



# JOB HUNTING



Scan to review worksheet

Expemo code:  
14QL-C6CF-ZNK3

1

## Warm-up

Which is the most important factor when looking for a new job? Rank the following points in terms of importance and then discuss your reasons.

experience pension plan  
working hours  
work environment location  
opportunities for promotion  
task variety benefits  
salary



## 2

## Key words

Study the terms below and complete the definitions.

a gap

a job opening

an entry-level job

a passion

a prospective employer

freelance work

unemployed

volunteer work

1. prospective employer : someone who you might work for in the future
2. entry-level job : a job suitable for recent graduates or people who don't have experience yet
3. volunteer : work that somebody does willingly and without pay
4. freelance : self-employed work; not working for one employer in exchange for a regular salary
5. job opening : a specific position that needs to be filled
6. gap : a space or missing part
7. passion : a strong emotion or feeling
8. unemployed : without a paid job but available to work

self-employed

Now complete the sentences below with the words and phrases:

1. You don't have enough experience for job in management. You need to start with an \_\_\_\_\_ .
2. Kate told me about an interesting \_\_\_\_\_ at KP Steel. I decided to apply for it.
3. Jane is doing \_\_\_\_\_ for a charity at the moment, but she hopes to earn some money in the future.
4. You've been out of work for three years! How are you going to explain this \_\_\_\_\_ in your resume?
5. Joe doesn't like working for other people. He prefers \_\_\_\_\_ .
6. Patrick has a \_\_\_\_\_ for his work. He's always been interested in and excited about computers.
7. Annette is \_\_\_\_\_ right now. She's trying hard to find a job.
8. If you dress smart for your interview, you will impress your \_\_\_\_\_ .



### 3 Discussion and listening

Look at the job hunting tips below. Discuss how effective or useful you think they are. Then listen to an expert on job hunting. She is going to give five tips for job seekers. Listen and check the tips that she mentions.

- |  |                          |
|--|--------------------------|
| Follow your passions.                            | <input type="checkbox"/> |
| Do some volunteer work.                          | <input type="checkbox"/> |
| Take short breaks.                               | <input type="checkbox"/> |
| Try to reach out to the decision maker directly. | <input type="checkbox"/> |
| Don't focus on your dream job now.               | <input type="checkbox"/> |
| Do freelance work.                               | <input type="checkbox"/> |
| Practice your answers to interview questions.    | <input type="checkbox"/> |
| Don't always follow your passions.               | <input type="checkbox"/> |
| Don't apply for every job opening.               | <input type="checkbox"/> |

Audio



### 4 Collocations

Match the verbs with the nouns to form collocations mentioned in the recording.

- |             |          |                 |
|-------------|----------|-----------------|
| 1. develop  | <b>b</b> | a. an income    |
| 2. keep     | <b>f</b> | b. a website    |
| 3. get      | <b>f</b> | c. busy         |
| 4. get lost | <b>d</b> | d. in the pile  |
| 5. get back | <b>g</b> | e. new contacts |
| 6. make     | <b>e</b> | f. noticed      |
| 7. earn     | <b>a</b> | g. to work      |

Now form your own sentence for each of the phrases.

### 5 Talking point

Discuss any of the questions below.

1. Is it easy to find a good job in your country? Why or why not?
2. What do you think is the most difficult part about job hunting?
3. How easy is it to get a job in your field?



# Transcripts

## 4. Discussion and listening

- 1 So my first tip is **that you don't always have to follow your passions.** Many people who love their work developed a passion for it over time when they started to get good at what they did. But they didn't follow their early passions at the beginning of their careers.
- 2 My second tip is **do more volunteer work.** For example, if you're an IT programmer, you could offer to help develop a website for a local charity. Offering your skills, knowledge and time for free is a great way to fill in a gap in your resume and it shows potential employers that you've been keeping busy.
- 3 Now the **next tip will help you get noticed by potential employers.** Instead of contacting a company's human resources department and hoping that your resume will make it to the right person, **try to find out who the decision maker is and approach him or her directly.** That way, **your resume won't get lost in a pile of applications.** And if you can't find out who that person is, reach out to someone else at the company and let them know that you admire what they do and would love their advice. Ask them lots of questions about their work and company but don't mention the job. They will probably tell you about the job opening themselves and you can then find out how to get your application into the right hands.
- 4 So, on to my next tip... which is **...don't focus on your dream job now.** If you're at an early stage in your career, remember **that entry-level jobs aren't glamorous.** So try to think about what kind of job you'll have five years from now and focus on developing your skills until then.
- 5 So my fifth and final tip is ... **consider freelancing.** Most people who are unemployed think that they will get back to work fairly quickly. But nothing is guaranteed so consider doing some freelance work in the meantime. Freelancing is a great way to keep your skills sharp, make new contacts, earn an income, and improve your resume.



# Key

## 1. Warm-up

Encourage a brief discussion. This can be done in pairs or groups.

## 2. Key words

In a large class, students can complete this task individually and check in pairs.

- |                           |                       |                   |                       |
|---------------------------|-----------------------|-------------------|-----------------------|
| 1. a prospective employer | 2. an entry-level job |                   |                       |
| 3. volunteer work         | 4. freelance work     |                   |                       |
| 5. a job opening          | 6. a gap              |                   |                       |
| 7. a passion              | 8. unemployed         |                   |                       |
| 1. entry-level job        | 2. job opening        | 3. volunteer work | 4. gap                |
| 5. freelance work         | 6. passion            | 7. unemployed     | 8. potential employer |

## 3. Discussion and listening

Students discuss the different tactics. Play the audio file or use your mobile device to scan the QR code (make sure you have installed a QR code reader app and can access the Internet on your device). Ask students for their reactions to the advice.

- ✓ Do some volunteer work.
- ✓ Try to reach out to the decision maker directly.
- ✓ Don't focus on your dream job now.
- ✓ Do freelance work.
- ✓ Don't always follow your passions.

## 4. Collocations

In a large class, students can complete this task individually and check in pairs. For a weaker class, hand out the transcript and have students find the collocations in the text. Elicit sample sentences or assign this as homework.

- |      |      |      |      |      |      |      |
|------|------|------|------|------|------|------|
| 1. b | 2. c | 3. f | 4. d | 5. g | 6. e | 7. a |
|------|------|------|------|------|------|------|

## 5. Talking point

Encourage a class discussion.