INTRODUCTION TO BUSINESS ENGLISH: Job Information

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• Study the unit in pairs (10 minutes)

Vocabulary:
• It’s a very **challenging** job: meaning?
• Head-hunters
• Flexitime/flextime
• Takeover
• Turnover
• The company really **looks after** its people.

Pronunciation
• Retire – retirement
• Compulsory redundancies
• recruit- - recruitment
Answers to Practice:
Total score: \(7 + 10 + 9 + 7 + 9 + 7 + 8 = 57\)

1. Crossword puzzle: 7
   Living, excellent, mix, retirement, jobs, level, medical
1. Sentence form: 10
   Redundant, development, insurance, retire, stressful, owners, leadership, promotion, challenging, responsibilities
3. Matching: 9
   a, i, b, f, g, d, j, c, h
4. Sentence Completion: 7
   For, to, of, for, about, of, of
5. Puzzle: 9
   Across: agency, takeaway, canteen, weekly, cost
   Down: graduate, allowance, takeover, so
6. Matching: 7
   f, a, b, e, c, g, d
8. So/neither: 8
   Neither did I, so did I, neither am I, so do I, neither do I, neither was I, so was I, so am I
Part 4

a. for,
b. to,
c. of,
d. for,
e. about,
f. of,
g. of

7. g, 8. d
Total score: $7 + 10 + 9 + 7 + 9 + 7 + 8 = 57$
• Do the exercises in Practice in pairs (time: 20 minutes)
<table>
<thead>
<tr>
<th>Job advertisement: 3 groups</th>
<th>Job application: 4 groups/@2</th>
<th>Job interview (2 groups)</th>
</tr>
</thead>
<tbody>
<tr>
<td>A: 1 groups</td>
<td>A for cover letter</td>
<td></td>
</tr>
<tr>
<td>B; 2 groups</td>
<td>B: for CV</td>
<td></td>
</tr>
</tbody>
</table>

**A. The company which put the ad**  
Sample coverage  
- Structure  
- What to include  
- Tips for making/creating an interesting and informative job ad  
- Samples  

**B. The respondent to the ad**  
Sample coverage  
- What to look for in the ad  
- Tips (e.g. something to be aware of)  
- Samples (plus the analysis)  

**Sample Coverage**  
- Types of application letters (e.g. CV, Cover Letters)  
- Differences among structures from different countries (UK, US and Indonesian Styles)  
- Structures  
- Tips for making/creating an interesting and informative job application  
- What companies are looking for in the job application letters  
- Samples  

**Sample Coverage**  
- Structure for a job interview  
- Tips for the interviewees: e.g. Tips for making/creating an impression to the interviewers  
- Tips for the interviewers: What to look for in the interviewees  
- Samples of script and video
• I2BE A: 9 groups - 3 = 6 groups left?
• I2BE B: 1 + 4 (2 @ CV and CL) + 2? = 3 groups left
• Make the presentation into group paper. Give more details or examples for the parts, or comparison between good and bad versions (e.g. credible vs not credible job statements). Add a commentaries on the analysis or samples (e.g. good enough ad-why, what part makes it good enough)