

แบบฝึกหัด

UNIT 1

Job Application

LISTENING & SPEAKING

2. 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.

3. Listen again and complete the conversation. Then practice with your partner. 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!

VOCABULARY

2. Use the vocabulary in the box to complete these sentences.
1. In applying for jobs, many employers will require a _____ and a _____.
 2. The first step to getting a new job is to know where to look for _____.
 3. It is important to use keywords to find a specific type of _____.
 4. For part-time hospitality, and retail positions, you can apply _____.
 5. You may be able to apply _____ or e-mail your job application.
 6. When applying, you need to know to complete a _____.
 7. Are you ready to go on a _____?
 8. It's important to _____ after an interview by thanking everyone you met with.

GRAMMAR FOCUS

Practice 1

1. Write the correct form of *to be*.

1. Cheng **is** from Singapore, but Saree **is** from Indonesia.
2. A: _____ you American?
B: No, I'm Japanese.
3. A: _____ this your cell phone?
B: No, it _____.
4. A: What _____ the matter?
B: My coworker and I _____ late today.
5. A: _____ she new here?
B: Yes, she _____.
6. A: _____ you with TechnoTech?
B: No, I _____ not.
7. A: Sorry, am I late?
B: No, you _____.
8. A: Can I help you?
B: I _____ looking for the manager.

2. Complete the paragraph with words from the box.

Nice to meet you. 1) I _____ Judy May. I work for Hypertech in Hong Kong. 2) We' _____ a global technology company. I usually work at the head office- 3) that' _____ in Kualalumper. 4) I' _____ there now because I want to visit our branch office. 5) Here _____ my card. If you want to meet me later, please get in touch. 6) but my mobile phone _____ working here, so please use my e-mail.

Practice 2

Answer these questions.

1. Do you live in Bangkok? No, I live in khon Kaen.
2. Who do you work for?
3. Where do you live?
4. What does your company make?
5. What do you do now?
6. Who do you meet at the branch?

Practice 3

1. Complete these sentences with *in, on or at*.

1. In Japan, new employees usually join their companies _____ spring.
2. Saeng was born _____ the New Year.
3. The meeting is _____ Tuesday _____ half past ten. _____ the evening there will be a welcome party.
4. All workers arrive _____ the site _____ 8 o'clock.
5. Manee has a job interview _____ Monday.

2. Manob is telling his girlfriend about his week. Complete the description by using *in, on, at or (-)* for nothing is needed.

Hi, Lek, how was your week? - last week I was so busy! I know I say that _____ every week, but this time it's true! _____ Monday I had to work late, I finished _____ 11:00 p.m. and had to take a taxi home. We're always busy autumn, but my boss says that - next year we'll employ some more staff, so I hope I can take a holiday _____ June. Anyway, - next weekend I'll come home so I'll see you _____ Friday night - the train leaves here _____ 7 o'clock and I'll arrive there _____ 10 - in the evening. Can you pick me up at the station?

READING

2. Mark a tick (✓) in the box if the sentence is true (T) or (F) if the sentence is false.

	T	F
1. Send the cover letter first of all.	<input type="checkbox"/>	<input type="checkbox"/>
2. Write the CV after writing the application letter.	<input type="checkbox"/>	<input type="checkbox"/>
3. You can find a job in the job listings.	<input type="checkbox"/>	<input type="checkbox"/>
4. Then apply the job when you're ready.	<input type="checkbox"/>	<input type="checkbox"/>
5. Filling out a job application is included.	<input type="checkbox"/>	<input type="checkbox"/>
6. After you have sent everything needed to the company, you get ready for an interview.	<input type="checkbox"/>	<input type="checkbox"/>

3. Find the definitions of words in the reading text. Underline the correct phrases.

- Full-time refers to *for all the hours/a period of a week* during which people normally work or study.
- An interview means *a formal meeting / an informal meeting* at which somebody is asked questions to see if they are suitable for a particular job.
- An application refers to *a formal* (often written) / informal (in person) request for something.
- A cover letter is a letter containing *extra information / some information* when applying for a job.
- To decline job offer means *to get the job/ to reject the job*.
- A reference refers to the act of *mentioning / guarding* somebody/something.
- A curriculum vitae is *a written record/ a written letter* of your education and the jobs you have done, that you send when you are applying for a job.
- Part-time means *for part of the day or week / for the whole day* in

which people work.

Text 2

5. Write T if the following sentences are true, and write F if they are false according to the three job seekers.

- _____ 1. Miyuki had difficulties in looking for a job.
- _____ 2. Liam worked at an engineering company in Newcastle for three months.
- _____ 3. Michael worked on the internet to look for a job.
- _____ 4. Miyuki researched the companies online and applied to more than 20 places.
- _____ 5. Michael took an unpaid job to get some experience.
- _____ 6. Liam talked to his professor and recommended an internship.
- _____ 7. Liam really likes the work, but he hopes he can change to a paid position soon!
- _____ 8. Miyuki went to 15 or 20 interviews before getting the job.
- _____ 9. Michael worked hard and after she graduated the company offered her a job!
- _____ 10. In her third year at university Michael wanted to get some experience working before I graduated.

6. Find the vocabulary from the text above to complete these sentences.

1. I _____ with the university job center and asked if my professor could something.
2. My professor _____ an _____ basically you work in a company for a few months while you are a student.
3. I started _____ a job a year before I _____ it takes about a year!
4. Finally I was _____ a job at five or six companies and I _____ this job.
5. I _____ hard and after I graduated the company _____ me a job!

8. Answer these questions.

1. Who is the writer of this letter?

2. What position does the writer want to apply?

3. What has he sent for the application?

4. Does the company need a photo?

5. What is the qualification of an applicant?

9. Use the key vocabulary from the letter to complete the following sentences.

1. I am writing to _____ the programmer position advertised in the Times Union.
2. Please see my _____ for additional information on my experience.
3. I am _____ a completed a job application, my certification, my resume, and three references
4. I can be _____ anytime via email at b.rakthai@gmail.com
5. My strong technical experience and education will make me a very _____ candidate for this position.
6. Thank you for your time and _____.
7. I _____ a BS degree in Computer Programming,
8. I also have experience in learning and excelling at new technologies _____.

WRITING

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

KEYS

- 1) possibilities 2) impressed 3) appreciated 4) apply 5) contribute
 6) contact 7) appointment 8) career 9) resume 10) valuable