

WARM UP

1 Would you prefer to work on your own or with other people? Why? What sector would you like to work in? What are you good at? What skills do you think you need to acquire to enter the working world? Would you be willing to work abroad? Why/Why not? Where would you look for a job? On the Internet? In the newspaper? At a job centre? Justify your answer.

GLOSSARY

to recruit: *assumere*
processing: *analisi, esame*
entails: *comporta*
jargon: *gergo*
subheading: *sottotitolo*
run-of-the-mill: *banale*
incoming mail: *posta in arrivo*

Job ads

How to Write a Good Job Advertisement

Job advertisements are a common feature of British newspapers, used by millions of people looking for a job or offering their services. That's why it is so important to write them properly. Here you can find some of *The Guardian's* best suggestions.

Companies wishing to recruit personnel should include a description of their organisation in the ad to stimulate interest, and the job title should be clear.

Location is also an important factor for the person looking for a job, so names of obscure towns should be avoided and replaced with the name of the region or county which will be immediately recognisable to the reader. In this way, people living too far away, or who do not wish to relocate, will not apply, which will save time on candidate processing.

Another important factor is the salary, which is often expressed by using a range rather than a fixed sum, especially if the job is also advertised through search engines on the Internet. This means that higher quality candidates may be attracted by the top end of the salary range which can then be negotiated at a later date. When describing what the job entails, companies should again use familiar terms like 'role' and 'responsibilities' without using the jargon of their particular sector, which may not be understood by everyone. Also, when

VACANCIES

Samsung C&T Corporation, Saudi Arabia, requires for their Qurayyah Power Plant (4,000 MW):

- Mechanical Engineer
- Buildings Engineer
- I & C Engineer
- Public Relations Officer
- H.R.
- Electrical Engineer
- Civil Engineer
- Administrator
- Procurement Engineer
- Security Manager (QA/QC/HSE)

Experience over 5 years with specified qualifications (Saudis preferred)

Qualified candidate may kindly send their resume to only1.lee@samsung.com or fax to 03 887 0960

indicating what kind of person is required, it may be better to use a subheading like 'About you' rather than the more impersonal 'Person Description' heading which is used in most ads. Candidates are more likely to remember an ad with a bit of personality instead of your usual run-of-the-mill type.

The advertisement should also include not only the position of the company on the market and its sector, but also how it is organised, and links to social network profile pages of the company should be included so that the candidate can get to know something about the organisation before being interviewed.

Lastly, instructions for applying should be simple and specific, including the name of the person who will deal directly with the incoming mail for this position, and the reference number to be quoted by the candidate. It is worth noting that the more specific the instructions are, the easier it will be to recognise at a glance the most suitable candidates for the job.

READING COMPREHENSION

2 Read the text and decide if the statements below are true (T) or false (F). Then correct the false ones.

- 1 Unemployed people in Britain can often find a job in the adverts in the British press.
- 2 The name of the town where the company is located should always be specified in the ad.
- 3 It is better to specify the exact salary on offer, so that only candidates who are really interested will apply.
- 4 Technical terms should be avoided when describing job duties.
- 5 If the ad is given a more personal touch, it will be remembered by candidates.
- 6 Candidates are encouraged to use social networks to contact the company before their interview.

| | T | F |
|---|--------------------------|--------------------------|
| 1 | <input type="checkbox"/> | <input type="checkbox"/> |
| 2 | <input type="checkbox"/> | <input type="checkbox"/> |
| 3 | <input type="checkbox"/> | <input type="checkbox"/> |
| 4 | <input type="checkbox"/> | <input type="checkbox"/> |
| 5 | <input type="checkbox"/> | <input type="checkbox"/> |
| 6 | <input type="checkbox"/> | <input type="checkbox"/> |

LISTENING

3  11 Listen to an expert giving job interview tips and fill in the missing information.

Nowadays finding a job is no easy matter and sometimes it can be hard work just to get an interview, so once you're actually in the (1) _____ it is a good idea to think before you speak, as an interview can be ruined by an (2) _____. Therefore, when asked why you would like the job, try and give (3) _____ which express motivation and an interest in what you would be doing if you were chosen for the position. You obviously also have to be (4) _____ with a smile on your face on the day of your interview, so make sure you get a (5) _____ the night before. Interviews may vary from an (6) _____ with your potential manager, to a full day of (7) _____ with group tasks and a panel interview, so you must be prepared to adapt to the situation you find on the day. During the interview you need to be able to show not only that you meet the (8) _____, but that you also stand out from other applicants due to your (9) _____ or other (10) _____.

JOB-OPPORTUNITY
Graduate Senior Civil Engineer

A reputable Construction Company With a Joint Venture of Foreign Company requires the Services of Graduate Senior Civil Engineer in Islamabad having a vast experience of executing the Over-Head Bridges with Pre/Post Tensioning systems at prestigious Projects in Pakistan and abroad.

Attractive remunerations with a Salary range between Rs. 300,000/- to Rs. 400,000/-, fringe benefits including furnished family accommodation at Site, transport for site & personal use, medical & other benefits as per rules of the company.

Candidates meeting the above requirement may contact in person with the relevant documents on Monday & Tuesday between 10:00 am to 4:00 pm in Lahore or Wednesday & Thursday in Islamabad on following address:

Lahore: 4 - Bawa Park, Upper Mall, Lahore.
Tel: 042 - 35758114, 042 - 35758727

Islamabad: New Islamabad Airport Site, Tarnol, Fateh Jang Road.
Tel: 051 - 9278556, 051 - 9278664

WRITING

4  You have seen this summer job advertised on the Internet. The position involves looking after children on a holiday resort. Write your letter of application (120-180). Go to page 173 of your coursebook for help if necessary.

Children's Rep

Vacancy: Children's Rep – Childcare
Company: Summer Fun, Brighton, UK
Job Details: We are recruiting Children's reps (M/F) for our resorts in Spain and other parts of Europe.
Your role: You will be expected to welcome and supervise children from 2 to 4 years, keeping them entertained with games, songs and other kinds of creative activities. You will also be responsible for children's hygiene and safety. Successful candidates should be available for the entire school holiday period (July – Sept.) and should have previous working experience in this field. A knowledge of one or more foreign languages is preferable.

Please apply in writing to Mr. Dawson – dawson@summerfun.org – Ref. AZ43219