

2 Look at the following **JOBS WANTED** ads.

What kind of person would be most interested in each of the following jobs?

What kind of background and personality would they have?

Which one would you rather do and why?

3 With a partner, write a dozen or so questions that you might ask as an employer or interviewee for one of the advertised positions.

Then go to other pairs and interview or be interviewed for the job you have chosen.

4 Imagine that you have had an interview for a new job and want to tell your friend or family about it. Sum up briefly what has happened and who said what. State your own opinion.

ITEMS FOR SALE

MOVING TO THE STATES. Street view, 14, 15, 16, 17, 18, 19, 20, 21, 22, 23, 24, 25, 26, 27, 28, 29, 30, 31, 32, 33, 34, 35, 36, 37, 38, 39, 40, 41, 42, 43, 44, 45, 46, 47, 48, 49, 50, 51, 52, 53, 54, 55, 56, 57, 58, 59, 60, 61, 62, 63, 64, 65, 66, 67, 68, 69, 70, 71, 72, 73, 74, 75, 76, 77, 78, 79, 80, 81, 82, 83, 84, 85, 86, 87, 88, 89, 90, 91, 92, 93, 94, 95, 96, 97, 98, 99, 100.

AMERICAN PUBLISHING COMPANY
seeks bilingual assistant to set up a circulation office in Brno. The successful applicant will be working mostly on their own from home, so initiative and responsibility are a must. Applicants must have excellent computer skills, especially in spreadsheet and editing programs and on the internet. Occasional business trips to our central office in Boston may also be required.

PERSONAL ASSISTANT TO SALES MANAGER
Euroheating, an established firm dealing in radiators throughout Europe, is now looking for someone to assist the manager of our foreign sales department. If you have some previous secretarial and/or clerical experience and have basic computer skills and a good telephone personality, please send us a short letter and your CV. A basic knowledge of German and Italian or French is also required.

MANAGING DIRECTOR
World-Link, an international telephone company, is seeking a highly motivated managing director with telecommunications experience to manage our operations in Paris. The successful candidate will be responsible for operating a satellite office in Paris. Duties include addressing business opportunities, developing pricing strategies, completing sales forecasts, and all other aspects of operations. Requires strong knowledge of international business practices and accounting and 5 years directly related job experience.

TOUR GUIDE NEEDED
Happy Holidays Travel Agency is looking for tour guides to lead tours throughout the Czech Republic, Slovakia, and Hungary. All applicants must have an extensive knowledge of the region's history, good organisational skills, a friendly personality, and speak fluent English and/or German. Tours last anywhere between two days and two weeks, so all applicants must be prepared to travel extensively.

SANTU Ltd.
offers the following international, professional and personal legal services:
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Looking for a Job

| | | |
|---|--------------------------------------|--|
| situations vacant ads (GB) / want ads / job listings (US) | GCSE (GB) / high school diploma (US) | Languages |
| word of mouth | degree | elementary |
| job centre (GB) / employment office (US) | doctorate | intermediate |
| application form | apprenticeship | advanced |
| curriculum vitae (CV) / resumé | special skills training | fluent |
| shortlist | qualifications | bilingual |
| to be shortlisted for | experience | "I can get by in ..." |
| school-leaving certificate | computer-literate | "My spoken ... is quite good, but I can't write it." |
| state exam | employment history / record | |
| advanced (A) levels | interview | |
| | entrance examination | |
| | references | |

TYPES OF JOBS

1 Using some of the expressions in the box below, try to complete the following sentences:

- 1 Mary is working at the post office at the moment. It is only a(n) _____ job until the end of the holidays.
- 2 What company does Jean work for? She doesn't. She is _____.
- 3 My dad is a(n) _____ . He works in a cement factory.
- 4 Young men in some countries have to do _____ at the age of 18.
- 5 Peter works for the government. He's a(n) _____ .
- 6 He was very ambitious and eventually ended up in control of the _____ .

2 Read the following text and name the various jobs that are described in it. Can you add any more useful advice? Have you ever tried a similar project – perhaps as a summer job?

Creating Your Own Job

Some people may not want to spend time writing off speculative letters or phoning around potential employers asking for a job that may not exist. The alternative is to make a job for yourself, by creating a service which people in your local area might be willing to pay for. Window-cleaning, car-washing, housework and baby-sitting are a few of the most obvious odd-jobs, and there are many more. Below are some questions to ask yourself before turning self-employed:

1. What do people want? You can find this out by (a) asking neighbours, (b) reading local papers, (c) looking at advertisements in local shops.
2. What can I offer? It is surprising how many different things most of us can turn our

hands or minds to. It may well be that a hobby or spare-time activity can be turned into a moneyspinner. Some suggestions:

carpentry: simple woodwork, mending gates, making/putting up shelves.

cooking: lunch and dinner party catering or sandwich-making.

cycling: bicycle repairs (highly recommended), courier (suitable for anyone with a mountain bike and living in a big city).

gardening: grass-cutting, weeding, pruning.

knitting: making jumpers, cardigans, etc. on commission.

music: busking, playing in pubs, being a DJ.

sewing: dressmaking, repairs and alterations, cushion-making.

walking: dog exercising, tourist guiding, shopping for the elderly.

3. Who wants me? After you have identified the job you can do and for which you think there will be a demand, you need to publicise your services. The best way to start is with advertisements in local shops (which are very cheap) and, if you can afford it, in your local newspaper. It will also be useful to run off a handbill and distribute it locally.

The principal feature of successfully creating a job yourself is your reputation. If you impress someone with your hard work, promptness, and efficiency, they will tell others.

Types of Jobs

family business
on the land (agricultural)
manual
casual
skilled × unskilled labourer
shift-worker
white-collar × blue-collar ×
pink-collar × hard-hat
workers
office-worker
sedentary job
professionals (doctors,
lawyers)

civil service
civil servant
domestic servant
armed services
to do one's national / military service
conscription (GB) / draft (US)
conscript (GB) / draftee (US)
alternative service
re-enlistment
volunteers / enlisters
managerial
sales representative / traveller in st
vocation × job

artist
self-employed
freelance
full-time × part-time
regular × seasonal work
permanent × temporary job
temp
sideline / second job
moonlighting
voluntary
charity