



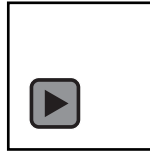
ENGLISH FOR CAREER PREPARATION



JOB APPLICATION



LISTENING & SPEAKING



Nid: I was wondering if you could help me use the Student Job Center.

Pat: There are many ways; what kind of job would you like?

Nid: I want to work in a restaurant.

Pat: Fine! Will you need part-time or full-time work?

Nid: I want to work part-time.

Pat: Fine, the two best ways are to use our local listing binders over there or you can use the computers with the Internet job listing sites. See them over there?

Nid: Yes, I know what to do.

Pat: Well, in addition, you can schedule an appointment with a job counselor on this list. If you would like to do that, sign here, OK?

Nid: Yes, I think that would be great.

Pat: Fine, well the job search tools are all here for you to use. Feel free to look around and use what works best for you. Have fun with it!





LISTENING & SPEAKING

Check (✓) in the box if you hear the following sentences.



1. I want to work part-time.
2. What kind of job would you like?
3. Will you need full-time work?
4. You can use the computers with the Internet job listing sites.
5. You can schedule an appointment with a job counselor.
6. If you would like to do that sign here.





LISTENING & SPEAKING

1. Listen again and complete the conversation.
2. Then practice with your partner.
3. Take turns being Pat and Nid.

Nid: Could you help me **1)** _____ how to **2)** _____ a job?

Pat: We have lots of options, what type of job do you need?

Nid: I want to work in **3)** _____ .

Pat: Do you want to work **4)** _____ or full-time?

Nid: I want to work full-time.

Pat: We have binders with local **5)** _____ or you can **6)** _____ of the computers. OK?

Nid: I am **7)** _____ a bit but I am sure that I can figure it out.

Pat: If you make an **8)** _____ with a job counselor, they can also **9)** _____ you with a lot of information. Do you want to see a counselor?

Nid: No, I don't think I need to do that.

Pat: Well, you know that this **10)** _____ is here for your use, so help yourself. Good luck!



LISTENING & SPEAKING

Practice the conversation again.
Then repeat the following sentences found in
applying for a job.

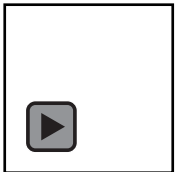
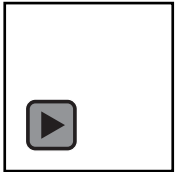
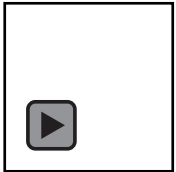




1. Could you help me figure out how to find a job?
2. What type of job do you need?
3. I want to work in a restaurant.
4. Do you want to work part-time or full-time?
5. You can make use of the computers there.
6. I'm sure that I can figure it out.
7. Can I make an appointment with the counselor?
8. So help yourself with the job search.



LISTENING & SPEAKING

- Listen to people from different countries talking about how they looked for a job.
- Match the person with what they say.



		
Miyuki Ito, Designer, Japan	Liam Hunts, Engineer, UK	Michael Frost, Manager Trainee, US

It takes about a year.

I talked to my professor and he recommended an internship.

I went to 15 to 20 interviews.



VOCABULARY

คำศัพท์	ความหมาย
Nouns	
job fair	การจัดหางาน
job center	ศูนย์บริการจัดหางาน
job search	การสืบค้นหางาน
newspaper advertisement	โฆษณาในหนังสือพิมพ์
Internet/website	อินเทอร์เน็ต เว็บไซต์
professor's advice/recommendation	คำปรึกษาของอาจารย์
friend's advice/recommendation	คำปรึกษาของเพื่อน
appointment	การนัดหมาย
part-time job	ทำงานชั่วคราว
full-time job	งานประจำ
cover letter	จดหมายสมัครงาน
resume/CV	ประวัติส่วนตัว



คำศัพท์	ความหมาย
Verbs	
look for	มองหา
search for	ค้นหา
apply for	สมัครงาน
figure out	หางาน



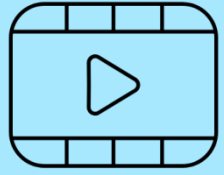
GRAMMAR FOCUS



Verb to be

การใช้ Verb to be กับชื่อคน งาน และทำงานที่ไหน ส่วนใหญ่นิยมใช้ในรูปย่อ เช่น

รูปเต็มของ Verb to be	รูปย่อของ Verb to be (Contractions)
I am a mechanics.	I'm a mechanics.
She is a secretary.	She's a secretary.
They are foremen.	They're foremen.
She is with Textile Company.	She's with Textile Company.
He is in Sales.	He's in Sales.
They are with SanpanTech.	They're with SanpanTech.



หลักการใช้ Verb to be (is, am, are) ในรูปประโยค
บอกเล่า ปฏิเสธ คำถาม





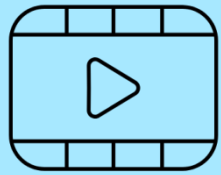
GRAMMAR FOCUS

PRESENT SIMPLE TENSE

ใช้ประโยค Present Simple Tense ใช้อธิบายเหตุการณ์จริงที่ปรากฏขึ้น และสิ่งที่ทำเป็นประจำ

ประธาน	กริยาที่เป็นรูปปกติ
I	work
You	live
We	give
They	start
	meet
	like
	make
He	works
She	lives
It	gives
	starts
	meets
	likes
	makes





PRESENT SIMPLE TENSE ง่ายนิดเดียว





GRAMMAR FOCUS

PREPOSITION OF TIME (IN, ON, AT)



คำบุพบท 3 คำนี้ใช้ในภาษาอังกฤษมากมาย

in ใช้กับเดือน ปี ฤดูกาล และช่วงของวัน เช่น

in June, November
2017

winter, spring, autumn
the morning, the evening

on ใช้กับวันที่ วันในแต่ละสัปดาห์ วันหยุดพิเศษ เช่น

on Tuesday, Wednesday
Wednesday afternoon
New Year

at ใช้กับเวลาในแต่ละวัน เช่น

at 2 o'clock
11.30 a.m.
half past seven
midnight



READING & EXERCISES

**READ & DO EXERCISES
FROM PAGE 10 – 16.**





WRITING

- Write a letter of application for the job you want.
- Use the words in the box to complete the letter.

possibilities | impressed | appreciated | apply | contribute
contact | appointment | career | valuable | resume



Dear Mr. Jones:

Thank you very much for taking the time to meet with me Thursday to discuss the professional **1)** _____ in the healthcare industry. I was **2)** _____ by your knowledge of today's complicated issues and **3)** _____ your insight regarding the ways I can **4)** _____ my Communications and Economics majors to **5)** _____ to hospital administration.

You gave me the name of Harriet Health at ABC HMO to **6)** _____, and we have an **7)** _____ early next month when she returns from a business trip.

I will be in contact from time to time to keep you posted on my **8)** _____ research. I will send a copy of my **9)** _____ to your office as soon as it is ready, and I thank you in advance for your generous offer of a resume critique. Thank you for your help and **10)** _____ information.

Sincerely,

Sara Lee

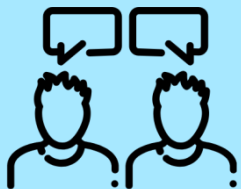
Sara Lee



SELF-STUDY



Search for some more examples of application letters from the websites.



Make a copy to submit to your teacher.