

ใบงานที่ 1 เรื่อง Job

จุดประสงค์

-บอกลักษณะขอบเขตของงานในแต่ละสาขาวิชาชีพได้

1. Choose definitions to the following jobs:

- | | |
|-----------------------|-----------------------------------|
|1. A cook | a) a person who cures teeth |
|2. A worker | b) a person who sings |
|3. A singer | c) a person who dances |
|4. A dentist | d) a person who designs something |
|5. A firefighter | e) a person who drives a car |
|6. A captain | f) a person who fights with fire |
|7. A designer | g) a person who controls the ship |
|8. A dancer | h) a person who cooks food |
|9. A driver | i) a person who works on a farm |
|10. A farmer | j) a person who works at a plant |

2. Write number 1-10 under following pictures:



















ใบงานที่ เรื่อง Job Vacancies

จุดประสงค์

- สามารถอ่านเพื่อทำความเข้าใจรายละเอียดในประกาศรับสมัครงานได้

Job Advertisements

Read the advertisements carefully, then answer the questions below.

Waitress Required: At Nando's

- Salary: 8.21 per h
- 20 hours per week
- 4-12am
- Experience needed

To apply: send CV hello@nando's.co.uk

Cleaner Needed: At M&S

- Pay: 7.50 per h
- Must have experience
- Working days: Tues, Wed, Sun
- Time: 7am-2pm

To apply: Call Mr. Hill 0165438764

Delivery Driver: Amazon

- Pay: 8.90 per hour
- No experience needed
- 8am-5.30pm Mon - Wed + Weekends.

Call 01643879457 for more info.

Chef Needed: Greek Restaurant

- Salary: 8.50 Per h
- At least 5 years experience
- 8am-4pm Wed-Sun
- Free meal

All interviews on 18th June at 12pm

Circle the correct answer:

- You don't need experience to be a:
 - chef
 - delivery driver
 - waitress
- Which job pays £7.50 per hour?
 - cleaner
 - delivery driver
 - chef
- Where does Mr. Hill work?
 - Nando's
 - Amazon
 - M&S
- Which job gives you a free meal?
 - cleaner
 - chef
 - waitress
- You will have an interview to be a:
 - driver
 - cleaner
 - chef
- Which job do apply by sending in your CV?
 - waitress
 - cleaner
 - chef

ใบงานที่ 3 เรื่อง Resume

จุดประสงค์

-เขียนประวัติย่อได้ถูกต้องเหมาะสม

Complete the resume using the information below.

My name's Dennis Smith. I live in Cannes at 58 Avenue de la Mer. I'm 24 years old. My date of birth is 28 March 1999. My email address is sdennist@orange.fr and my mobile phone number is 88 85743225784. I attended high school in Cannes until I passed my baccalaureate in 2013. I've just finished a two-year training course in business management and now I have a diploma in management. My IT skills are excellent and I speak and write English well. I did a summer job at Techno Diagnostics in Cannes working with the sales manager, Mr. Tony Kenny. I'm hard-working and get on easily with people. I'm not afraid of responsibility or challenges.

Resume

1. Surname
2. First names
3. Address.....
4. Tel. No.....
5. Mobile No.
6. Email
7. Date of birth.....

Education

.....

8. Qualifications

.....

9. Work Experience

.....

10. Personal qualities

.....

References:

.....

ใบงานที่ 4 เรื่อง Letter of Application

จุดประสงค์

-เข้าใจองค์ประกอบของจดหมายสมัครงาน

Accessories Shop Golden Street, London ↓ 1	24, Oxford Road London → 2
	12th June → 3
Dear Sir/ Madam, 4	
I am writing to apply for the job of shop assistant advertised in the Daily Mail of 11 th June. 5	
I am 25 years old. I have already worked as shop assistant in a small shop and would like the opportunity to work in a larger one. I speak fluent English and know a little French and German. 6	
I enjoy working as part of a team and consider myself to be a friendly and organized person. 7	
I enclose a photograph and my CV and I would be glad to attend an interview at any time. 8	
	Yours sincerely, → 9
	Ben Potter → 10

Match the following headings to the corresponding part of the letter.

.....a) Address written to

.....f) Reason for writing

.....b) Closing remark

.....g) Salutation

.....c) Date

..... h) Sender's address

.....d) Personal qualities

.....i) Signature

.....e) Experience

..... j) Subscription

ใบงานที่ 5 เรื่อง Job Application

จุดประสงค์

- รู้และเข้าใจการกรอกแบบฟอร์มใบสมัครงาน

Choose one of the jobs opposite and fill in the application form below.

