

1 Looking for jobs

Part I Listening Comprehension



Section A

A Listen to the conversation. Then choose the best answer to each question below.

1. Where is Tim going?
 - A. He is going to work.
 - B. He is going home after work.
 - C. He is going to interview some teenagers.
2. What is a typical working day for Tim?
 - A. He interviews people.
 - B. He goes to sports matches.
 - C. There is no typical day—the job is always different.
3. What does the woman think about Tim's job?
 - A. She thinks it sounds fun.
 - B. She thinks it sounds difficult.
 - C. She thinks it sounds well-paid.
4. What skill does Tim have?
 - A. He is good at working with people.
 - B. He can type fast.
 - C. He can speak foreign languages.
5. How many weeks paid vacation does Tim get every year?
 - A. One.
 - B. Two.
 - C. Three.

B Listen to the talk. Then choose the best answer to each question below.

6. When does Beth get a break?
 - A. In the morning.
 - B. At lunchtime.
 - C. After lunch.
7. When does Beth finish work for the day?
 - A. At midday.
 - B. At four in the afternoon.
 - C. At midnight.

8. What benefits does Beth get?
- A. Two weeks paid vacation.
 - B. Good pay and free food.
 - C. A company car.

🎧 Listen to the conversation. Then choose the best answer to each question below.

9. What does Chia want to do when she graduates?
- A. She wants to be a chef.
 - B. She wants to be a food scientist.
 - C. She wants to work in a candy store.
10. What advice does Chia give Paul?
- A. He should get a job he likes.
 - B. He should earn lots of money.
 - C. He should watch online videos to get career advice.

Section B

🎧 Listen to the following sentences and write down what you hear on the lines.

1. It's expensive to run a car. You have to pay for gas, repairs and _____.
2. It's a great job. The salary is high, and that's not the only _____.
3. She'd be a good _____ because she is polite, organized and she can type fast.
4. I left my last job because I wanted to earn a better _____.
5. I think you should _____ for that internship. It's a great opportunity.

Part II Vocabulary and Structure



Section A

🎧 Fill in the blanks with the words or expressions from the boxes.

- pick up unusual salesclerk have access to pilot
- remove hacker far away afford financial

1. I'd like to live near my work, but I can't _____ to live in the city center.
2. A(n) _____ got into my bank account, so I've had to change my password.
3. This is Ben. He deals with the _____ side of the business.
4. If you want to be a(n) _____, you need to have excellent eyesight.
5. You should _____ this sentence from your application letter, because it's not necessary.
6. My sister works as a(n) _____ in the department store over there.
7. I'm not interested in a boring job. I'd like to do something _____.
8. Can you _____ the pen I just dropped, please? It's under your chair.
9. I wish my boyfriend didn't have to travel so _____ for work!
10. All of our employees _____ the swimming pool during their lunch breaks.

Section B

➡ Match the words to the definitions.

- | | |
|---------------|--|
| 1. access | A. someone whose job is to treat people's teeth |
| 2. dentist | B. someone who sells things in a shop |
| 3. gym | C. the right to enter a place, use something, see someone, etc. |
| 4. salesclerk | D. a holiday, or time spent not working |
| 5. vacation | E. a special building or room that has equipment for doing physical exercise |

Section C

➡ Choose the best answer to complete each sentence.

1. You _____ dress smartly in this office. We're very relaxed.
 A. has to B. don't have to C. should
2. We have an important meeting tomorrow, so you _____ be on time.
 A. have to B. shouldn't C. has to
3. I think you _____ apply for that job. You'd be perfect for it!
 A. has to B. should C. don't have to
4. You _____ worry too much about the interview. That won't help you get the job!
 A. should B. have to C. shouldn't

5. He _____ get up early because his job starts at 7:00 a.m.
A. have to B. has to C. should
6. You _____ buy your lunch at the office canteen, because it's cheaper.
A. have to B. should C. shouldn't
7. They _____ smoke outside the building. It doesn't look good for the company.
A. have to B. has to C. shouldn't
8. You _____ shout. I can hear you!
A. don't have to B. have to C. should
9. She _____ work, because her husband is very rich.
A. has to B. doesn't have to C. should
10. _____ I finish this work before I go home?
A. Don't have B. Have C. Should

Section D

- ➡ Complete the passage, using appropriate words.

