

Unit 4

Tea time

Find a job!

Student's sheet



The applicant should be friendly and calm even when things are busy. S/he should be punctual, reliable and have a good memory. Physical skills include being able to carry a number of things at the same time. S/he should like food and drink and be able to talk about these.	Waiter in a small but busy café
The applicant must have a valid and clean driving licence and be qualified to drive a large vehicle. S/he should speak at least two European languages and English. S/he must work long hours and be able to deal with elderly people and answer their questions.	Coach driver for tours for senior citizens
The applicant should have experience of managing teams and working as a waiter or a cook in a large restaurant and know a lot about food and drink. S/he should have qualifications in catering and good references and be able to make quick decisions at work.	Manager of luxury restaurant
The applicant should know about high-price goods, such as computers and televisions and be able to explain these to customers. S/he must be able to deal with money and know something about accounting. S/he must be honest. There are good chances for promotion.	Shop assistant in an electronics retailer
The applicant should know about environmental matters and be able to convince people that the environment is important. S/he should be communicative and be a good team worker. Experience of office work is useful. There are chances for promotion in the organisation.	Worker for an environmental organisation
The applicant should be interested in people and be able to travel and work outside. The job has flexible working hours but the applicant must follow instructions and procedures and keep deadlines. There will be job training and a company car.	Opinion surveyor
The applicant should be healthy and like working in the fresh air. S/he should be careful, reliable and honest and be able to work on his/her own. The work can also be done part-time or only at weekends. This is an ideal job for a student or a young mother.	Bicycle courier

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Teacher's notes

Preparation:

The aim of this activity is to get students to match job descriptions and jobs. Copy the sheet(s) as many times as necessary, depending on how you want to conduct the activity. Cut out the cards separately. If you are going to use them more than once, it is a good idea to copy them onto card and laminate them.

Lead-in:

Make sure students know the meaning of the phrase "The applicant should ..." Write it on the board if necessary.

In class:

Some of the following steps can be missed out with stronger groups.

- Divide the students into pairs and give each pair a card with the name of a job on it. Ask them to describe the job while the others try to guess what it is. They are not allowed to say any of the words on the card.
- Once they have guessed all the jobs, ask them to think of the qualifications necessary for the job and what the job can offer.
- Then give the students the job descriptions (as a sheet or as cards) and ask them to match the jobs to the descriptions. They can also compare what they have written with the descriptions they are given.

Alternatively, divide the students into groups and give them all the cards. Ask them to match the jobs with the descriptions. Compare answers and make sure everyone has matched the right cards. The group which finishes the activity first can get a prize.

The activity can also be done by giving each student one or several cards and asking them to walk about and find the matching card.

Extension activity:

Ask students to think up more jobs and write descriptions of them using the ones given here as models.