Part Time work available:

We are looking for staff who would like to work part time at the weekend.

Responsibilities include answering the telephone and giving customer's information.

Download and fill in the application form on our site:

www.brownings.com

and send it to this address:

**Personnel Manager,
Brownings Ltd,
Broadway,
Hastings,
East Sussex**

Are you looking for a part time job?

We require 3 part time shop assistants.

No experience required, applicants should be between 18 and 26.

Download and fill in the application form on our site:

www.mothercare.com

and send it to this address:

**Personnel Manager,
Mothercare Ltd,
988 Holborn Road,
Birmingham.**

Teachers Needed:

Jamie's Kindergarten needs 2 teacher/trainers to help with classes from 9 a.m. to 3 p.m.

Applicants should have appropriate licenses.

For more information visit Jamie's Kindergarten's site:

www.jamie.com

where you can download an application form and send it to the address on the site.

Surname

First names

Address

Date of Birth

.....

Sex

.....

Marital status

.....

Place of birth

Present employment

.....

.....

Application for the post of

Previous employment (give dates)

.....

.....

Education

.....

Qualifications

Any other information relevant to your application:

ใบงานที่ 6 เรื่อง In work situation (Part 1)

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-สนทนาสำหรับอาชีพพนักงานเสิร์ฟอาหาร

Look at the sentences below and put them in the correct column below

A table for two, please.

What do you recommend?

And here's the menu.

Are you ready to order?

I recommend the steak.

Rare, medium or well done?

Would you like anything to drink?

I'll have the lamb chops.

Can we have the bill, please.

The lasagna for me, please.

I would like some mineral water,

WAITER / WAITRESS**CUSTOMER**

.....

.....

.....

.....

.....

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.....

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.....

.....

.....

ใบงานที่ 7 เรื่อง In work situation (Part 2)

จุดประสงค์

- รู้และเข้าใจคำศัพท์และบทสนทนาสำหรับอาชีพพนักงานขาย

Put the words in the box in the right column.

cheese a shirt fruit mushrooms cereal jumper hand sanitizer
aspirin a dress soap toothpaste shorts shampoo a suit

Clothes shop

Food

Chemist's

_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Write the dialogue in order:

- _____ You: Yes, I'm looking for a skirt.
- _____ You: I'm small.
- _____ Shop-assistant: Can I help you?
- _____ You: Yes, that's nice, can I try it on?
- _____ Shop-assistant: What size are you?
- _____ You: Perfect, I'll take it. How much is it?
- _____ Shop-assistant: Certainly, madam. How does it fit?
- _____ Shop-assistant: It's \$ 30. How would you like to pay?
- _____ You: Here is my credit card.
- _____ You: Thanks. Goodbye.
- _____ Shop-assistant: Thank you. Have a nice day.
- _____ You: Do you take credit cards?
- _____ Shop-assistant: Yes, we do.
- _____ Shop-assistant: How about this one?



ใบงานที่ 8 เรื่อง Communication & IT at work

จุดประสงค์

-อ่านบันทึกภายใน(Memo)และตอบคำถามได้

Read the document, then answer the questions.



MEMO

TO: Helen Wright
FROM: James Blake
DATE: 13th February 2023
SUBJECT: Urgent Task at the Print Shop

MESSAGE:

I must take emergency leave starting today. My father fell and fractured a leg. I'll go to Brighton to confirm the situation of things and take necessary actions.

I need your help with an urgent task: to prepare the photopolymer plate for Ms Robertson's wedding invitations and give it to Albert Wallace at the Print Shop. I'll send you the design by e-mail today.

Ms Robertson is interested in commissioning luxury letterpress cards, and she would like to see examples. I hope I can rejoin work before next Friday's meeting, and I can show her our designs.

Thank you,

James Blake

FASTPRINTS 4u
Printing & Graphic Design

www.fastprints4u.com
3, North St., London SW82 5MC

1. What type of document is it?
.....
2. Who is the sender?
.....
3. Who is the receiver?
.....
4. Are they co-workers?
.....
5. When was the message sent?
.....
6. Is it an urgent matter?
.....
7. Why is Mr Blake taking emergency leave?
.....
8. Where is he going?
.....
9. Mr. Blake asks Helen to prepare something. What is it?
.....
10. Helen will need something to prepare this object. What is it?
.....