

## Basic: Jobs, Week 2 – Jobs Applications and Interviews

**Unit objective:** Students will be able to express their current job status, use vocabulary related to the job search, read and fill out simple job applications, and practice interview dialogues.

### Monday

Lesson Objectives:	Materials
<ul style="list-style-type: none"> <li>• Students will orally express their current job status: I have a job. I don't have a job. I'm looking for a job.</li> <li>• Learn vocabulary related to finding a job:               <ul style="list-style-type: none"> <li>• job</li> <li>• pay</li> <li>• insurance</li> <li>• time off</li> <li>• part time/full time</li> <li>• application</li> <li>• experience</li> <li>• hiring</li> <li>• hours</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• <u>Sam and Pat</u>, "Sam Gets a Job" (pg 78-79)</li> <li>• Vocabulary ELMO sheet (see below)</li> <li>• Vocabulary worksheet (see below)</li> </ul>
<b>Activity Ideas:</b>	
<ul style="list-style-type: none"> <li>• <b>ELMO sentences</b> – Talk through vocabulary in context of sentences on ELMO. After going through the sentences multiple times, pass out the worksheet.</li> <li>• <b>Ball toss:</b> T asks one question at a time with a vocabulary word ("Do you have a <b>job</b>? Do you have <b>insurance</b>? How much <b>time off</b>? Do you have <b>experience</b>?) T throws the ball to a student to answer. Ss answer according to their own jobs. If they don't have a job, they should answer with what they would like.</li> <li>• <b>Dialogue:</b> Create a dialogue as a class:           <p style="margin-left: 40px;"> <b>A: Do you have a job?</b>  <b>B: Yes, I do. No, I don't. I'm looking.</b>  <b>A: What do you do?</b>  <b>B: I am a student</b> </p> </li> </ul> <p>Practice as a whole class, half class, pairs, perform in front, etc. Students can copy the dialogue into their notebooks at the end.</p>	

# master-day 1

## Jobs



PERSONAL INFORMATION		DATE OF BIRTH	
Name	Sex	MM	DD
Address	State	Zip	City
Employer Address	State	Zip	City
Current Education	High School	College	Other
SECTION: EMPLOYER Employer Name Employer Address Employer City/State/Zip Employer Phone Number Is this a new job? <input type="checkbox"/> No <input type="checkbox"/> Yes Are you currently employed? <input type="checkbox"/> Yes <input type="checkbox"/> No			
EDUCATION			
High School	Year Graduated	College	Year Graduated
College or University	Year Graduated	Postgraduate	Year Graduated
Professional Training	Year Graduated	Other Education	Year Graduated

1. \_\_\_\_\_ 2. \_\_\_\_\_ 3. \_\_\_\_\_

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**JOHN A DOE**  
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 GROUP: 27255000001

75.00 EMER ROOM  
 20.00 OFFICE VISIT

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BC PLAN: 240 BS PLAN: 740  
 CUST SERV: 816-232-8396/800-822-2583



4. \_\_\_\_\_ 5. \_\_\_\_\_



6. \_\_\_\_\_ 7. \_\_\_\_\_

Time off  
Application  
Hiring

Pay  
Hours

Experience  
Insurance

Job vocabulary for ELMO

**Pay**  
Money

What is the pay?  
The pay is \$9.00 an hour.



**Application**  
Paper for job.

Please fill out an  
application

APPLICATION FOR EMPLOYMENT

PERSONAL INFORMATION DATE OF APPLICATION: \_\_\_\_\_

Name: Last \_\_\_\_\_ First \_\_\_\_\_ Middle \_\_\_\_\_

Address: Street \_\_\_\_\_ Apt \_\_\_\_\_ City, State \_\_\_\_\_ Zip \_\_\_\_\_

Alternate Address: Street \_\_\_\_\_ City, State \_\_\_\_\_ Zip \_\_\_\_\_

Contact Information: ( ) \_\_\_\_\_ ( ) \_\_\_\_\_  
Home Telephone \_\_\_\_\_ Mobile \_\_\_\_\_ Email \_\_\_\_\_

*How did you learn about our company?* \_\_\_\_\_

POSITION SOUGHT: \_\_\_\_\_ Available Start Date: \_\_\_\_\_

Desired Pay Range: \_\_\_\_\_ Are you currently employed? \_\_\_\_\_  
By Hour or Salary

EDUCATION

	Name and Location	Graduate? - Degree?	Major / Subjects of Study
High School			
College or University			
Specialized Training: Trade School, etc...			
Other Education			

Please list your areas of highest proficiency, special skills or other items that may contribute to your abilities in performing the above mentioned position.

\_\_\_\_\_

\_\_\_\_\_

**Hiring**  
Need workers.

Are you hiring?  
Yes, we are?

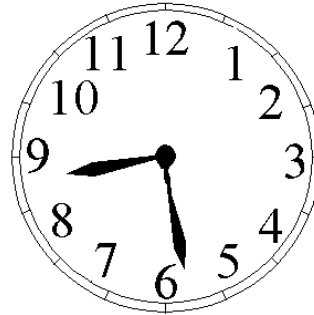


## Hours

Time

What are the hours?

