

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
'My friend is giving me a hand.'	'My friend is helping me.'	Used in informal English.
'It is important for landing a job.'	'It is important for getting a job.'	Used in informal English.
'Sure!'	'Yes, no problems!'	Used in informal English.

Useful phrases - Say these sentences to your partner.

- Would you be able to give me a hand...?** (A polite request for help)
- That'd be great!** (Giving feedback to show enthusiasm for something)
- What does that mean?** (Asking for clarification)
- I wouldn't mind volunteering to get experience.** (Expressing your interest)
- I'm interested in part-time work. Do you have any positions available?** (Cold calling)
- I'd like to ask about the job advertisement in the window.** (A job enquiry)
- Do you have any casual work at the moment?** (Cold calling)
- Are you looking for a kitchen hand?** (Cold calling)

Something to know

- Networking is the number one source of finding work.
- Job seekers need to be proactive when it comes to finding a job: having a resume prepared; searching for job ads online, in newspapers, at job centres; being prepared to volunteer and cold call; looking out for traineeships, casual or part-time work.
- Local qualifications and local experience are valued by employers.
- There are many short and long courses at TAFE to prepare you for work.
- TAFE course information is available at <http://www.tafe.vic.gov.au/TAFECourses/>.

Listening comprehension - Choose the correct answer.

1. Why does Emina say she was brave?
 - a) **She applied to work in a supermarket.**
 - b) **She tried 'cold calling'.**

2. Who does Emina ask to be a referee?
 - a) **Marie**
 - b) **Nick**

3. What work does Gemma do?
 - a) **Helps students find work.**
 - b) **Sells clothes at a market.**

The story - Cross out the wrong word.

Emina meets with Marie to talk **on / about** her future. Emina explains that she has almost **completed / complete** her online application to Kmart. Marie explains that by talking to Nick and Tom about finding work, and by going to shops directly, she has in **fashion / fact** been networking and cold calling. Marie advises Emina to go to the library and ask the library teacher for help with her resume. Marie also advises Emina to try to do some volunteer **working / work** as a way of gaining experience. Marie then phones her friend Gemma, who has a stall at Camberwell Market. Gemma is happy for Emina to help her **about / out** the following Sunday.

Syllable stress - Put these words into the columns with the same syllables and syllable stress as the examples.

started	<i>resume</i>	independence	serious	network	manager
eg. <u>con</u> tact	eg. <u>in</u> terested	eg. <u>app</u> <u>li</u> ca tion			

Getting a job - Circle True or False.

- 1. It is the student counsellor's responsibility to find you work. **True** **False**
- 2. A TAFE course can prepare you for work in Australia. **True** **False**
- 3. Networking is a very important way to obtain work. **True** **False**

Grammar (modal auxiliaries) - Complete the sentences, using 'can / should / would / wouldn't'.

(Modal auxiliaries **can / could / shall / should / may / might / will / would / must** show the speakers judgement or opinion at the moment of speaking.)

- 1. I _____ mind a bit of help here.
- 2. Your friends _____ help you network.
- 3. _____ you be able to be a referee for me?
- 4. You _____ have your resume with you when you go cold calling.

Vocabulary - Complete the sentences with words from the box.

independent	resume	model	experience	network	volunteer
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- 1. Nick helped Emina write her _____.
- 2. I joined my local business association so I could meet people and _____.
- 3. I started working with this charity as a _____, but now they pay me.
- 4. I need some local work _____.
- 5. She is a very _____ girl. She has her own business and is doing very well.
- 6. I'll use this _____ to write my *resume* because it is well set out.