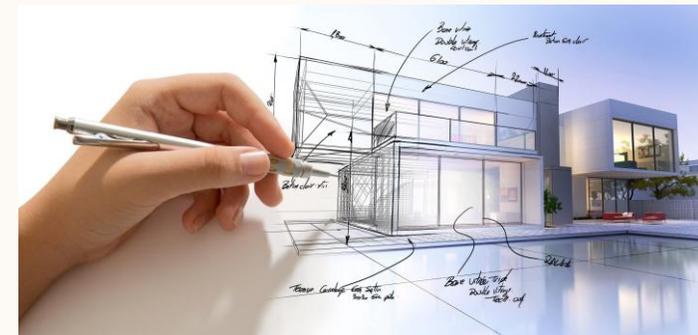
Check the following vocabulary how many words you know and compare with your friends.

Manager	Tour guide	Accountant
Secretary	Human Resources Manager	Chief Executive Officer (CEO)
Receptionist	Sales Representative	Teacher
Administrative Officer	Marketing Manager	Engineer
Technician	Flight Attendant	Photographer
Programmer	Translator	Architect
Physical therapist	Nutritionists	Government Officer

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## Activities 1: Picture Matching

Write the correct job in the box below the picture.



Physical therapist

Web designer

Photographer

Manager

Sale Representative

Teacher

Receptionist

Lawyer

Secretary

Architect

Flight attendant

Accountant

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Check your vocabulary and fill the gap by write the name of the job to complete the sentences

A person who works in a court and can help people defend and prove themselves is called a \_\_\_\_\_.

Someone who works with number and calculates company 's budget is called \_\_\_\_\_.

A person who works on an airplane and helps passengers is called \_\_\_\_\_.

Someone who helps you in a shop when you want to buy something or get the information of things is called a \_\_\_\_\_.

A \_\_\_\_\_ works at the front desk of the office and welcomes visitors and answers the phone call.

- Mr. Worapol: Good morning. I think I know you. **Are you** Ms. Mesathida from Faculty of Humanities?
- Ms. Mesathida : That's right. **It's** me. And what about you?
- Mr. Worapol: Hi, **I am** Worapol from Thai's major. So, why **are you** here at this job fair.
- Ms. Mesathida : I am going to graduate soon next July and I am looking for a job. I hope I can get a job soon.
- Mr. Worapol: What kind of job are you going to apply for?
- Ms. Mesathida : I want to work in an office and I want to be a secretary.
- Mr. Worapol : Why do you want to be a secretary?
- Ms.Mesathida: I think **I am** good at organizing things and can work in an office. What about you?
- Mr. Worapol : I want to be a photographer because **I love** to take a lot of photographs. I may apply a job with Chiang Rai Magazine.
- Ms. Mesathida: That's good for you. I think that I am going to apply with FUTURE Smile Company.
- Mr. Worapol: Alright, **I have** to go. Good to see you. Good bye.
- Ms. Mesathida: Good to see you, too. Goodbye.

## Reading: At the job Fair

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### Read and answer the question

#### Answer question

1. Who is Worapol? \_\_\_\_\_
2. Who is Mesathida? \_\_\_\_\_
3. Where are they? \_\_\_\_\_
4. What company Mesathida apply for a job? \_\_\_\_\_
5. What Mesathida wants to be? \_\_\_\_\_

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## Present Simple Tense

### 1. To refer to habitual or repeated actions:

- I **read** the Bible just about every day.
- She **never goes** to the movies.
- He **doesn't come** here very often.
- **Do** you smoke?

=> With the present simple, **frequency adverbs** are often used (e.g., usually, always, frequently, generally, sometimes, rarely, often, never, normally, every day).

### 2. To talk about fact information, such as generally accepted truths or scientific facts:

- Parents **are generally** blind to their children's faults.
- Water **boils** at 100°C.

=> The following **frequency adverbs** are often used: generally, normally, usually

### 3. To give instructions (e.g., cooking) or directions:

- First, you **add** the sugar to the butter; then, you **add** two eggs.
- You **go** up the stairs and **turn** right.

