



Looking for work

Tutor Resources for the AMEP

Work

Post-beginner

Tutor Resources for the AMEP

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Theme:

Work

Topic:

Looking for work

Task	Language focus	Learning activities	Resources
1. Can talk about present and past employment and future work	<p>Vocabulary paid, unpaid, employed, unemployed, self employed, clerical assistant, takeaway, take orders, serve customers, bookkeeping, accountancy, career, work experience, training, air conditioning</p> <p>Structure Do you have a job? Does your husband/wife work? Does your son/daughter work? What do you want to do in the future? Have you got any plans for the future?</p>	<p>Match people to jobs</p> <p>Discuss what they and their family do for a living</p> <p>Answer questions about a story</p> <p>Discuss where they and their family work</p> <p>Answer questions about a story</p> <p>Discuss their past employment</p> <p>Match people to jobs</p> <p>Discuss their plans for the future</p>	<p>Worksheet 1: What do you do?</p> <p>Worksheet 2: What do you do for a living?</p> <p>Worksheet 3: Past employment</p> <p>Worksheet 4: What do you want to do in the future?</p>
2. Can read job advertisements	<p>Vocabulary job vacancies, job applications</p> <p>Structure What, when, why</p>	<p>Read a story and correct the sentences</p> <p>Answer questions about job advertisements</p> <p>Extension Visit the local employment office</p>	<p>Worksheet 5: Looking for a job</p> <p>Worksheet 6: Job advertisement 1</p> <p>Worksheet 7: Job advertisement 2</p>

Theme:

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Topic:

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Work experience

Task 1:	Can talk about present and past employment and future work
Vocabulary:	paid, unpaid, employed, unemployed, self employed, takeaway, clerical assistant take orders, serve customers, bookkeeping, accountancy, career, work experience, training
Language structure:	Do you have a job? Does your husband/wife work? Does your son/daughter work? What do you want to do in the future? Have you got any plans for the future?

Activity instructions

Match people to jobs

Worksheet 1: What do you do?

A. Show the pictures on the worksheet and learner reads the names.

Read the script (including the numbers) once and learner writes the number of the conversation below the picture of the corresponding person.

Script

1.	Interviewer:	What do you do Tracey?
	Tracey:	I work in an office. I'm a clerical assistant.
2.	Interviewer:	What do you do for work?
	Andro:	Well. I'm self-employed. I've got a small business – a take away shop.
3.	Interviewer:	What work do you do?
	Ivana:	Actually, I haven't got a job at the moment. I'm too busy at home, looking after my children. So really, my job is a housewife.
4.	Interviewer:	Have you got a job?
	Daniel:	No, I'm studying at the moment. I'm studying full time at TAFE.
5.	Interviewer:	What kind of work do you do Marek?
	Marek:	I'm a storeman in a factory. I drive a forklift a lot of the time.

Instruct learner to read the questions on the worksheet to ensure the learner focuses their listening to the relevant information.

Read the script again.

Learner answers the questions about each person.

B. Learner reads the dialogue and corrects their work.

Explain any new vocabulary or ask the learner to look up meanings in a dictionary.

(The learner should write down any new vocabulary with the translations in a book to be used as a reference.)

Role play the dialogues.

Discuss what they and their family do for a living

- Ask questions: Do you have a job? What's your job?
- Is it a paid or unpaid job?
- Where do you work?
- Does your husband/wife work?
- Does your son/daughter work?
- What is his/her job?
- Is his/her job paid or unpaid?
- Where does he/she work?

Answer questions about a story

📄 Worksheet 2: What do you do for a living?

- A. Show the picture on the worksheet and instruct learner to listen to the story and answer the questions.

Learner reads the questions before the script is read. Explain any new vocabulary.
Read the script up to three times.

Script

What do you do for a living?
Well I'm self-employed. I've got a small takeaway business. I work long hours and it's tiring but I enjoy it. The shop is open six days a week. We open at eight in the morning and close at nine in the evenings. On Saturdays we usually don't close until ten or eleven at night!

Fortunately, I share the business with my brother, so I can take a break in the afternoons while he looks after the shop. My brother does the cooking but I do everything else. I go to the markets to get vegetables in the morning, I take the orders from customers, I serve the customers and I keep the shop clean. Also I do the bookkeeping. I usually do this on Sundays. So really I work seven days a week, but as I said before I love having my own business.

Learner writes the answers to the questions.

- B. Learner reads the script and writes down any words they don't understand. Explain any new vocabulary or ask the learner to look up meanings in a dictionary.

Discuss where they and their family work

- Ask questions: Where is your work? Is it near to your home?
- What is the name of the company or business?
- Do you work casual hours?
- What time do you start? What time do you finish?
- What do you do in your job?
- Where is your husband's/wife's work? Is it near to your home?
- Is his/her job casual?
- What is the name of the company or business he/she works for?
- What time does he/she start? What time does he/she finish?
- What does he/she do in his/her job?

