

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
'Giving me a hard time.'	'Putting pressure on me to do something.'	Used in informal English.
'Yeah.'	'Yes.'	Used in informal English.
'Chill!'	'Relax, don't worry!'	Used in informal English.
'You gotta take what you get.'	'You have got to take what you get.'	The verb 'have got' is understood in spoken English.

Tongue twister ('r' as the second consonant) - Say this quickly three times.

I'll probably print the previous problem page.

Useful phrases - Say these sentences to your partner.

- I'm not sure about*** that. (Expressing uncertainty)
- Why don't we...?*** (Making a suggestion)
- Let's get the job done.*** (Encouraging someone to finish something)
- Do a search on*** seek.com.au. (Instructing someone on a computer)
- Go to the website.*** (Instructing someone on a computer)
- Click on 'Employment'.*** (Instructing someone on a computer)
- Look under 'Careers'.*** (Instructing someone on a computer)
- Log in with a username and password.*** (Instructing someone on a computer)
- Click on 'Apply online'.*** (Instructing someone on a computer)
- Fill in your details.*** (Instructing someone on a computer)
- Upload your resume.*** (Instructing someone on a computer)

Something to know

- A CV (Curriculum Vitae) is another name for a *resume*, a summary statement of your educational and work history, your skills and personal attributes.
- Online job applications are becoming standard in many industries.
- Familiarity with modern technology is one of the key employability skills required to gain employment, and to progress within an enterprise.

Listening comprehension - Choose the correct answer.

1. What is a referee?
 - a) **A person who applies for a job online.**
 - b) **A person who knows you and can recommend you.**
2. Who does Nick suggest could be a referee for Emina?
 - a) **Her teacher or the student counsellor.**
 - b) **Her mother who is a widow.**
3. What is Emina's concern with shift work?
 - a) **She cannot work at Christmas.**
 - b) **She cannot work nights.**
4. What is a CV (Curriculum Vitae)?
 - a) **A resume**
 - b) **A job application**

The story - Cross out the wrong word.

Emina and Nick are **in / about** the library working on Emina's online **apply / application** for a job at Kmart. Nick helps Emina with the meaning of words **like / such** as referee and CV. Emina tells Nick that her mother would not **let / get** her work night shifts, but she would be able to work over Christmas. Neither Emina nor Nick have **presumed / prepared** a resume yet.

Getting a job - Circle True or False.

- | | | |
|--|-------------|--------------|
| 1. You need to be familiar with a computer so you can apply for jobs online. | True | False |
| 2. Previous experience is important when applying for work. | True | False |
| 3. You need to have your resume with you when you go cold calling. | True | False |

Grammar - Use the verbs in brackets in the present perfect tense. The first one is done for you.

(We use the present perfect tense when we are looking back at a time in the past and connecting it with the present.)

1. Nick **has helped** Emina with her online application. **(help)**
2. Emina and her mother _____ in Australia for seven months. **(be)**
3. Marie _____ advice to Emina. **(give)**
4. Tom _____ at Coles for four months. **(work)**
5. We _____ to a podcast. **(listen)**

Vocabulary - Complete the sentences with words from the box.

organised

previously

referee

submit

probably

1. I asked my teacher to be a _____ for me because she knows me quite well.
2. If you can't speak English, you _____ won't be able to get a job.
3. Emina has _____ worked in retail.
4. You need to be well _____ when you are looking for work.
5. I need to _____ my job application online.