### 4. To talk about what happens in books, plays and films:

- In the film, a young woman **travels** to the countryside and soon **falls** in love.

**+** subject + verb/verb + (e)s

Examples: He plays tennis. She studies English.

**-** subject + do/does not + verb

Examples: He doesn't play tennis. She doesn't study English.

**?** do/does + subject + verb?

Example: Do you study English?

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## Present Simple Tense

The Present Simple Tense (also called the Simple Present Tense)

Simple present tense with 'be':

The verb 'be' is different from the other verbs in this tense. Let's look at 'be' first:

Here's the positive form (positive means a normal sentence, not a negative or a question. This is sometimes called 'affirmative'):

Positive	Positive Short Form
I am	I'm
you are	you're
he is	he's
she is	she's
it is	it's
we are	we're
they are	they're

For example:

- The Human Resources Director **is** Paul.
- My Japanese friends **are** Yoko and Yuichi.
- Albert Lisec **is** the American manager.

Next, here's the negative. It's very easy. You only add 'not':

Negative	Negative Short Form
I am not	I'm not
you are not	you aren't
he is not	he isn't
she is not	she isn't
it is not	it isn't
we are not	we aren't
they are not	they aren't

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## Present Simple Tense

For example:

- I'm **not** a director.
- He **isn't** from England.
- We **aren't** in the meeting room.

Here's the 'yes / no' question form:

Yes / No Questions
am I ?
are you ?
is he ?
is she ?
is it ?
are we ?
are they ?

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## Present Simple Tense

For example:

- Are you from London?
- Is he at office at the moment?

If you'd like to make a 'wh' question, you just put the question word at the front:

Wh Questions
Where am I ?
What are you ?
Why is he..... ?
Who is she .....?
When are we..... ?
How are they ?

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## Present Simple Tense

For example:

- Where are you from? I am from United State of America.
- Who is that Human Resources Manager? That is Mr. Paul Tuck
- Why are they still at work? They are working overtime.

## Reading: Job Advertisement

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Read the passage and choose the best answer.

### ATTENTION JOB SEEKERS!

Attend the 10<sup>th</sup> Chiang Rai Job Fair to be held next Saturday, May 13, at the Le Meridian Hotel. This fair brings together representatives of over 250 major national corporations. They are all looking for qualified candidates to apply for thousands of currently available job openings. Attendees are advised to bring 15 copies of a current résumé that lists education, job experience, and professional accomplishment. Many interviews will be conducted on site. Now you can stop that time-consuming job search, making call after call and sending out résumé after résumé. All the companies you want to work for will be together under one roof. You are sure to find the company that is the best match for you. Admission is free.

## Reading: Job Advertisement

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Read the passage and choose the best answer.

1. Who should attend this job fair?

- |                    |               |
|--------------------|---------------|
| a. Job seeker      | c. Job looker |
| b. Job Interviewer | d. Job helper |

2. When is the job fair to be held?

- |                         |                         |
|-------------------------|-------------------------|
| a. May 12 <sup>th</sup> | c. May 14 <sup>th</sup> |
| b. May 13 <sup>th</sup> | d. May 15 <sup>th</sup> |

3. Where is the job fair ?

- |                   |                         |
|-------------------|-------------------------|
| a. At the company | c. At Le Meridian Hotel |
| b. At the office  | d. Not mention          |

4. How many companies will be at the job fair?

- |        |        |
|--------|--------|
| a. 100 | c. 200 |
| b. 150 | d. 250 |

5. What attendees should bring along?

- |                 |             |
|-----------------|-------------|
| a. Letter       | c. Book     |
| b. CV or Resume | d. Notebook |

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Read the passage and choose the best answer.



