

Lesson 11: Career / Work

Worksheet A

Student's Copy

1. Put the words in the correct categories. Some words may go in more than one category.

casual committed flexible manual stressful
challenging competent honest organised varied
clerical complicated industrial relaxed well-paid
creative influential respectful

People **Working environment** **Job / Work**

2. Can you explain the difference between the following?

1. a *professional* and a *freelancer*

2. a *salary* and *commission*

3. *teamwork* and *collaboration*

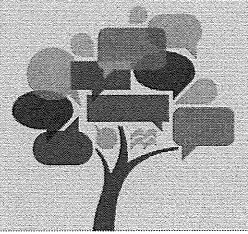
4. *contribution* and *achievement*

5. *recognition* for your work and *reward* for your work

6. a *challenge* and a *problem*

7. *authority* and *independence*

8. *responsibility* and *promotion*



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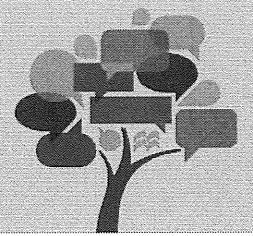
3. Number the following in order of how important you think they are, with number 1 as the most important. You can add others if they are important to you.

In my job, it is important for me to have:

- a high salary
- a pleasant working environment
- regular challenges
- responsibility
- recognition for my achievements
- the chance to travel
- job satisfaction
- promotion opportunities
- independence
- power and authority

Student's Copy

CAREER / WORK



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Worksheet B

4. Match the skills/qualities to the jobs where you think they would be most needed. You can use the jobs suggested or your own ideas. Finally, with a partner, discuss your answers.

1. being able to negotiate
2. being able to give good advice
3. being organised and able to coordinate projects
4. being able to show empathy/sensitivity/patience with other people
5. being a good listener
6. being able to handle complaints
7. being able to find imaginative solutions to problems
8. being self-reliant/able to work alone
9. being able to work well in a team
10. being able to motivate others

e.g.

Student A: I think to be a police officer you need to be able to handle complaints, and sometimes to negotiate. You also need to be a good listener and I think it helps if you are able to show empathy or sensitivity to others.

Student B: I think that's right, but you also need most of those abilities to be a shop assistant, although...

5. In pairs, role-play a job interview situation. Begin by deciding what the job is and writing two or three questions based on the skills/qualities in exercise 4. Then take turns interviewing each other. Remember to use the language from this lesson.

Possible interview questions for Student A to ask:

Why do you want to be a ...?

What special skills or abilities do you think you can offer this profession?

Can you give me an example of when you had to negotiate something/give advice/organise something/find an imaginative solution to something, etc?

What do you think makes a good listener? Do you think you are one? Why/Why not?

Do you work best alone or in a team?

How would you handle the following situation/complaint: [give a scenario related to the job]?

Airline pilot
Office manager
Decorator
Designer
Electrician
Engineer
Inventor
Mechanic
Plumber
Police officer
Shop assistant
Teacher

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