

A1

SEMINAR 9

Professions and Careers

Quotes about Work

- 1 Choose a job you love, and you will never have to work a day in your life.
– Confucius (Chinese philosopher, 551-479 BC)
- 2 Don't sacrifice* your life to work and ideals. The most important things in life are human relations.
– Katharine Susannah Prichard, 20th century Australian author
- 3 Let us realize that the privilege to work is a gift, that power to work is a blessing, that love of work is success. – David O. McKay, American 20th century educator
- 4 If you don't want to work, you have to work to earn enough money so that you won't have to work.
– Ogden Nash, American poet (1902-1971)
- 5 The more I want to get something done, the less I call it work.
– Richard Bach, 20th century American author of *Jonathan Livingston Seagull*

Discussion Questions

- 1 How do people look for jobs?
- 2 How do employers seek* staff? What is a potential employer most interested in knowing?
- 3 Do you consider some jobs only for men and others for women? Which ones? Why?
- 4 Why are women discriminated against when seeking employment?
- 5 Do high level management positions deserve their high salaries? What ratio* is acceptable between the lowest paid employee and the highest?
- 6 Do you prefer working in a team or individually?
- 7 What is your opinion on mid-life retraining when made redundant* through company “restructuring”?
- 8 Have you ever benefited* from career counselling in secondary school or later in your career?
- 9 What do you think about the shortened work week?
- 10 More people are working in (multiple) part-time positions. Who benefits from part-time work?

Jobs, Skills and Qualities

Task 1 – Choose one of these places and make a list of the different jobs that people do there.

University

Theatre

Newspaper

What are some of the most important skills and qualities you would need for a particular job?

Skills

computer
typing
driving
telephone
*interpersonal
artistic
language
mathematical
managerial
financial
analytical
problem solving

Qualities

patient / tolerant
*diligent / hard-working
optimistic
tactful / polite
intelligent
*caring / thoughtful
calm
quick-thinking / resourceful
honest / reliable
well-organised
persistent
goal-oriented / determined

*punctual / precise
co-operative
*conscientious
innovative
strong / fit
flexible
energetic / enthusiastic
responsible
imaginative / creative
detail-oriented
motivated
assertive

*Can you think of any opposite qualities to those above? Can they be expressed with a positive word?
Example: calm x energetic (not nervous – this is too negative)*

Listening – Coherence and Transition

Task 2 – The following paragraphs have been taken from a presentation. Put them into logical order.

1: 2: 3: 4: 5: 6: 7: 8: 9: 10: 11:

- A. _____ For instance, in agriculture they worked just under seventy hours at the beginning of the twentieth century, compared to sixty hours in industry. What is interesting is that at the end of the nineteenth century the highest paid workers worked substantially fewer hours than the lowest paid, a situation that was gradually redressed* over most of the twentieth century and has now almost completely been reversed.*
- B. _____ we'll be looking at some startling* predictions, some made in the 1930s and others more recently.
- C. _____ the situation for industry. In 1900, people were working an average sixty-hour week, which fell quite rapidly down to fifty by about 1920. It then went down steadily, but not quite so rapidly, to forty-five hours over the next twenty years.
- D. _____ Good morning, ladies and gentlemen, if I may have your attention, please? Thank you very much for coming along today. My name's Nathan Morse and I'm going to be outlining some research we've been doing at the University of Arkansas on the working week in twentieth-century America.
- E. _____ to summarize, the idea that we will have more and more leisure time seems to be in total contradiction* to today's working hours. In fact, more and more skilled workers and professionals are finding ways to keep themselves at work rather than at home.
- F. _____ The Second World War meant that industry was working overtime, so there was a sharp rise in the number of working hours during the war years, reaching a peak of about fifty-five hours in 1943, before dropping rapidly back to forty-five in 1947. Between 1947 to 1970 there was a gradual decline toward a forty-hour week.
- G. _____ I'm going to show you how the general trend has not always been to work less and less.
- H. _____ let's look at how many hours people were working last century. Data on the annual average workweek tends to vary* enormously, one reason being that it depends on whether we are talking about agriculture or industry.
- I. _____ thank you very much for your attention, and if you have any questions perhaps you'd like to ask them over coffee. Thank you.
- J. _____ If we turn to studies made in the 1930s, it's interesting to note, as you can see in this slide, that they forecast* that the trend in the shorter working week would continue far beyond forty hours. This has not happened in the US, though in some European countries they were pushing for thirty-five hours at the end of the last century. Instead, in the US the total number of working hours has been going up since 1970 by an average of 163 hours per year. If the present trend continues, the average white collar American will be working over sixty hours per week by the year 2020.
- K. _____ I'll be looking at the situation at the beginning of the last century.

