

# Elements of Employment -vocabulary & language



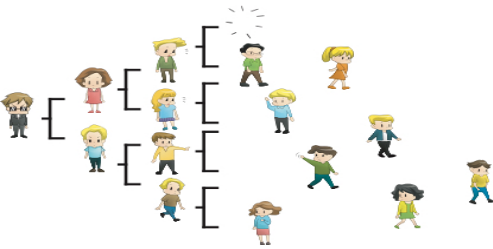
12 \_\_\_\_\_



11 \_\_\_\_\_



10 \_\_\_\_\_



9 \_\_\_\_\_

resume  
high turnover of staff  
finding the best applicant  
promotion  
choosing a career path  
dress neatly  
job requirements  
teamwork  
fired  
duties & responsibilities  
bonus  
job applicant



6 \_\_\_\_\_



5 \_\_\_\_\_



1 \_\_\_\_\_



2 \_\_\_\_\_



3 \_\_\_\_\_



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.

## Example answers for questions

### Examples translator

1. I want a job as a translator. Some requirements for this job include being able to speak multiple languages fluently and being able to understand different cultures.
2. Some of the duties and responsibilities of a translator include translating documents and conversations, interpreting for people who do not speak the same language, and helping people communicate with each other.
3. I would prepare for a job interview by studying the company's culture and values, and by practicing my language skills.
4. The job of a translator might have a high turnover because it is a very demanding job and requires a lot of skill.
5. I might get fired from my job as a translator if I made too many mistakes, if I was not able to communicate effectively, or if I did not respect the company's culture and values.

### Examples flight attendant

1. I want to be a flight attendant. Some requirements for this job include being at least 18 years old, having a high school diploma or equivalent, and being able to pass a background check and drug test.
2. Some of the duties and responsibilities of a flight attendant include providing customer service to passengers, maintaining cabin safety, and assisting with emergency procedures.
3. To prepare for a job interview, I would research the company, brush up on my customer service skills, and practice answering common interview questions.
4. The job of a flight attendant has a high turnover because it is a physically and emotionally demanding job with irregular hours.
5. I might get fired from my job as a flight attendant if I was not able to meet the physical demands of the job, if I had a bad attitude with passengers, or if I violated safety procedures.

### Examples guide

1. I want to be a tourist guide. Some requirements for this job include being able to speak multiple languages, being familiar with the area, and having excellent customer service skills.
2. Some of the duties and responsibilities of a tourist guide include giving tours, providing information about the area, and helping visitors with any needs they may have.
3. To prepare for a job interview, I would brush up on my language skills, research the area, and practice my customer service skills.
4. The job of a tourist guide does not have a high turnover. This is because it is a desirable job that pays well and has good benefits.
5. I might get fired from my job as a tourist guide if I were to give a bad tour, be rude to customers, or fail to meet their needs.

### Diplomat

1. I want to be a diplomat. Some requirements for this job include being able to speak multiple languages, being able to negotiate, and being able to resolve conflict.
2. Some of the duties and responsibilities of a diplomat include representing their country in negotiations, promoting their country's interests, and maintaining relationships with other countries.
3. To prepare for a job interview, I would research the organization I am interviewing with, brush up on my negotiating skills, and make sure I am well-versed in current international affairs.
4. The job of a diplomat does not have a high turnover. This is because it is a highly sought-after position and diplomats typically have a lot of experience.
5. I might get fired from my job as a diplomat if I were to violate the terms of my diplomatic immunity, engage in criminal activity, or if I were to fail to represent my country's interests.

#### Freelance writer

1. I want a job as a freelance writer. Some requirements for this job include excellent writing skills, the ability to meet deadlines, and strong research skills.
2. Some of the duties and responsibilities of a freelance writer include writing articles, blog posts, web content, and other types of writing assignments.
3. To prepare for a job interview as a freelance writer, I would brush up on my writing skills, research the company I'm interviewing with, and have some writing samples ready to show the interviewer.
4. The job of a freelance writer often has a high turnover because writers can work from anywhere and don't have to be physically present in an office. Additionally, there is often a lot of competition for writing jobs.
5. I might get fired from my job as a freelance writer if I missed deadlines, turned in subpar work, or didn't meet the client's expectations.

#### Chef

1. I want to be a chef. Some requirements for this job include being able to cook well, being able to work in a fast-paced environment, and being able to work long hours.
2. Some of the duties and responsibilities of my job include cooking food, cleaning the kitchen, and ordering supplies.
3. I would prepare for a job interview by practicing my cooking skills, researching the company, and preparing questions to ask the interviewer.
4. The job I want has a high turnover because it is a demanding and challenging job.
5. I might get fired from my job if I do not perform well, if I do not follow the company's policies, or if I do not get along with my co-workers.

#### Animator

1. I want to be an animator. Some requirements for this job include being able to use animation software, having a strong portfolio, and being able to work well with a team.
2. Some of the duties and responsibilities of an animator include creating animations, working with a team to create a story, and making sure the animations are high quality.
3. I would prepare for a job interview by studying the animation software, practicing my portfolio, and researching the company.
4. The job I want does not have a high turnover because it is a skilled position.
5. I might get fired from my job if I cannot meet the deadlines, if my animations are not high quality, or if I do not work well with the team.

#### Example

1. I want to be a pharmacist. Some requirements for this job include a Doctor of Pharmacy (Pharm.D.) degree from an accredited pharmacy school and a state license.
2. Some of the duties and responsibilities of a pharmacist include dispensing medications, providing patient education on the proper use of their medications, and collaborating with other healthcare providers to ensure optimal patient care.
3. To prepare for a job interview as a pharmacist, I would brush up on my knowledge of the pharmacy profession, as well as common interview questions. I would also make sure to dress professionally and arrive early to the interview.
4. This job does not have a high turnover. Pharmacists typically have stable jobs with good working conditions and salaries.
5. You might get fired from your job as a pharmacist if you are found to be dispensing medications improperly, if you are convicted of a felony, or if you violate the code of ethics of the profession.