

# EVERYDAY LIFE

## GETTING A JOB

**Age:** Teenager/Adult

**Level:** Intermediate (B1)

**Time:** 45 minutes +

**Activity:** In this lesson, students will:

1. guess stars' previous jobs;
2. do activities related to getting a job;
3. practice job interviews.

**Language focus:** vocabulary related to jobs, interview language

**Materials:** one copy of the worksheet per student

**Preparation:** Before class, write the jobs from Exercise 1 on slips of paper.

## PROCEDURE

Play a mime game as a warmer. Give out slips of paper with the name of a job from Exercise 1 on each one. Students should mime the job, and the others have to guess what it is. You can do this in pairs, small groups or as a whole class, depending on the class size and confidence of your students.

Hand out the worksheet. Ask students to look at Exercise 1, and tell them that these are jobs that some stars did before they were famous. Students should try to match the star and the job. Check answers as a class. Were they surprised at any of the answers?

Ask students what the steps are in finding a job. Introduce any vocabulary students don't know.

Ask students to do Exercise 2. They read the text and write the words in the spaces. Check answers.

Next, students complete Exercise 3. They put the sentences in order. Check answers. Point out the formal expressions in the letter and the fact that we don't use contracted forms in covering letters.

In Exercise 4, students decide who would say the expressions in a job interview. Check answers.

Ask students to work in pairs to write a dialogue between an interviewer and an applicant for one of the jobs in Exercise 1. Encourage them to be as imaginative as they like! Students should then perform their dialogues to the other students, who have to say if they think the applicant should get the job or not. If you don't have time to do this in class, you could set this as homework, and students could perform each other's dialogues at the start of their next class.

As an extension exercise, you could divide the class into two groups, interviewers and applicants.

Interviewers work in pairs. Give each pair one of the following job descriptions. Students write questions to ask in the interview.

- a. someone who sells ice-cream and soft drinks on the beach
- b. an inventor of toys
- c. someone who looks after people's pets while they're on holiday
- d. a presenter for a new music programme

Applicants write a CV. They can invent this. It's more fun if they don't know the job they're applying for at this stage.

Pair up interviewers and applicants to conduct the interview. Move the applicants around so they visit several interviewers. Interviewers choose the best applicant for the job.

**Key:**

### Exercise 1:

1. h; 2. b; 3. g; 4. i; 5. c; 6. d; 7. j; 8. a; 9. k; 10. e; 11. f

### Exercise 2:

1. classified ads
2. apply for
3. sent off my CV
4. applicants
5. an interview
6. salary
7. a pay rise
8. promotion
9. go on strike
10. made redundant

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## TEACHER'S NOTES

### Exercise 3:

39 Bayston Road, London SW9

Dear Sir or Madam,

With reference to your advertisement in *The Times* dated 7 April, 2017, I am writing to apply for the position of actor's assistant. As you can see from the enclosed CV, I finished school with eight GCSEs and three A-levels. I have always been interested in the film industry and would appreciate an opportunity to work in this field.

I am available for an interview at your convenience.

I look forward to hearing from you.

Yours faithfully,

### Exercise 4:

1. I
2. A
3. I
4. A
5. A
6. I
7. I
8. A

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## WORKSHEET

### EXERCISE 1: BEFORE THEY WERE STARS



Becoming a star can be difficult! Lots of actors have to do many different jobs because they don't make a lot of money by acting. Working in restaurants is a popular part-time job for actors, but there are a lot of others. Look at the jobs below. The people who did these jobs later became very famous! Can you match the famous person with their previous job?

1. Brad Pitt
  2. Jennifer Aniston
  3. Sylvester Stallone
  4. Sean Connery
  5. Madonna
  6. Calista Flockhart
  7. Harrison Ford
  8. Danny DeVito
  9. Hugh Jackman
  10. Lucy Liu
  11. J.K. Rowling
- a. A hairstylist.
  - b. A waiter/waitress.
  - c. Worked in a doughnut shop.
  - d. An aerobics instructor.
  - e. A secretary and a hostess in a restaurant.
  - f. An English teacher!
  - g. Worked with the lions in Central Park Zoo, New York.
  - h. A chauffeur.
  - i. Worked in a funeral home.
  - j. A carpenter and a pizza chef.
  - k. A secondary school PE (Physical Education) teacher.

### EXERCISE 2: JOB APPLICATIONS

Complete the text using the words below.

apply for      made redundant      applicants      a pay rise      promotion  
an interview      sent off my CV      classified ads      go on strike      salary

I was unemployed for a few months after finishing school because I wasn't sure what I wanted to do. Every week I read the \_\_\_\_\_ (1) in the local paper and finally saw one that I thought was interesting; it was an advert for a job as an actor's assistant. I had always been interested in the film industry so I decided to \_\_\_\_\_ (2) it. I \_\_\_\_\_ (3) and a letter and waited. I later discovered that there were about 50 \_\_\_\_\_ (4) for the job, and I was one of the lucky ones who had \_\_\_\_\_ (5). The interview went well, I was offered the job and, of course, I accepted. I started the job a week later, but quite soon I realised it wasn't what I expected. I spent most of my time making cups of coffee and delivering messages – nothing interesting at all. The \_\_\_\_\_ (6) was very low, but I was promised \_\_\_\_\_ (7) after the probation period and also the possibility of \_\_\_\_\_ (8) to a more responsible position in the future. However, after three months I was told that they didn't have enough work for me and reduced my working hours. I wasn't happy and threatened to \_\_\_\_\_ (9). But it was no good. A few weeks later they decided they didn't need me at all and I was \_\_\_\_\_ (10). So I had to look in the newspaper again.

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## EXERCISE 3: COVERING LETTER

Put the following cover letter sentences in order.

\_\_\_\_\_ I look forward to hearing from you.

\_\_\_\_\_ As you can see from the enclosed CV, I finished school with eight GCSEs and three A-levels.

\_\_\_\_\_ I am available for an interview at your convenience.

\_\_\_\_\_ With reference to your advertisement in *The Times* dated 7 April, 2017, I am writing to apply for the position of actor's assistant.

\_\_\_\_\_ 39 Bayston Road, London SW9

\_\_\_\_\_ I have always been interested in the film industry and would appreciate an opportunity to work in this field.

\_\_\_\_\_ Dear Sir or Madam,

\_\_\_\_\_ Yours faithfully,

## EXERCISE 4: JOB INTERVIEW

Here are some expressions you could use at a job interview. Decide who would say them – the interviewer (I) or the applicant (A).

1. Why do you think you would be suitable for the job? ( )
2. What does the job involve? ( )
3. How long have you been working in your present job? ( )
4. Are there chances of promotion? ( )
5. What is the salary? ( )
6. When would you be able to start? ( )
7. Can you tell me something about your work experience? ( )
8. Who would I work with? ( )

