

# 1 Careers

## Unit Focus

Professions Recruitment Training

### Unit overview

Unit components	Focus	TOEIC® practice	Duration
Snapshot	Employment	Part 1	15–25 mins
Listening 1	Temp agency	Part 3	15 mins
Grammar Check 1	Present simple and present continuous	Part 6	20–30 mins
Vocabulary Builder	Suffixes: people and professions	Part 5	20 mins
Viewpoint	Business etiquette: Indian companies	Part 7	20–30 mins
Grammar Check 2	Wh- questions	Parts 2 / 3 / 4 / 7	20 mins
Listening 2	Job interview	Part 2	20 mins
Listening 3	Job fair talks	Part 4	20 mins
Communication	Temporary work agency interviews		40 mins
		<b>Total</b>	3 hrs 10–3 hrs 40

### Snapshot

#### Aims

- TOEIC® Part 1 practice: identifying the context of a photo
- Vocabulary development: employment
- Discussion

The activities in this section introduce the themes of careers and employment which are developed throughout the unit. The pictures provide students with practice in identifying the context of images that they will encounter in Part 1. Explain to students that they should always look for visual clues that give information about the situation that is shown in the picture. The exercise provides a list of possible situations that could correspond to those shown in the pictures. Students should use their dictionaries to find the meanings of these terms, then decide which ones are the most likely. The discussion questions that follow are designed to encourage students to exchange their knowledge and experience of the professional environment in their countries in order to enhance their speaking skills.

#### Picture descriptions

##### Picture 1

This picture shows two people *shaking hands* in a room where the *representatives* of two sides in a *negotiation* are *meeting*. The man on the left, who is wearing a

*business suit*, is most probably a manager and he is shaking the hand of one of the men on the other side of the *conference table*. These men are more casually dressed and are wearing *short-sleeved shirts*. Some documents are laid out on the table. The situation is not a *board meeting* because the participants would all be dressed in the same way, but the setting for the photo could be a *boardroom*. It is unlikely that the situation is a *general assembly* as the representatives are shaking hands after reaching an agreement about something.

##### Picture 2

This picture shows a *demonstration* in a city street. In the foreground, a *police officer* is positioned in front of some metal *barriers*. On the other side of the barriers, a crowd of people is *gathered*. They are all wearing the same color clothes which suggests that they may all be *employees* of the same company. They are holding *banners* and *signs* with slogans on them. We can read the words "... with justice" on one banner. The situation is not a *company picnic* since the employees are protesting about something. It cannot be a *fire drill* because they would not be carrying banners.

##### Picture 3

This picture shows two people in an *interview* situation. The women are seated at a table in front of a window in a *meeting room* or office. They are wearing *business clothes*. One woman is *writing notes*. She also has

a laptop. The other woman is sitting with her hands *clapsed*. She is speaking to the other woman. They are probably in a town or a city because we can see some buildings through the window. The picture does not show a *sales presentation* since neither person is presenting a product. It does not show a *conference call* because neither person is using a telephone.

#### Picture 4

This picture shows a woman receiving a special gift which is in the shape of a triangle. The man wearing a jacket is presenting the gift to her. The woman is also holding a letter. The situation is most probably a ceremony for a *member of staff* who is about to take *retirement*. Behind them we can another man waiting. The situation is not a *press conference* as only three people are present. Neither is it a *product demonstration* as there are no products visible.

#### Answers

1 c                      2 b                      3 b                      4 a

## Listening 1

#### Aims:

- TOEIC® Part 3 practice: short conversations
- Listening for specific information in telephone calls

The recorded telephone conversations present three situations that a temporary agency manager has to deal with. These are in the form of short conversations and although they do not follow the exact format for Part 3 of the test, they allow students to develop strategies for this section. Students are asked to listen for the specific information to help them to identify the context of each conversation. In the first two conversations, the callers are enquiring about the availability of temporary personnel, and in the third, the caller is informing one of her clients that an employee has interrupted his contract. Although telephoning is dealt with in detail in Unit 3, you may want to focus students' attention on the following language:

*This is ...*

*Speaking.*

*I'm calling to ...*

*What can I do for you?*

*Can you get back to me ...?*

*Can I help you?*

You may want to pre-teach the following vocabulary:

- |   |                             |                            |                      |
|---|-----------------------------|----------------------------|----------------------|
| 1 | <i>schedule</i>             | <i>department store</i>    | <i>to sort out</i>   |
| 2 | <i>HR (human resources)</i> | <i>staff</i>               | <i>truck driver</i>  |
|   | <i>to involve</i>           | <i>deliver merchandise</i> |                      |
| 3 | <i>full time</i>            | <i>to give notice</i>      | <i>short-staffed</i> |

#### Answers

##### A

- 1 availability, contract(s), a previous assignment
- 2 availability, contract(s), an assignment abroad, meeting arrangements
- 3 contract(s), a replacement

##### B

#### Call 1

**Name of caller** Jason Jackman

**Subject of call** Asking if Sabrina Marquez can do another contract

**Action to be taken** Laura to check on January contract and to get back to Jason tomorrow

#### Call 2

**Name of caller** Howard Mason

**Subject of call** Wants to hire two truck drivers to deliver merchandise to Mexico

**Action to be taken** Laura to go for meeting at Howard's office tomorrow at 11 a.m. to go over the conditions and contract

#### Call 3

**Name of caller** Laura Alvarado

**Subject of call** Chef currently on temporary assignment has resigned to take up full-time post without giving notice

**Action to be taken** New chef to call Manfred first thing tomorrow

#### AUDIOSCRIPT

##### A and B

1

**Man** Hi Laura. This is Jason Jackman from ShowKase stores.

**Woman** Hi Jason. What can I do for you?

**Man** Well, I'm calling to ask you if there's any chance of getting Sabrina Marquez to do another contract with us. You know, she worked at our Lexington store last year during the holiday period. Is there any way we can get her back again this year?

**Woman** Just let me have a look at her schedule. OK, here it is. Well, right now she's working on a two-month contract for a department store. But that finishes on the fifteenth – when do you need her to start?