**PROMO ITALIA FAREAST CO., LTD.**

We are an International Marketing & Distribution Company selling imported fashion goods under well known established international brand names and we require:-

**MARKETING ASSISTANT**

- Male/female, age between 24-28
- Commercial college graduate or University graduate in Marketing field
- Good command of English
- 1-3 years experience advantage
- Experience with personal computer
- Energetic & Analytical and Self Motivated

We offer attractive remuneration to the successful candidates.  
Please apply in writing with resume, expected salary and 1 recent photograph to:

**PROMO ITALIA FAREAST CO., LTD.**  
57 LEKAVANIT BLDG SOI PROMMIT,  
SUKHUMVIT 39, BANGKOK 10110  
TEL. 261-5761 TO 4

1. Where could you see this kind of advertisement?

- a. In the newspaper
- b. On the Internet
- c. At the job fair
- d. In front of the government office

3. Who can apply for this position?

- a. Mr. Worapon, 25 years old
- b. Ms. Mesathida , 30 years old
- c. Ms. Preeyapha, 35 years old
- d. Ms. Wanthiwa, 40 years old.

5. What is the major field that the applicant should have?

- a. Financial field
- b. Marketing field
- c. Accounting field
- d. Language field

### WANT

The verb 'to want' is very useful in job interviews. It is always followed by to.

Example : I want to get a new job.

She wants to become a marketing manager.

They want to have a meeting with human resources manager.

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**Group Work:** Ask the question "What do you want to be after you graduate?" to your group and write down the answer in a sentence.

1. I want to be a teacher.
2. She wants \_\_\_\_\_.
3. He wants \_\_\_\_\_.
4. \_\_\_\_\_.
5. \_\_\_\_\_.

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### Writing Skill: Fill out application form

While Ms. Mesathida is waiting for her job interview at the job fair, she needs to fill in an application form. Please help her fill in the form by using the information in the box.

#### Information

Name : Mesathida Wanchrai

Job Position: Sales Representative

Age : 22 years old

Date of Birth: 25 January 1997

ID No. 26486568448

University : Chiang Rai Rajabhat University

Major : English

Contact No. 065-253-5614

Email Address: [Waichai@haruhan.com](mailto:Waichai@haruhan.com)

Experience:

3 months internship at Big C Supermarket

Work part-time at Top Supermarket

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## FUTURE SMILE COMPANY

Chiang Rai Branch, 256 Paholyothi Road, Muang District, Chiang Rai 57100

Tel: 0526-4547-5475 Fax: 0526-4547-5476 Email: admin@futuresmile.com

### Application Form

Apply for position: \_\_\_\_\_

Name: \_\_\_\_\_ Surname: \_\_\_\_\_

Gender:  Male  Female Date of Birth: \_\_\_\_\_

ID Number: \_\_\_\_\_

Education : \_\_\_\_\_

University: \_\_\_\_\_ Major \_\_\_\_\_

#### Work Experience (s)

1. \_\_\_\_\_

2. \_\_\_\_\_

Contact No. \_\_\_\_\_ Email : \_\_\_\_\_

Signature \_\_\_\_\_

( \_\_\_\_\_ )

On date : \_\_\_\_ / \_\_\_\_ / \_\_\_\_

### Culture Note:

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For a young man or a young woman, the first priority for them after graduation is to find a dream job, a job that he or she has dreamt of. However, in real life, it is difficult or almost impossible to find a suitable job that satisfies your requirements because there is almost always more supply than demand. A company, advertising for a few job vacancies, finds themselves receiving hundreds or even thousands of applications. Therefore, when you apply for a job, do not expect to receive a reply every time. The HR department of a company will always select a few from the pile of applications which he thinks are the best for a consideration. If you are among the lucky few, you will receive an appointment letter for a job interview. Do not apply for a position that does not match your field of training. You must comprehensively study the company structure, the nature of their business, the job requirements they are looking for and the qualifications they require.

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# CHAPTER<sup>20</sup> 1: JOB SEEKING

Use the clues to help you fill in the word puzzle and find the hidden word. The first letter for each word has been given to you.