Answer questions about a story

📄 Worksheet 3: Past employment

Learner reads the story and answers the questions.
Instruct learner to write down any words they don't understand. Explain any new vocabulary or ask the learner to look up meanings in a dictionary.

Discuss their past employment

- Ask questions: Did you work in your home country? What was your job?
- What was your position?
- What kind of things did you have to do in that job?
- Who did you work for? What was the name of the company or business?
- How long were you in that job?
- Did you like that job?
- How many different jobs have you had in your life?
- How many jobs have you had since coming to Australia?

Match people to jobs

- 📄 Worksheet 4: What do you want to do in the future?
- A. Read the script and the learner listens. (It can be repeated up to three times)

Script

Interviewer:	What do you want to do in the future, Daniel?
Daniel:	Well I have long term plans and short term plans. My long term plan is to get back into my profession. I did accountancy before I came to Australia and I want to get back to it. My short term plan is to finish my English course and then go to TAFE to study bookkeeping and try to get some work experience.
Interviewer:	Have you got any plans for the future, Tracey?
Tracey:	Oh yes. I want to build a career in office work. I'm a clerical assistant now but one day I would like to be an office manager. I plan to do some study at TAFE to improve my skills and when I have finished this course I will look around for a new job.
Interviewer:	Marek, what do you think you will be doing in five years time?
Marek:	In five years time? I hope I would be a supervisor by then. I like the company I am working for and I enjoy my job. I need to do more training on the job and then the company may promote me to supervisor.
Interviewer:	Have you got any plans for the future Andro?
Andro:	Yes, my dream is to sell this shop and start a restaurant. I hope to do this in a few years time.
Interviewer:	Ivana, I know you are not working at the moment but do you have plans to work in the future?
Ivana:	Yes I do. When my children are older I would like to work again. I like working with people so I want to work in retail, like a department store.

Learner completes the sentences with missing names.

- B. Learner reads the script and writes down any words they don't understand. Explain any new vocabulary or ask the learner to look up meanings in a dictionary.

Discuss their plans for the future

- Ask questions: What do you want to do in the future?
- What type of work would you like to do in the future?
- Do you have any long term goals? Do you have any short term goals?

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Job advertisements

Task 2:	Can read job advertisements
Vocabulary:	job vacancies, application forms
Language structure:	What, when, why

Activity instructions

Read a story and correct the sentences

- Worksheet 5: Looking for a job
Learner reads the story. (Check for correct pronunciation, use of punctuation and intonation.)
Learner rewrites the sentences correcting the mistakes.

Ask questions: How old is Tuan?
When did he leave school?
Why is it difficult for him to find a job?
What does he want to do?
How does he look for work?
Where does he go to look for a job?

Ask questions of the learner: Are you looking for a job?
If so, how do you look for work?
Do you read the job advertisements from the newspaper?
Do you look on the Internet for jobs?
Do you go to an employment office?
Have you ever been to an employment office?
How long have you been looking for work?

Answer questions about job advertisements

- Worksheet 6: Job advertisement 1
Learner reads the advertisement and answers the questions.
- Worksheet 7: Job Advertisement 2
Learner reads the advertisement.
Instruct the learner to read the questions and then locate the specific information from the text.

Extension activity

Visit the local employment office

If interested take the learner to a local employment office and enquire about the job search procedures such as registration etc. or look up the Job Search website on the Internet and assist the learner through the site. The website for Australia wide is www.jobsearch.gov.au

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Worksheet 1: What do you do?

A. Listen to these people talk about what they do.
Number the pictures.



Andro

Look at these five people.

What do they do?
Do they all have paid jobs?
Where do they work?



Ivana



Tracey



Marek



Daniel

B. Read the dialogue and correct your work.

1. **Interviewer:** What do you do Tracey?
Tracey: I work in an office. I'm a clerical assistant.

2. **Interviewer:** What do you do for work?
Andro: Well. I'm self-employed. I've got a small business – a take away shop.

3. **Interviewer:** What work do you do?
Ivana: Actually, I haven't got a job at the moment. I'm too busy at home, looking after my children. So really, my job is a housewife.

4. **Interviewer:** Have you got a job?
Daniel: No, I'm studying at the moment. I'm studying full time at TAFE.

5. **Interviewer:** What kind of work do you do Marek?
Marek: I'm a storeman in a factory. I drive a forklift a lot of the time.

Worksheet 2: What do you do for a living?



A. Listen to Andro talk about his work and answer the questions.

1. What is Andro's work situation? He is...

doing casual work.

self-employed.

unemployed.

employed.

2. Where does he work?

3. Why is his work tiring?

4. What time does the shop open?

5. What time does the shop close?

6. Andro's brother does the cooking. What are some of the things Andro does?

B. Read about Andro's work situation.**What do you do for a living?**

Well I'm self-employed. I've got a small takeaway business. I work long hours and it's tiring but I enjoy it. The shop is open six days a week. We open at eight in the morning and close at nine in the evenings. On Saturdays we usually don't close until ten or eleven at night!