Task 3 – Listen to the presentation and check your answers. As you listen, add the **transition words** (e.g. next, secondly, after that) that have been left out of the script. Not all the blanks need to be filled. What would be a suitable title for this presentation? Does it have a coherent structure?

1 Be more specific

Curriculum Vitae

2 *If you have mentioned your date of birth, your age will be obvious* to the recipient**

Name: Blanka Šmídová
Address: Svážná 6
Brno **A**
Czech Republic
Telephone: 544 220 515
Date of birth: 5/8/75
Age: 27 **B**

3 **Reconsider including this fact if you are applying to a very conservative company. You don't want to be labelled a "hippie" before you even arrive*

Education:
1989-1993 Gymnázium Elgartova 3, 600 00 Brno (grammar school*)
1993-1998 Masaryk University Brno, Faculty of Arts

4 *Include grades only if they are exceptional**

5 *State when*

Qualifications:
Maturita exam (school-leaving exam) – Czech language: 3(C), English: 3(C), **J**
History: 1(A), Geography: 2(B)

6 *Be more positive and confident*

Magistr Degree in Museology – 2
Passable French; some computer literacy **C**

Work experience:

1987-1991 Local paper round every morning **D**
1992 *Voluntary work for a local museum (City of Brno Museum)
1993 Bar work, waitressing, etc. at the Brno International Trade Fair* **E**
1994 Waitressing at the Lake Café, Jedovnice
Sept. 1995- *Casual work with the City of Brno Museum three/four days/week;
Feb. 1996 (general assistance in the *permanent exhibition areas)
March 1996 Full-time work with the Moravian Gallery;
to... **K** assistant to the Head *Curator

7 *Never use "etc."*

8 *Trivial* - not very professional sounding*

9 *What about the postal code?*

Activities at school and faculty:

10 *So what?*

President of the school parliament
Captain of the school volleyball team **F**
University representative in volleyball **L**
*Deputy in the Faculty Senate 1996-1997

11 **Irrelevant by now*

Secretary of the faculty section of Friends of the Earth **G**

12 *Write out names in full*

Interests:

Sports, reading, travel **H**, socialising **I**

References:

Mr. J. Fořt **M** Ms. F. Salová
Head of Museology Dept. Manager
Faculty of Arts, MU Brno Lake Café
Brno, 600 00 Jedovnice, 634 12

13 *Redundant* information*

Task 4

What is wrong with this CV? Study the suggestions of the professional CV writer who has added notes 1-13 on the right. Locate them in the text (A-M).

Task 5 – This is an improved version of the CV with the changes noted at right.
Can you suggest any more improvements?

Curriculum Vitae

Personal Details

Name:	Blanka Šmídová	<i>Use bold* selectively –</i>
Address:	Svážná 6 600 00 Brno Czech Republic	<i>– your name is important so make sure it *stands out</i>
Telephone:	+420 544 220 515	<i>Include the full number and use spaces</i>
Mobile:	+420 602 123 456	
E-mail:	<u>bsmidova@fss.muni.cz</u>	<i>Better to have the date written in full</i>
Date of birth:	5 August 1975	
Nationality:	Czech	

Education

1993-1998	Masaryk University Brno, Faculty of Arts Master's of Arts (magistr in Czech) in Museology	<i>Use reverse chronological order – – the most recent information first State the names of degrees obtained</i>
1989 – 1993	Gymnázium Elgartova 3, 600 00 Brno (grammar school) Maturita exam (school-leaving exam) – Czech, English, History, Geography	

Work Experience

March 1996 to present	MORAVIAN GALLERY – executive assistant to the head curator	
Sept. 1995 to Feb. 1996	CITY OF BRNO MUSEUM – general assistant (permanent exhibition areas)	
June - July 1994	LAKE CAFÉ, Jedovnice – waitress	
Sept. - Nov. 1993	BRNO INTERNATIONAL TRADE FAIR – waitress/hostess (responsible for foreign visitors)	
June - July 1992	CITY OF BRNO MUSEUM – volunteer	

