

Job adverts (Reading)

Description: Selective reading.

Use with or after: *English Network Plus (New Edition)*, Unit 7.

Skill: Reading.

Focus: Scanning job adverts for information and abbreviations.

Time: 30 minutes

Preparation:

- Print out all three pages of this file.
- Make a copy of the third page for each student.
- Read through and be sure you are prepared to answer any vocabulary questions that may come up.
- If you have a big map of London, you might want to bring it along so you can show where some of the places are (Notting Hill, Wimbledon, Shepherds Bush).

Procedure:

- If your class is not familiar with this sort of activity, explain briefly what selective reading is: you don't read the entire text word for word, but just look through quickly to find what you need. Most people do this as a matter of course in their first language, so it's just a matter of transferring this very useful skill to English. The skill of selective reading is often tested in modern language examinations, such as the *European Language Certificates*.
- Distribute the sheets and ask the students to work in pairs and discuss the four questions at the lower left hand corner of the sheet: *Where can you find adverts like this? Who are they for? How do you read them? What kind of jobs are there here?* After a couple of minutes, come back together and collect answers from the pairs. If there are more than three or four vocabulary questions, ask the students to save them for later.
- Go through the instructions under "Look and point" in the lower right hand corner of the sheet. Then ask them to find and point to the following:
 - Find a job for someone who wants to drive a bus in a big city. (2)
 - Find a job for someone who wants to have a small part in a television film. (9)
 - Find a job for someone who can repair radios and CD players. (12)
 - Find two jobs for someone who can paint houses [mime this]. (6 & 8)
 - Find a job for a young woman who likes children. (4)
 - Find two jobs that are with the same company. (5 and 12)
 - Find a job for a man or woman who has a driving licence and is good at working with his or her hands. (7)

- Find a job for someone who speaks English and likes to cook. (3)
- Find a job for someone who has been to university and likes popular music. (5)
- Insist that they don't say it at first, just point to it, to give everybody a chance to find it. Then if somebody really can't find it, a partner can help.
- Students work in pairs and discuss which job would be best for a 47-year-old woman who is good at typing and talking on the telephone. Help the pairs, if necessary, by explaining what *young at heart* means.
- Write the word *abbreviations* on the board and explain what it means. Ask the students to find and point to the following, and write the answer on the board after they have found each one:
 - Find an abbreviation that means *non-smoker*. (n/s in 4)
 - Find an abbreviation that means *four pounds per hour*. (£4ph in 10)
 - Find an abbreviation that means *one hundred pounds per week*. (£100pw in 4)
 - Find an abbreviation that means *stamped addressed envelope* [explain what that is]. (SAE in 9)
 - Find an abbreviation that means *south-east*. (SE in 10) (Explain that SE16 is an area in the south-east part of London.)
 - Find an abbreviation that means *necessary* or *essential* [write the word on the board and explain what it means]. (essent. in 7)
- See if anyone can explain what a *timewaster* is. Answer any further vocabulary questions, within reason, but explain that for the skill of selective reading it is important to find what you want and complete the task even if there are words you don't know.

If you are short of time you can spread these phases out over two or more lessons.

For further exploitation: Working in pairs, students can do three sorts of role-plays based on these adverts:

- 1 The partners sit back to back, preferably with cardboard telephones, and pretend they are having a telephone call about one of the adverts, one person being the employer and one the applicant.
- 2 Sitting face to face, they conduct a job interview.
- 3 A person who has just started one of these jobs meets a friend and tells him or her about it.

1

EXPERIENCED SECRETARY

Part time secretary required for lively estate agents office. You will be required to work a 16 hour week and must be well-presented, well-spoken and young at heart.

Please call 0171 638 1010

2

Want to be a bus driver in SOUTH WEST LONDON? call John 08116 941012. Want to be a bus driver in CENTRAL LONDON? phone 0171-348 0013. Want to be a bus driver in SOUTH EAST LONDON? contact Peter 0181-685 3793.

3

Full time cook, no evenings, must have knowledge of English / good initiative, willing to train, good pay, no timewasters please. Tom/Patrick 0171-763 7332

4

Au pair, female, n/s, over 20, good English, to look after 2 children, aged 3 & 5, baby due soon, plus dog & cat, light housework, own room, TV, phone & shower, over 40 hours per week, refs, £100pw. 0181-772 7584 North

5

MANAGEMENT ASSISTANT with interest in popular music/culture/the arts, for office based & general work, must be graduate with long-term availability. VIDEO & MUSIC COMPANY; 47 Holbridge Road, 5 minutes from Notting Hill Gate tube, but telephone first 0171-828 3537.

6

Handyman / painter required for part-time work in Shepherds Bush area, must be experienced. 0181-8679362

7

HANDYPERSON

with min 3 yrs exp., req'd for various locations throughout London. 8am-5pm, Mon-Fri. Driving licence essent.

Please call Helen 0171 680 3323

8

Work in Germany! Long term high hourly rate and pricework contracts available, we require experienced bricklayers, painters, carpenters, scaffolders & labourers. Tel. +49 481435281 / fax +49 481435281

9

Extras wanted nationwide for TV/film work, regardless of measurements age or looks, earn between £65 and £200 per day part/full time, no experience or training required, newcomers welcome. Send SAE for free details to NEW TV ENTERPRISES, Dept. 8, 37 Dockland Avenue, Birmingham

10

Bakery / cafe assistant, urgently required for new business in SE16 area. Mon-Sat 10-5, £4ph, plus free food, must be honest, enthusiastic and very reliable, no timewasters please. 0171-321 4499.

11

Office person, full / part time, young & enthusiastic, for small, busy property company, Wimbledon area, needs some computer skills, good telephone manner, smart appearance, flexible hours. 0181-276 4220

12

ELECTRONICS ENGINEER / hi fi enthusiast, required for repair and/or shop work. Video & Music Company; 47 Holbridge Road, 5 minutes from Notting Hill Gate tube, but telephone first 0171-828 3537.

Work with a partner. Discuss:

- Where can you find adverts like this?
- Who are they for?
- How do you read them?
- What kind of jobs are there here?

Look and point:

- Your teacher will tell you what to look for.
- Find it and point to it with your finger.
- **Don't say it!** Let the others find it first.
- Don't read every word, just find what you need.

