

Job and employment

- Tasks:
- Compare manual work and intellectual work /brainwork, giving examples
 - Describe steps in getting job (a letter of application, CV, an interview)
 - Talk about working hours and a free time, working possibilities abroad, unemployment and social care
 - List advantages and disadvantages of a shift work
 - your future job

Everyone has to earn a living by doing a job. Choosing one's job is a challenge, it takes time to make a final decision

Childhood: As a small child, I dreamt of being a/an

A little later, I wanted to be a

I began to think of what I would like to do when I was years old.

Teenager: The time for making a final decision is during a secondary school. We can decide either for manual job or for a better paid job that requires more qualification, higher education. Apart from the proper qualification, you also need certain qualities or character traits. There are professions in which you need to have a special talent or determination.

Steps in getting job

1. There are several ways to find a job position:

- Through the classified (job advertisements in newspapers or on-line)
- Ask the friends and acquaintances if they know about any job vacancies
- Go to a job centre and ask for help

2. After you have found the job advertisement, you have to contact your future employer either by post, telephone, fax or e-mail to find out if the position is still free. If yes, you have to write curriculum vitae (CV) which includes all necessary information: personal details, education, training qualifications, key skills and achievements, work experience, interests and hobbies and references. The next step is sending your CV with a cover letter (that offers more detailed information about you) to your potential employer.

3. After a job interview follows. The best way to come across is to speak slowly, sit up straight, look in the interviewer's eyes and don't look down. Take your time with your answers. It's important to prepare for the interview; to arrive on time and properly dressed.

4. The last step is to sign a contract in the case you were successful in the interview

Your future job

I like working with people, so I'd like get into a profession such as a /an....

I'm good at (sports/languages/music...) therefore I'd like to work as a/an...

I enjoy (history/law/adventure/cars...) therefore I'd like to be a/an...

I'm interested in (computers/economics...). Therefore I'd like to work as an/a...

I'm still unsure what to do in my life because (I have many interests/what I like to do is difficult to get into...)

It's not easy to decide what I'd like to do for my whole life because (I don't have enough work experience/I don't know what the job opportunities will be like when I'm older...)

I have (thought about my career for a long time/come to no conclusions so far...) I have decided (with the help of my parents/based on my course of study...) that I would like to...

For me a good job should be (well paid/useful/not boring or monotonous...)

I would like to have (a good supervisor/pleasant co-workers/ a variety of activities...)

I'd like my job to include (being my own boss/having possibilities for travel/using my abilities and experiences...)

To me, money earned is the most important factor in deciding my future job because....

I think that the salary is (a decisive point/as important as job satisfaction...)

I would choose a lower-paying job if (it was very meaningful to me/I really wanted to do it...)

I think salary is of secondary importance in choosing a job. Of more value to me is...

Picture description: what occupations are shown, divide them into manual or intellectual work, decide which one of these jobs you 'd like to do, giving reasons (what kind of personality you need for this work, education and training required, what could be enjoyable and what are the disadvantages of this job)

Dialog:

In a magazine you've found an advertisement for a summer job for students. Make a phone conversation to get detail information about the following:

- When and where it is
- Working hours
- Accommodation
- Food
- Salary, etc.