Other Qualifications and Skills

University positions:	Faculty Senate Deputy (writing of reports, giving presentations, travelling abroad)	<i>Expand on your tasks, responsibilities, and achievements* relevant to the job you are seeking</i>
Languages:	*Fluent English, *conversational French	<i>Conversational, fluent, intermediate, advanced, proficiency, or working knowledge of are better expressions to use about languages and skills</i>
Computer literacy:	WordPerfect, Lotus 1-2-3, Macintosh	<i>Marketable skills are specific</i>

Interests

Aerobics, volleyball, theatre, reading, travel, folk dance club	<i>Specific examples of interests & memberships can be mentioned here</i>
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References

Available on request	<i>Do not waste space with names and addresses. If you do want to include them, only mention *impressive references</i>
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Task 6 – Using the model, write your own CV or resume*.

Template for a Job-search Cover Letter

Your name
Your address
Your city, state, postal code
Your phone number
Your email

Date

Name (Mr./Ms. first name, last name of person you are writing to)
Title
Organization
Address
City, state, postal code

Opening salutation: Dear Mr./Ms. Last Name,

Opening paragraph: State why you are writing; how you learned of the organization or position; and basic information about yourself.

Second paragraph: Tell why you are interested in the employer or type of work the employer does (simply stating that you are interested does not tell why and can sound like a form letter). Demonstrate that you know enough about the employer or position to relate your background to the employer or position. Mention specific qualifications which make you a good fit for the employer's needs. This is an opportunity to explain in more detail relevant items in your resume. Refer to the fact that your resume is enclosed. Mention other enclosures if such are required for the position.

Third paragraph: Indicate that you would like the opportunity to interview for a position or to talk with the employer to learn more about their opportunities or hiring plans. State what you will do to follow up, such as telephone the employer within two weeks. If you will be in the employer's location and could offer to schedule a visit, indicate when. State that you would be glad to provide the employer with any additional information needed. Thank the employer for her/his consideration.

Closing salutation: Sincerely,

Your hand-written signature
Your name typed
Enclosure(s) refers to resume, references, etc.

Sample Body of Cover Letter for an Arts Position

...Dear Mr./Ms. Last Name,

(Opening paragraph) The description you posted for a studio assistant parallels my interests and qualifications perfectly. With my background in art and psychology, I am confident that I would make a very successful and creative studio assistant.

(Second paragraph) Having worked for the non-profit organization CountyArts, I have been exposed to a number of aspects of the art world. My experience as artist assistant at the Museum of Art demonstrates my capability of working with others through the creative process of production while meeting the challenges presented to me. Also, my education in psychology has allowed me to learn the nuances of people and has provided me with good investigative and analytical skills that will suit your needs for customer assistance.

(Third paragraph) I would appreciate the opportunity to make a substantial contribution by exploring the business of applied art through your design firm. I welcome the opportunity to meet with you to further discuss my candidacy and will call next week to see if we might arrange a time to speak. Thank you for your time and consideration.

Sincerely yours,...

Grammar – Past Simple vs. Present Perfect

What is the difference between these sentences?

Blanka has been a volunteer.

Blanka was a volunteer from September 1995 to February 1996.

What tense is used for a completed time period? What tense is used for an unfinished time period?
What tense is used for specific time periods? What tense is used for experiences with no specific time period?

Task 7 – Put these time expressions into two groups of completed time or unfinished time periods.

this semester	in the summer	on Monday	this week
since Tuesday	two weeks ago	last month	at Easter

Now make sentences about yourself using these expressions.

Task 8 – Make these into questions. (Be careful to use the correct tense!)

- 1 Have / (ever) write / a work evaluation report?
Example: Have you ever written a work report?
- 2 When / write / your first CV (in English)?
- 3 Have / work / outdoors?
- 4 How / feel / at your first job interview?
- 5 Have / be / a volunteer?
- 6 Have / be selected / for a prestigious position?
- 7 Have / be / unemployed?
- 8 How many months / work / last summer?
- 9 Have / apply for / a job in a foreign country?
- 10 Have / think about / working freelance?

