

Sport and Business

JOBS

A Ask your partner these questions:

- What do you (plan to) do for a living?
- If you could choose any job in the world, what would it be? Why?

B Choose the best alternative to complete these sentences.

1. A doctor is a member of a respected.....
occupation profession trade work
2. It's wise to think about choosing a before leaving school.
business career living vocation
3. You'll probably have to fill an application form.
down in on through
4. If you are a(n), you have to do what your boss tells you.
employee employer director manager
5. She was after three years with the company.
advanced elevated promoted raised
6. A retired person is paid a
grant pension rent scholarship
7. If you are paid monthly, rather than weekly, you receive
revenue a reward a salary wages
8. Some of my work is quite interesting but a lot of it is just
habit practice routine tradition

C In these sentences three alternatives are correct and two are wrong. Choose the three best alternatives for each.

1. She's looking for a better position with another
association company firm organisation society
2. Ford is a multi-national corporation that motor vehicles.
constructs fabricates makes manufactures produces
3. He was because he was an unreliable and lazy worker.
dismissed dispatched fired left sacked
4. A good worker is usually someone with the right kind of
experience experiences experiment personality qualifications
5. All the members of our are expected to work hard.
department employment stuff staff team

WRITING

Imagine that you or a friend wants to apply for the job below:

- What information would be relevant in your letter? What information would be irrelevant?
- What questions would you ask to find out more about the job?

We are looking for an intelligent, self-confident person who is fluent in at least one foreign language. The work involves answering correspondence, meeting visitors and clients from abroad in the office and talking to the clients on the phone. The working week will be 20 hours per week Monday-Friday, mornings or afternoons only. Previous experience would be useful but not essential.

Apply in writing to Ms Pat Brown, ACM Enterprises, 13 Armada Way, Brookfield BF 15874J

2. Look at these two letters. What important information is missing from each of them? What irrelevant information is included? Which of the letters do you prefer and why?

A)

Dear Sir,

After reading your advertisement in the Evening Chronicle, I wonder if I might be suitable for the job advertised? I am studying at Brookfield University. My typing is quite good and I enjoy dealing with people.

I am 1.73 metres tall, have dark brown curly hair and I wear glasses.

Please let me know if you think I may be suitable for the post. I can come for an interview at any time convenient for you because if I have to miss any lectures, I can always get the notes from my friend. They don't keep an attendance record at the University.

I would also like to know what kind of salary you are offering. And how many hours' work there would be per week.

Yours sincerely, ...

B)

Dear Ms Brown,

I am interested in applying for the post advertised at the top of page 13 of the Evening Chronicle on 1st April.

I am 21 years old and in my second year at Brookfield University, where I am studying business administration. As my lectures take place in the mornings and evenings, I would be available to work in the afternoons from about 1.30 or 2pm.

I speak and write fluent Italian and some German. I have had some experience of office work. I am available for interview any afternoon during the next two weeks. I would also be pleased to discuss my suitability for the post on the telephone - my number is 197584255.

Looking forward to hearing from you.

Yours sincerely, ...

3. Write a letter applying for the job below. Remember to make notes before you start.

The Palm Beach resort is looking for outgoing fun-loving people to work for the winter season (November to April) as Sports and Leisure Assistants at its new beach resort on St. Lucia in the Caribbean. Depending on skills and personality, assistants will help to run water sports activities or other land sports and help to organise evening activities.

No special sports or management qualifications are required - the emphasis is on encouraging our guests, joining in with them and helping to make sure everything is running smoothly.

Write to us, telling us about yourself, which area(s) you'd be best suited for and why you think you're the right kind of person to work for us for six months.

LISTENING

A. Listen to the conversation and answer the questions based on the information you hear.

1. In which field is the man looking for a job?
 - A. education
 - B. medicine
 - C. technology
2. Which statement best describes the pay for the job?
 - A. Employees can receive periodic pay increases based on their work.
 - B. The salary for the position is above the industry average.
 - C. Workers are paid on a commission basis depending on their sales.
3. What are some of the benefits that the company provides?
 - A. insurance, paid vacation, and a company vehicle
 - B. paid vacation, opportunities for promotion, and insurance
 - C. opportunities for advancement, insurance, and a free bus pass
4. What does the future hold for the industry that he is considering?
 - A. growing, yet uncertain
 - B. expanding and secure
 - C. contracting, yet stable
5. From the conversation, what do we know about the man's educational background?
 - A. He dropped out of high school.
 - B. He has some post-secondary education.
 - C. He has a college degree.

B. Listen again and complete the gaps.

Josh: Well, in a nut shell, Web hosting companies _____ space for people to store and run their Websites.

Josh: Well, most people I know start out with a very reasonable salary; you can earn pay _____ depending on your performance.

Kelly: Well, is there long-term _____ in a job like that?

Josh: The Internet is booming, and these kinds of companies are sprouting up everywhere, which is a good thing, but just like the _____ era, you never know how long things will last.

Kelly: Well, you know, more training might help you _____ a better job.

Josh: I don't have the _____ at the moment to do that; however, the job I am looking at will pay for some classes after I have been with the company for six months.

C. Complete each gap with the most suitable word from the list below:

booming *reasonable* *look up* *leads* *in the end*

1. I didn't think the questions in the interview were I mean they were asking all kinds of personal questions.
2. Jobs in computer science are really....., so you shouldn't have a problem finding work after you graduate.
3. I suggest you take time to some information on the company before your interview.
4. I know searching for a job is hard work, but, your efforts will pay off.
5. My father gave me a few job..... that I need to follow up on.

(Available at <http://www.esl-lab.com/jobhunting/jobhuntingrd1.htm>)