**9. JOBS**

**PICTURE DESCRIBING**

**What kinds of profession do you admire? What does a good job mean to you? What kind of job would you never like to do?**

**    **

**a plumber a secretary a pilot a waiter a cook**

**TEXT**

Employment is a contract between an employer and employee. The employer is a person {or an institution} who hires employees. People who have their own business are self-employed. The unemployed are people who lost their job, quit or were fired. They live on the dole and are on a list in job centres, which help them find a new job.

When people search for a new job, they look at several factors, such as type of work, possible promotion or career development, salary, working time, travel opportunities, place of work and others. The available positions are published in the newspapers or on the Internet. The candidates send the job application and their CV {curriculum vitae} together with a letter of motivation. Their CV should include personal data and details about education, skills and work experience. The best candidates are invited to an oral interview. At the interview, they usually answer questions, describe their motivations and expectations. Candidates should prepare well for the interview, find information about the organization or the company, answer clearly and stay calm. Successful candidates are offered a job with a starting salary, position, medical benefits and vacation days.

People have full-time jobs and part-time jobs. Doctors, nurses, track drivers work in shifts. Manual workers work in manufacturing or construct buildings. Teachers, scientists, doctors, lawyers, artists work intellectually. Nowadays, more and more professions require communication and organizations skills. Professions like a policeman, pilot, construction worker are very dangerous professions because there is a high risk of an injury or an accident.

The labour market in Slovakia changed in the last ten years. Many work opportunities were created thanks to foreign investors who came to our country to set up their companies here. Young people with good reference and experience are preferred to fresh graduates and older people.

**QUESTIONS**

**1. What is employment?**

**2. How can people become unemployed?**

**3. What things do people consider at when they search for a new job?**

**4. What information should be included in a professional CV?**

**5. What happens at the job interview?**

**6. What does it mean to work full-time, part time and in shift?**

**PRACTICE TESKS**

**Which jobs are described below. Who ….?**

**1. catches animals 5. makes facial message 9. takes photographs**

**2. fixes taps 6. sells meat 10. brings letters**

**3. makes dress 7. writes in newspapers 11. works in library**

**4. cuts women’s hair 8. makes bread 12. repairs cars**

**Which jobs described below are manual and which are intellectual? Which of them do you find the most interesting, the least interesting, the most dangerous, the most paid and the least paid?**

**What qualities and skills are needed to do these jobs? Choose from the list.**

*flexibility creativity physical strength communication skills patience*

*organisation skills speaking foreign language good social behavior responsibility*

*decision-making solving good imagination feeling for beauty reliability*

*writing skills good memory*

**Read the following letter:**

# **Greenwich House School**

***Wood End,***

***Scotland***

***7 November 2009***

*Dear Sir,*

*I refer to your advertisement in The Daily News and would like to apply for the position of Assistant of Manager in your Travel Agency.*

*Although I have had no professional experience, I am very keen on working in the field of tourism. I studied Management of Regional Tourism at the university in London. My favourite subjects were Geography and Economics of Tourism. I can use computer and speak French very well.*

*At present I am teaching at a state elementary school. To tell the truth I am tired of living miles from the nearest town, I dislike teaching History to little boys who do not want to learn it and I hate refereeing football matches on cold winter afternoons.*

*I am interested in obtaining experience in all aspects of work in the travel agency and I am prepared to work long hours for a modest salary. I hope you will give me the chance to show what I can do.*

*I look forward to hearing from you soon.*

*Your faithfully,*

*John Smith*

* 1. **Say, what kind of letter it is and why Mr. Smith has written it. Why does he**

**hate his present job? What kind of job is he looking for?**

* 1. **If you wrote a letter of application for a job, what would you write there?**

**What else would you have to include?**