

afaq

StartUp 3
Vocabulary

Unit10 – Lesson1
Page114

Elicit some sentences from your students about the picture. Ask your students to talk about the questions.

GET STARTED



A Read the unit title and learning goals.

B Look at the photo of an interview. What do you see?

C Now read Mandy's message. What is she interviewing people for?



MANDY WILSON

@MandyW

Interviewing people for the open marketing position this week. Hope to hire someone soon!

MATCH the words with the pictures.

a reference – a cover letter – an application – a candidate
a position – a resume – a skill – human resources

1 : a job, or a title

2 : someone who is being considered for a job

3 : the department in a company that deals with hiring, training, and helping employees

4 : a formal, written request for a job, usually a form

5 : a written description of your education, abilities, and jobs

6 : a letter you write that goes with your résumé, highlighting details about your work experience

7 : someone who knows you well and can write a letter about you

8 : an ability to do something well



MANDY WILSON

@MandyW

I'm always nervous at job interviews—even when I'm the interviewer!

1 VOCABULARY Job interviews

A ▶10-01 Listen. Then listen and repeat.

a position: a job, or a title

a candidate: someone who is being considered for a job

human resources (HR): the department in a company that deals with hiring, training, and helping employees

an application: a formal, written request for a job, usually a form

a résumé: a written description of your education, abilities, and jobs

a cover letter: a letter you write that goes with your résumé, highlighting details about your work experience

a reference: someone who knows you well and can write a letter about you

a skill: an ability to do something well

1 VOCABULARY Job interviews

B Complete the conversations with words from 1A.

1. A: I'm applying for a job at TSW Media.
   B: That's great. Feel free to use me as a _____ .
2. A: My brother filled out an _____ for a job.
   B: What _____ did he apply for?
3. A: Did you interview a lot of people?
   B: Yes, but there was only one good _____ .
4. A: Who should I send my _____ to?
   B: I'm not sure. You should call _____ .

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human resources (HR): the department in a company that deals with hiring, training, and helping employees

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a résumé: a written description of your education, abilities, and jobs

a cover letter: a letter you write that goes with your résumé, highlighting details about your work experience