Many students have to get a(n) _____ 1 _____ (internship / part-time job / full-time job) so they can support themselves during their studies. So how can you go about getting a job? First of all, you need to _____ 2 _____ (apply / choose / find) to businesses in your local area. If your application is successful, you will be invited for an interview. You _____ 3 _____ (have to / don't / should) dress smartly for your interview and answer the questions as well as you can. If there are any difficult questions, it's OK to ask for time to think! The interviewer will ask you about your studies and your _____ 4 _____ (expectation / dream / experience). For example, if you are applying for a job in a shop, they might ask you if you have ever used a _____ 5 _____ (cash register / washing machine / dishwasher) before. At the end of the interview, thank the interviewer for their time.

Part III Reading Comprehension

Task 1

➡ Read the passage. Write T (true) or F (false) for the statements.

In the past, most people would look for jobs in classified ads in newspapers. These are the pages of the newspaper that list available jobs. However, since the Internet has become so popular, it has also become a place where you can find work.

One place you might find a job is on a job search site. These are websites that let you search jobs in your country or city. One of the biggest job search sites is called "Monster.com". Monster.com has jobs in over 50 countries worldwide. Every month about 63 million people look for jobs on Monster.com. Many job search sites allow users to upload their résumés so that employers can find them easily.

Another way the Internet can help you find a job is through social media. People may post job opportunities on social media such as Facebook. A popular site is called LinkedIn. LinkedIn is like Facebook, but only for work. People use it to share their résumés, connect with others and find jobs. If you use social media to find work, make sure that your online behavior is professional. It's important that your social media pages show you in your best light.

- 1. Monster.com is one of the world's largest job search sites.
- 2. Monster.com has jobs in over 50 countries.
- 3. LinkedIn is a kind of social media.
- 4. People seldom post jobs on Facebook.
- 5. You can't find jobs on the Internet.

Task 2

➡ Read the passage. Fill in the blanks with no more than three words.

How to choose the right career? There are a lot of factors to be considered. The following tips may offer you some help.

If you want to do well in your career, pick something you know you can do

well. If you are good with numbers, think about accountancy. Are you great at cooking? Then maybe you could be a chef!

We spend a large part of our lives on work, so it is important to enjoy these hours. Try to find a job where you know you will be doing something you like. If you are quiet and shy, a job where you need to talk to lots of people (for example, a journalist) might not be the best choice.

Decide what is most important to you in your career. If you like to set your own schedule and make your own decisions, you should think about having your own business and being your own boss. If money is important to you, you will need a job that pays well. Be careful though! Well-paid jobs often mean working long hours.

Choosing your career is an important step, so take time to talk things over with your family and friends.

1. To choose the right career, we should consider many _____.
2. If you are good at numbers or cooking, you could try to be a(n) _____ or a chef.
3. Try to find a job you are _____ in.
4. For a(n) _____ person, a journalist may not be the best choice.
5. Generally speaking, if you get a(n) _____, you may have to work long hours.

Task 3

➡ Read the passage. Then choose the best answer.

- Driver Wanted

Are you a driver? Do you like driving? Can you drive a taxi at night? Come and join our family taxi-driving business. Good rates of pay and flexible working hours. Call Tom at 389-6738 for more information.

- Basketball Club

Do you like to play basketball? Do you want to play basketball well? Mr. Zhang is offering basketball lessons every Sunday afternoon to all students. You don't have

to be an experienced player: everyone is welcome! Please bring your own bottled water and snacks for the breaks.

Tel: 476-5988

Address: Room 304 in School P.E. Building

- Learning Spanish

Can you speak Spanish? Do you have an interest in learning Spanish? Please join the Spanish Club now and learn Spanish with a small, friendly group of people. Bring your own notebook and pen. Call Mary at 476-3568 to find out more.

Time: 9:30 a.m.—11:30 a.m. (from Monday to Friday)

- Star Rock Band

Are you interested in music? Do you like singing or dancing? Can you play a musical instrument? Do you want to have fun with other creative people? Welcome to our Star Rock Band.

Please call Jack at 898-3443 or send an email to music@163.com.

