



JOBS AND CAREERS

PART ONE USEFUL EXPRESSIONS

1. I need to find a job very soon.
2. Do you have any opening for a legal secretary?
3. I have 2 years experience as a writer and editor.
4. What kind of work do you do? Are you in sales or service?
5. I work on the production and manufacturing side.
6. Have you decided what to do after you graduate?
7. I hope to get a job in the computer software industry.
8. Have you ever thought of a job in public relations?
9. Although I like writing, I wouldn't want to do it every day.
10. She has been promoted to Senior International Sales Representative.
11. He just retired as pilot but he still flies only for pleasure.
12. My job has very flexible work hours.
13. He runs his own travel agency.
14. He is hoping to be a successful politician.
15. You have a choice between careers in the medical or business fields.

PART TWO MORE USEFUL EXAMPLES

1. They are hiring in their sales department.
2. They are looking for engineering graduates.
3. They will only hire someone with a science background.
4. I worked part time while I completed my medical studies.
5. I was a doctor's receptionist for almost 10 years.
6. Are you a reporter for that newspaper?
7. How long does it take to gain experience as a journalist?
8. He has applied for the top legal position in that company.
9. He has been transferred to the legal department.
10. She has been promoted to the International Division.
11. The Human Resources Department is looking for a new manager.
12. There are openings at all levels in that company.
13. I need to take some time off work next week.
14. I need to do something more academic than this job.
15. More women than men fill positions in Education.

PART THREE SITUATIONAL DIALOGUE PRACTICE

Number 1

Read the following dialogue and extend the dialogue so that the Interviewer concludes the by explaining the next steps in the hiring process. Use between 20 and 30 words for the extension.

Accepting a job

Interviewer: Do you have any questions?

Applicant: A minor concern is the starting salary at the entry level.

Interviewer: There is a salary range depending on the applicants' qualifications.

Applicant: So, would my qualifications place me somewhere in the mid-range?

Interviewer: Your qualifications and experience should place near the upper level.

Applicant: Another issue would be when I can know the final result of this interview?

Interviewer: The following will ...

Number 2

Read the following dialogue and extend the dialogue so that Mike explains his reasons for quitting to Mr. Lee. Use between 20 and 30 words for the extension.

Quitting a job

Mike: Do you have few moments for me, Mr. Lee?

Mr. Lee: Sure, come in and have a seat.

Mike: I want to tell you that I will be leaving the company end of next month.

Mr. Lee: Oh, that's a surprise. Why are you leaving?

Mike: I have landed a more senior position with another company.

Mr. Lee: But I thought you were happy here with us?

Mike: I am happy here. It is just ...