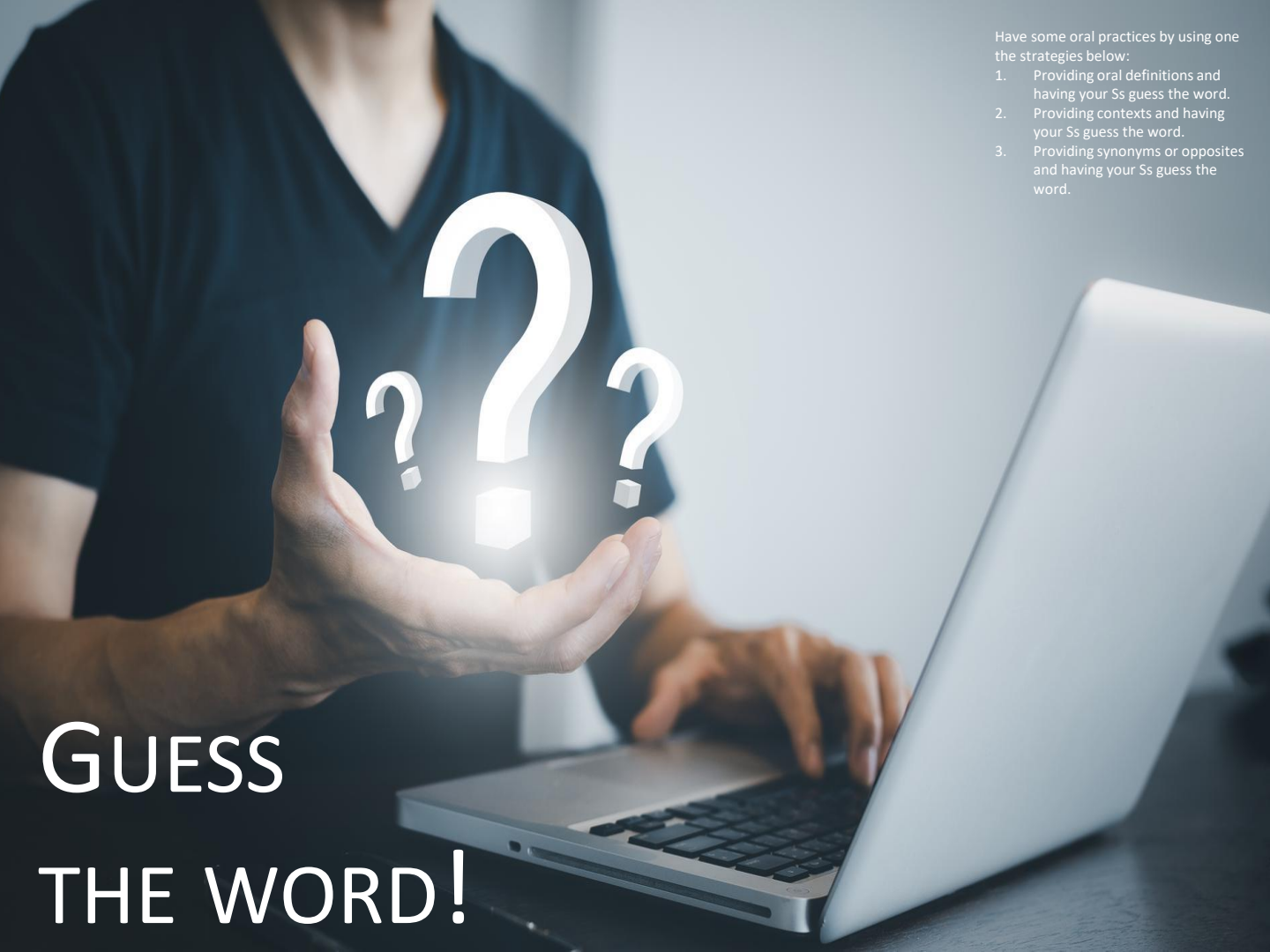
a reference: someone who knows you well and can write a letter about you

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Activity

B Complete the conversations. Underline the correct answers.

1. A: I've never written a **résumé / reference / position** before.
   B: Start with your education, and then list the work you've done. Make sure the reader will get a clear idea of your abilities.
2. A: Why do I need to write **an application / a cover letter / a candidate**?
   B: To send with your résumé. You can highlight details about your work experience.
3. A: I'm going to apply for a job at Aunt Jen's company. Should I send my résumé to her personally?
   B: No, send it to **reference / human resources / an application**. The hiring process begins with HR.
4. A: Is Jack still working at ABC Media?
   B: Yes, but he has a new **candidate / position / reference**, with bigger responsibilities.
5. A: Do you think they'll invite me for a job interview?
   B: Yes. Your experience makes you a very strong **candidate / skill / application**.
6. A: Do I need to submit a résumé to apply for this job?
   B: No, you just need to go to the company website and fill out the **HR / skill / application** online.
7. A: I'm planning to apply for jobs in market research.
   B: I can help. Feel free to give my name as a **cover letter / candidate / reference**.
8. A: I think I have the **positions / skills / candidates** that the company is looking for.
   B: Make sure you highlight them in your cover letter.