Fortunately, I share the business with my brother, so I can take a break in the afternoons while he looks after the shop. My brother does the cooking but I do everything else. I go to the markets to get vegetables in the morning, I take the orders from customers, I serve the customers and I keep the shop clean. Also I do the bookkeeping. I usually do this on Sundays. So really I work seven days a week, but as I said before I love having my own business.

Worksheet 3: Past employment

Read the story and answer the questions.



My job is a storeman and I have been in this job for about two years. I come from Poland and in my home country I had a very different job. I was an air conditioning mechanic. It was a good job and it paid very well. I had to maintain the air conditioning in buildings and fix it when it broke. Sometimes I had to put air conditioning into new buildings. I worked for a small company called Warsaw Air conditioning.

When I came to Australia about five years ago I tried to find a job in air conditioning but my English wasn't very good. So my first job was a process worker in car factory. I stayed there for about eighteen months then I found this job. So I am very happy.

1. How long has Marek been a storeman?

2. Did he do the same thing in Poland?

3. Was it a good job? Why?

4. What did he have to do in his job?

5. Who did he work for?

6. What was his first job in Australia?

7. How long did he work in that job?

Worksheet 4: What do you want to do in future?



Tracey



Daniel



Andro



Marek



Ivana

A. Listen to these people talk about what do they want to do in the future. Write their names to complete the sentences.

1. _____ has a dream to start a restaurant.
2. _____ wants to work again in retail.
3. _____ hopes to be a supervisor in the factory.
4. _____ wants to get back to accountancy.
5. _____ would like to build a career in office work.

B. Read the dialogue.

What do you want to do in future?

Interviewer: What do you want to do in the future, Daniel?

Daniel: Well I have long term plans and short term plans. My long term plan is to get back into my profession. I did accountancy before I came to Australia and I want to get back to it. My short term plan is to finish my English course and then go to TAFE to study bookkeeping and try to get some work experience.

Interviewer: Have you got any plans for the future, Tracey?

Tracey: Oh yes. I want to build a career in office work. I'm a clerical assistant now but one day I would like to be an office manager. I plan to do some study at TAFE to improve my skills and when I have finished this course I will look around for a new job.

Interviewer: Marek, what do you think you will be doing in five years time?

Marek: In five years time? I hope I would be a supervisor by then. I like the company I am working for and I enjoy my job. I need to do more training on the job and then the company may promote me to supervisor.

Interviewer: Have you got any plans for the future Andro?

Andro: Yes, my dream is to sell this shop and start a restaurant. I hope to do this in a few years time.

Interviewer: Ivana, I know you are not working at the moment but do you have plans to work in the future?

Ivana: Yes I do. When my children are older I would like to work again. I like working with people so I want to work in retail, like a department store.

Worksheet 5: Looking for a job

Read the story.



Tuan is 17 and unemployed. He left school six months ago and he doesn't have a job. It's hard for him to find a job because he doesn't have any qualifications or experience.

Every day Tuan does the same thing. He gets up at about ten o'clock and goes to the shop to buy the newspaper and reads the job advertisements. Then he goes to the employment office and looks at the advertisements on the computers and on the Internet. After lunch he makes phone calls to factories to see if there are any job vacancies and fills in job applications. In the afternoon he listens to music or watches TV. He usually goes out with his friends at night.

His father and mother are not happy with him. They want Tuan to go back to school and finish his year twelve, and then study at university. But Tuan hates school. He doesn't want to study anymore. He wants a job.

Correct the mistakes in the sentences and rewrite them.

1. Tuan is employed.

Tuan is unemployed.

2. He left school six years ago.

3. It's easy to find a job.

4. He has competed his year twelve.

5. Every afternoon he buys the newspaper.

6. He looks at the job advertisements on his computer at home.

7. His parents are happy with him.

8. His parents want him to work.

Worksheet 6: Job advertisement 1

Read the job advertisement and answer the questions.



1. What's the job? _____
2. What's the company? _____
3. Where is it? _____
4. What's the pay? _____
5. How many hours per week? _____
6. What days? _____
7. What's the telephone number? _____
8. Who do you speak to? _____

Worksheet 7: Job advertisement 2

Read the advertisement and answer the questions about the job.

AMITY COUNCIL
Cleaner

An excellent opportunity for enthusiastic and self-motivated persons to join our Building and Maintenance team.

As part of the team, your duties will include:

- cleaning, polishing and vacuuming Council buildings
- setting up for Council meetings and other functions
- other tasks as required

Qualifications and experience
The successful applicant should have a driver's licence and have at least 1 year's experience in commercial cleaning.

Salary and conditions
An hourly rate of \$25 will be paid with further progression based on skills.

Applications
Written applications should be forwarded to:
David Hartford, General Manager, Amity Council, PO box 529.
Applications close: 20th May

1. What position is advertised? _____
2. Who is the employer? _____
3. What qualifications and experience do you need to apply for this job?

4. What duties would you do in the job?

5. What is the pay? _____