

B1.13 Candidates for the Job - Handout

- 1 These preliminary questions introduce the topic of work and jobs. It may be that you or your partner are not currently working. If this is the case, the questions allow for talking about the jobs of friends or family members. Key vocabulary includes: *well-paid, boring, fun* (for which the adjective is not funny, which means *amusing* or *strange*), *to grow up (grew up), retire, maternity leave*, and '*pros and cons*'.
- 2 This job advertisement strives for authenticity because its pedagogic justification may turn out to be real life rehearsal (if they seek to work in an English speaking environment). The language is formal and much of the vocabulary may be unknown to the learner. Key vocabulary includes: *opportunity has arisen, secretarial, organisational, job specification, duties, client, key skills, deadlines, qualifications, driving license, word-processing, flexible, enthusiastic, professional, personal initiative, work under pressure, take criticism, wide variety, range of backgrounds, sense of humour, initially, probationary period, generous package, trips overseas pension entitlement, C.V. and covering letter*.
- 3 It is probably advisable to take each candidate in turn and discuss the positive and negative qualities of each. There is no 'right answer' as this is primarily a matter of personal judgement. Key vocabulary includes: *shy, calm, mature, confident, out-going, charming, humorous, enthusiastic, cracking jokes, motherly, well-organised* and *authoritative* (a positive quality, not to be confused with *authoritarian*).
- 4 If you or your partner prefers, this can be role-played as one of the possible candidates from Exercise 3 above. Alternatively, you can role-play the candidate as a (suitably qualified) version of yourselves. The native speaker should role-play the candidate in the first instance, as obviously, this is the more challenging role. Key vocabulary includes: *apply for a position, relevant experience, to be suited for a position, take orders, superiors, handle criticism* and *ambitions*.
- 5 This should be a quick and easy email to write, but a formal register should be maintained. You might like to mention our English letter writing convention of signing off emails/letters beginning *Dear Sir/Madam*, with *Your Faithfully*; whilst signing off emails/letters beginning with a named addressee with *Yours Sincerely*.