1. John is a good driver and he wants to find a job. Who might offer him one?
A. Mary. B. Tom. C. Jack. D. Mr. Zhang.
2. You can be in the Spanish Club for _____ a day to learn Spanish from Monday to Friday.
A. 2 hours B. 1.5 hours C. 3 hours D. 1 hour
3. If you are interested in music, and you want to be a dancer, how can you contact them?
A. Go to Room 304 in School P.E. Building. B. Call Mary.
C. Send an email to music@163.com. D. Call 389-6738.
4. Who can teach you to play basketball?
A. Mr. Zhang. B. Jack. C. Tom. D. Mary.
5. Julia can speak Spanish well and she teaches children Spanish. She works from Monday to Friday. Can you guess where she works?
A. The Spanish Museum. B. The Star Rock Band.
C. The Driver Club. D. The Spanish Club.

Task 4

- ➡ Read the expressions about finding jobs. Find the items equivalent to (与……等同) those given in Chinese in the box.

- | | |
|-------------------------------|---------------------------|
| A—look for a job | B—apply for a job |
| C—write a résumé | D—write a cover letter |
| E—fill in an application form | F—post a résumé online |
| G—career fair | H—job search site |
| I—soft skills | J—hard skills |
| K—references | L—make a good impression |
| M—get the job | N—receive an offer letter |
| O—accept the offer | P—fail an interview |
| Q—ask for feedback | |
- Examples: (A) 找工作 (J) 硬实力

- | | |
|--------------|-------------|
| 1. () 写简历 | () 在线发布简历 |
| 2. () 招聘会 | () 求职网站 |
| 3. () 写求职信 | () 推荐信 |
| 4. () 留下好印象 | () 收到录用通知书 |
| 5. () 软实力 | () 寻求反馈 |

Task 5

- ➡ Read the passage. Fill in the blanks with no more than three words.

If you enjoy spending time on social media, then maybe the job of a listening officer would be suitable for you! The job is still quite a new one, but is becoming more and more common in businesses all over the world. So what does a listening officer do?


Businesses employ listening officers to work on social media, listening to the conversations which customers have about their products. It is the job of the listening officer to read and note down all of customers' comments: both positive and negative. The listening officer will then report back to the business on how happy or unhappy the customers are and what can be done to make the service and

marketing strategy even better.

Listening officers usually have a qualification in marketing or similar, and they also need to have strong social media and communication skills. The pay is good. Most listening officers work in company offices, but it can also be possible to work from home. As social media becomes ever more popular, it's a job which is likely to be around for a long, long time!

1. This type of job is still _____, but nowadays more and more businesses are employing listening officers.
2. Listening officers listen to conversations which customers have about products on _____.
3. After listening to customers, the listening officers work with the business to make the service and marketing strategy _____.
4. If you want to be a listening officer you should have _____ marketing.
5. This is a job which is often office-based, but you can also _____.

Part IV Speak Now

-  **Directions:** Work with a partner. Use the sentence “Could you tell me something about yourself?” to start a conversation based on the following clues.

Student A, manager of a trading company, wants to employ a receptionist.

Student B, a graduate from a foreign-trade school, is attending the interview.

Student A

1. Ask B to say something about himself / herself.
2. Ask B about his / her skills.
3. Ask B why he / she chooses the company.
4. Tell B you will inform him / her of the result in a week.

Student B

1. Reply. (graduate from..., major in Computer Science, Business English, etc.)
2. Reply. (office software, good oral English, etc.)
3. Reply. (benefits, high salary, etc.)
4. Express your thanks.

Useful Language

- *Could you tell me something about yourself?*
- *I graduated from...*
- *My major is...*
- *What skills do you have?*
- *I'm good at communicating with people.*
- *I speak good English.*
- *I am very patient.*
- *Why do you choose our company?*
- *This job would give me... and would let me...*
- *I like the working environment.*
- *We will inform you of the result in a week.*

Part V Writing

➔ **Directions:** Write an application letter for a part-time job as a salesclerk in a clothes shop. Remember to:

- use formal language;
- describe your skills and experience;
- begin and end your letter politely.

Part VI Relax Now

A woman is chatting to her new co-workers when one of them asks her why she left her last job. She pauses for a moment before saying, "It was something my boss said."

"What did your boss say?" the co-worker asks.

"You're fired," the woman replies.