

About the language

(Spoken language is different to written language, in that words and sentences are often shortened, and abbreviations and idioms are often used.)

Expression	Meaning	Explanation
'Anyway, I better get back to work.'	'Anyway, I had better get back to work.'	The full verb 'had better get' has been abbreviated.
'See you around.'	'We will see each other in the future.'	The subject 'I will' is understood in spoken English.
'Did you catch that?'	'Did you understand that?'	Used in informal English.

Tongue twister (o / o:) - Say this quickly three times.

Tom bought a watch for his job at the store.

Useful phrases - Say these sentences to your partner.

- I'm looking for a job. Can I speak to the store manager please?*** (Cold calling)
- I'm enquiring about jobs. Do you have any vacancies?*** (Cold calling)
- Could you tell me how I go about getting a job here?*** (Cold calling)
- Do you have any job openings?*** (Cold calling)
- Could you tell me how to apply for work here?*** (Cold calling)
- Can I please speak to someone about job vacancies?*** (Cold calling)

Something to know

- There are many different ways of obtaining that first job.
- Jobs can be advertised on career websites, on company websites, through Job Centres, in newspapers or on shop windows.
- Some jobs are filled by 'word of mouth', i.e. by a person recommending someone he/she knows through their **network** of friends and contacts.
- Some jobs follow from work experience / casual work / a traineeship, where an employer can see that the person is a good worker and fits in with the 'culture' of the workplace.
- Some jobs are the result of **cold calling** (visiting workplaces with your resume and enquiring if there is work available).

Listening comprehension - Choose the correct answer.

1. Where does Tom work?
 - a) **Kmart**
 - b) **Coles**
2. How did Tom apply for his job?
 - a) **At an interview.**
 - b) **On the internet.**
3. What are some things OHS covers?
 - a) **Word processing, punctuality**
 - b) **Food handling, safe lifting**
4. What were Nick and Emina advised to do when they enquired about working at Bakers Delight and Target?
 - a) **Apply online.**
 - b) **Arrange an interview with the store manager.**

The story - Cross out the wrong word.

Nick rings his friend Tom **and / to** ask him how he got his job at Coles. The friends arrange to meet later that day **when / after** Tom has his break at 4 o'clock, so he can speak to Emina. Tom explains that he got his job by **applied / applying** on the internet. He also had to do a test online and **understanding / understand** OHS (Occupational Health and Safety). Tom advises Emina and Nick to go to other stores **so / and** find out how they employ staff. Tom returns to work. Nick then enquires at Bakers Delight and Emina enquires at Target. They are both **advised / advise** to apply online.

Getting a job - Circle True or False.

- | | | |
|---|-------------|--------------|
| 1. Some job applications must be done online. | True | False |
| 2. Sometimes you have to do a test online. | True | False |
| 3. OHS only applies to jobs in supermarkets. | True | False |

Grammar - Change the following sentences into questions, using 'do / does / did'. The first one is done for you.

(In a simple sentence, where there is no auxiliary verb, we form a question with **do / does / did**. The auxiliary **do / does / did** must agree with the subject. We use the infinitive of the main verb.)

- 1. Tom works at Coles. **Does Tom work at Coles?** _____
- 2. Nick and Emina met Tom. _____
- 3. Tom applied online. _____
- 4. Tom learnt about OHS. _____
- 5. Nick enquires at Bakers Delight. _____
- 6. You apply online. _____

Vocabulary - Complete the sentences with words from the box.

interview	introduced	application
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- 1. Nick _____ Emina to his friend Tom.
- 2. For most jobs you need to attend a job _____.
- 3. Many jobs require an online _____ these days.