

Elements of Employment -vocabulary & language



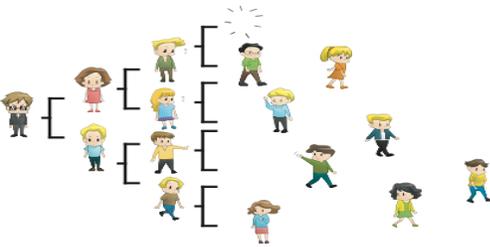
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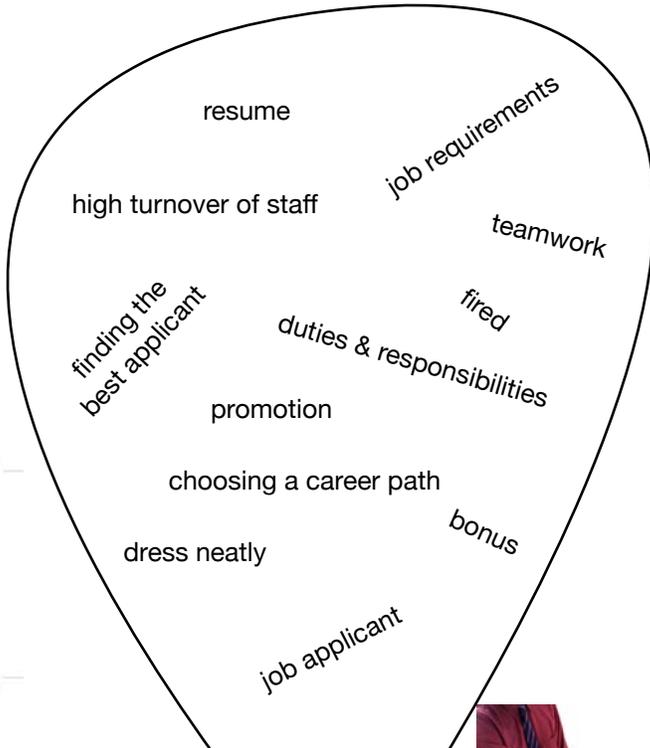
11 _____



10 _____



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1 _____



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4 _____

Match the audio items and vocabulary to the pictures. Then answer the questions below.

1. What job do you want? What are some requirements for this job?

2. What are some of the duties and responsibilities of your job ?

3. How would you prepare for a job interview ?

4. Does the job you want have a high turnover? Why/why not?

5. Why might you get fired from your job?



7 _____



8 _____

Script

Number 1

I have many duties and responsibilities. I have to answer phones, greet customers, do paperwork, and meet deadlines. Also, I have to be very good at multi-tasking.

Number 2

According to a recent survey, around 65 percent of people, think they have to dress neatly for work. Office workers have to dress neatly, because they are representing their company.

Number 3.

I'm a job applicant. So I need to fill out a job application when I apply for a job at a big company.

Number 4

Companies often give good employees a bonus, to keep them happy and to stop them from leaving.

Number 5

Most people like teamwork. Teamwork makes the job easier, and it makes work more fun.

Number 6

Here is my resume. It lists my education, work experience, and skills.

Number 7

We found the best applicant for the job by looking at their resume.

Number 8

The job requirements for a job at a hotel include, excellent customer service, and good communication skills. Also, you need good organizational and time management skills.

Number 9

A high turnover rate, means that workers, only stay at a company for a short time. So people are constantly coming and going. There is a high turnover of staff at some companies, who don't take care of their workers.

Number 10

You might get a job promotion, if you try different skills and communicate with your boss.

Number 11

I just got fired! They said I came late to work and I wasted a lot of time. Actually, it's true! I really didn't like this job.

Number 12

Finding a career path can be confusing! A good way, to choose a career path is to make a list of jobs you like, and to research jobs and companies.