Ask your partner these questions. If the answer is yes, ask follow-up questions.

e.g. “Have you ever had to use English in your job?”
“Yes, I have.”
“What was the job? What types of situations did you encounter? How did you deal with them?”

Task 9 – Put the verb into the correct form (present perfect or past simple).

- 1 Do you know about Ann? She _____ her job. (give up)
- 2 My boss _____ me and now I am in charge of the whole department. (promote)
- 3 When Paul and Mark left school they _____ a job in a local travel agency. (apply for)
- 4 The job _____ doing quite a lot of paperwork, so I quit two weeks ago. (involve)
- 5 I _____ training workers last year, but this year I have to deal with team building. (be responsible for)
- 6 Do you know that he is unemployed? They _____ him. (sack)
- 7 Finally! They _____ ! What a great piece of news! (resign)
- 8 Meg _____ looking for a new job with a bigger company last week. (start)
- 9 They _____ enough of this shift work; they would like to have flexi-time. (have)
- 10 Pete and Steve _____ at work yesterday. I wonder why! (be)
- 11 Sue _____ five different jobs in the past four years. (have)
- 12 It's the first time _____ a notice. (hand in)
- 13 I never _____ a part-time job when I studied at university. (have)

Vocabulary

1. to sacrifice	obětovat
2. *to seek	hledat
3. *ratio	poměr
4. *to be made redundant (to be laid off)	být propuštěn (nadbytečný pro zaměstnavatele)
5. *redundant	nadbytečný
6. *to benefit	mít výhody, profitovat
7. *caring	starající se o, mající zájem o
8. *interpersonal	mezilidský, interpersonální
9. *punctual	dochvilný
10. *diligent	pilný, pracovitý
11. *conscientious	svědomitý, pečlivý
12. to redress (correct)	napravit
13. *to reverse	obrátit
14. *startling (surprising)	překvapivý
15. *to vary (to differ)	lišit se
16. *to forecast (predict)	předvídat
17. *obvious	zřejmý, pochopitelný
18. recipient	příjemce
19. *to reconsider	znovu uvážit, znovu si promyslet
20. *grammar/secondary school	gymnázium/střední škola
21. *exceptional	výjimečný, neobyčejný, mimořádný
22. *trivial	všední, obyčejný, každodenní
23. *volunteer, voluntary	dobrovolník, dobrovolný
24. *trade fair	veletrh
25. *casual/seasonal work	příležitostná / sezónní práce
26. *full-time/part-time work	práce na plný / částečný úvazek
27. *permanent work / exhibition	práce na plný úvazek / stálá výstava
28. curator	ředitel, kurátor, správce
29. *irrelevant	bezvýznamný, irelevantní, nepatřící k věci
30. deputy	zástupce
31. bold	výrazný, tučný (polygr.)
32. *to stand out	být viděn, vystupovat
33. *achievement	dokončení, splnění, výkon
34. fluent English	plynulá, dokonalá angličtina
35. conversational English	hovorová angličtina
36. *prominent	přední, vedoucí, prominentní
37. *impressive	působivý, impozantní, imponující
38. *resume (CV)	životopis
39. *temporary	přechodný, dočasný

Word bank

1. to have a well-paid/badly-paid job	mít dobře/špatně placenou práci
2. to earn a good salary	mít dobrý plat
3. to have good qualifications	mít dobrou kvalifikaci
4. to get paid	dostat zapláceno
5. to have a chance of promotion	mít šanci na povýšení
6. to be promoted	být povýšen
7. working hours/working time	pracovní doba
8. work long hours	mít dlouhou pracovní dobu/dlouho pracovat

9. nine-to-five job	zaměstnání v kanceláři (s tradiční pracovní dobou od 9 do 5, i když tomu tak nemusí být)
10. to do a career	dělat kariéru
11. flexible working hours	pohyblivá pracovní doba
12. to commute to work	dojíždět do práce
13. commuter	dojíždějící
14. fringe benefits	zaměstnanecké výhody
15. perks	zaměstnanecké výhody (hovorově)
16. job seeker	člověk, který hledá zaměstnání
17. job applicant	uchazeč o zaměstnání
18. to apply for a job	ucházet se o zaměstnání
19. to hand in a notice	dát výpověď
20. redundancy payment	odstupné
21. to be fired/sacked	dostat vyhazov z práce