1.				G										
2.				C										
3.				A										
4.				S										
5.			E											
6.	Q													
7.				V										
8.				C										
9.	A													

  
 Hidden Word

1. Someone with a degree from a university

2. A group of persons united for business or commerce

3. To ask for something, possibly in writing

4. Money for work, paid monthly

5. Knowledge which comes from doing a job

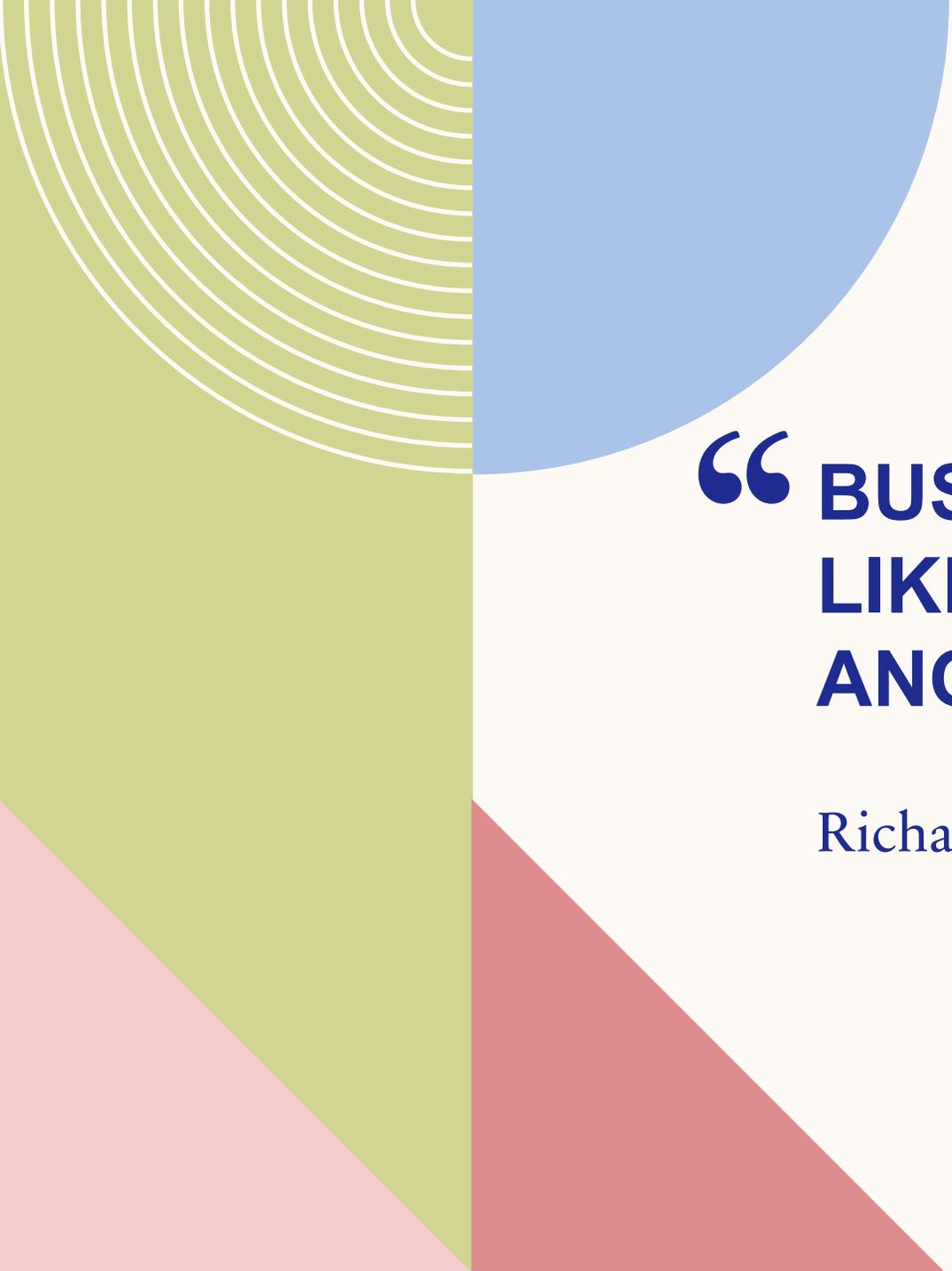
9. Something put in a newspaper when finding someone to fill an opening

8. Someone who applies for a job

7. An available job

6. The necessary ability, experience or knowledge to do something





**“ BUSINESS OPPORTUNITIES ARE  
LIKE BUSES. THERE'S ALWAYS  
ANOTHER ONE COMING. ”**

Richard Branson



**THANK YOU**

Oraphan Decha