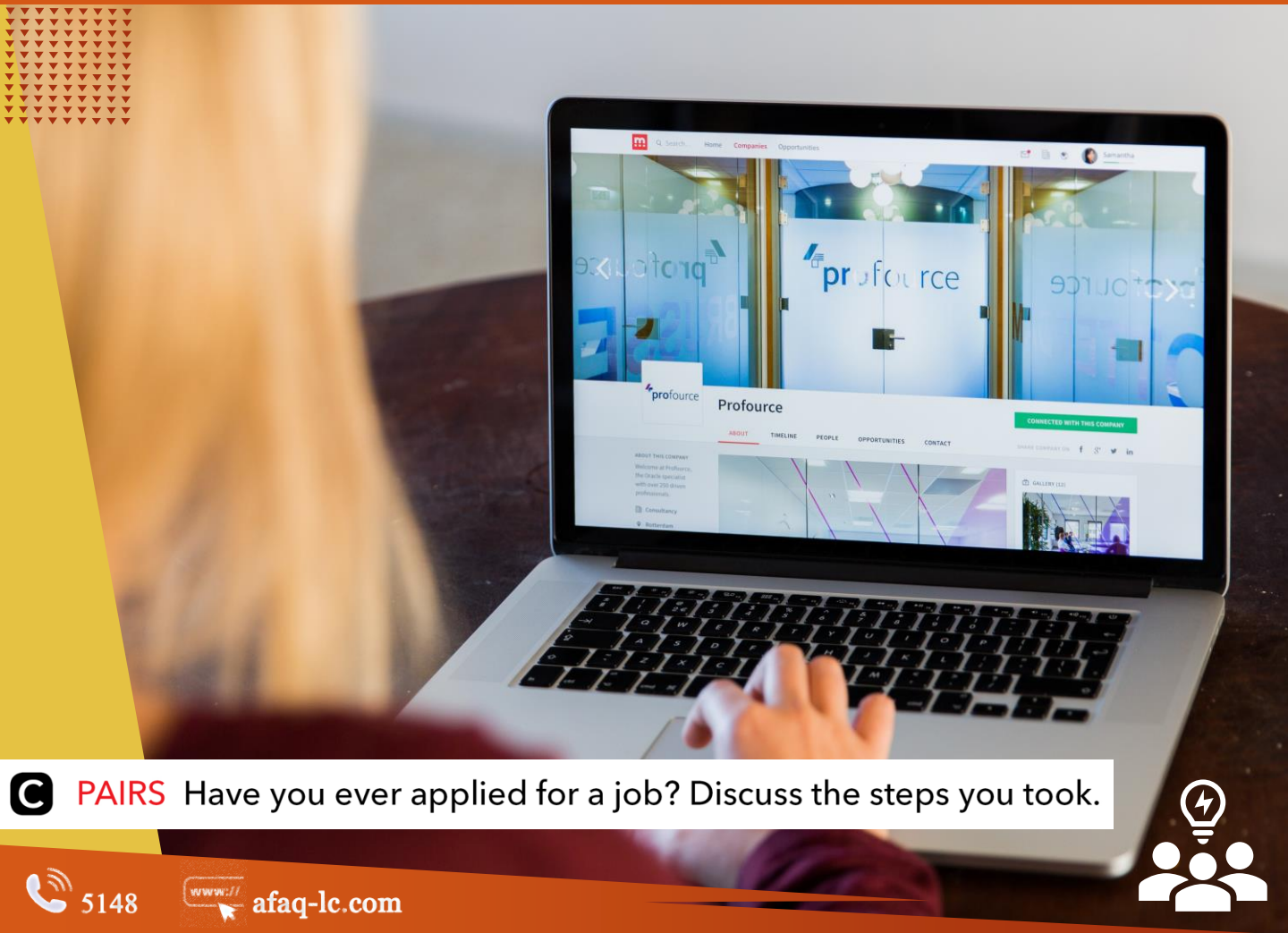


Have some oral practices by using one the strategies below:

1. Providing oral definitions and having your Ss guess the word.
2. Providing contexts and having your Ss guess the word.
3. Providing synonyms or opposites and having your Ss guess the word.

GUESS THE WORD!

Have Ss do the activation task in breakout rooms.



PAIRS Have you ever applied for a job? Discuss the steps you took.