9:00am – 5:00pm



## Insurance

Money for the doctor.

Do I get insurance?

Yes, you do.



## Experience

What job before? How long?

**Do you have experience?**

Yes, I was a teacher for 5 years.

## Time off

Days with no work, sick days, vacation.

**How much time off?**

Two weeks paid.

## Full time

40 hours a week

## Part time

Less than 40 a week

# Tuesday

Lesson Objectives:	Materials
<ul style="list-style-type: none"><li>• Review Monday's objectives as appropriate</li><li>• Discuss where to find a job</li><li>• Practice finding specific information on very simple job ads (like the one on p.80 in Sam and Pat):<ul style="list-style-type: none"><li>o Where is the job?</li><li>o When is the job?</li><li>o How much is the pay?</li><li>o Is there insurance?</li></ul></li></ul>	<ul style="list-style-type: none"><li>• Job Ad worksheet (see below)</li><li>• Sam and Pat, pg 80</li></ul>
Activity Ideas:	
<ul style="list-style-type: none"><li>• <b>Discussion list:</b> T leads Ss in generating a list of where to find jobs. T writes list on board. Together, class ranks ways to find jobs based on Ss experience. Ss copy list in their notebooks.</li><li>• <b>Job Ad Worksheet:</b> T should model job ads first before passing out worksheet. Teach students how to scan for information, instead of reading every word.</li><li>• <b>Sam and Pat, pg. 80</b></li></ul>	

# Master D2

Cook Needed  
\$10 / hr  
No experience  
612-334-2342

1. What is the job? \_\_\_\_\_
2. What is the pay? \_\_\_\_\_
3. Experience? \_\_\_\_\_
4. What number? \_\_\_\_\_

Driver  
\$7.50 / hr  
Minneapolis  
Part time  
612-384-4535

5. What is the job? \_\_\_\_\_
6. What is the pay? \_\_\_\_\_
7. Where is the job? \_\_\_\_\_
8. What number? \_\_\_\_\_

Wanted:  
Teacher  
\$13 / hr  
Monday - Friday  
612-384-23423

9. What is the job? \_\_\_\_\_
10. What is the pay? \_\_\_\_\_
11. What days? \_\_\_\_\_
12. What number? \_\_\_\_\_

Help wanted  
Nurse  
\$15 / hr  
Wed - Sun  
Call 612-232-2312

13. What is the job? \_\_\_\_\_
14. What is the pay? \_\_\_\_\_
15. What days? \_\_\_\_\_
- .. What number? \_\_\_\_\_

# Wednesday

Lesson Objectives:	Materials
<ul style="list-style-type: none"><li>• Review Monday and Tuesday's objectives</li><li>• Practice interview dialogue / etiquette</li></ul>	<ul style="list-style-type: none"><li>• Mini white boards (ask the coordinator)</li></ul>
Activity Ideas:	
<ul style="list-style-type: none"><li>• <b>Dialogue</b> : Together, craft a very simple dialogue practicing job interview questions. Elicit the language from the students. Example: Boss: What can you do? You: I can clean and cook. Boss: Can you work Monday – Friday 9-5? You: Yes, I can. What is the pay? Boss: \$9.00 an hour Practice the dialogue in a variety of ways (Whole class, T/Ss, half class/half class, Ss pairs). Finally, have volunteer pairs perform for the class.</li><li>• <b>Interview etiquette</b>: Students will discuss proper interview etiquette (eye contact, dress nice, be on time). Suggested activity: T and volunteer model a SIMPLE job interview, once well and once with problems (no eye contact, come in late, etc. Students discuss what was wrong.</li><li>• <b>White board dictation</b> – Students write the answers to the following questions on mini white boards as T dictates (one at a time): 1) Where is the job? Minneapolis 2)When is the job? Monday to Friday. 3) How much is the pay? \$9.50 /hr. 4) Is there insurance? Yes 5) Is it part time or full time? Full time  T reads the question and gives the answer; Ss should just write the answer.</li><li>• <b>Dictation</b>: job, pay, work, I have a job.</li></ul>	

# Thursday

Lesson Objectives:	Materials
<ul style="list-style-type: none"><li>• Review week's objectives.</li><li>• Fill out sample job application</li><li>• Students will review basic personal information fields (first name, last name, address, phone number, etc.)</li></ul>	<ul style="list-style-type: none"><li>• Mini white boards (ask the coordinator)</li><li>• Survival English, page 227</li></ul>
Activity Ideas:	
<ul style="list-style-type: none"><li>• <b>Personal Information review:</b> Ss have mini white boards. Teacher writes a field on the board found on the subsequent job application sheet ("Name" for example). Ss write their information on the white board. Repeat with many different fields.</li><li>• <b>Job Application Sheet (SE, 227):</b> Students practice filling out the job application individually. T models filling out a simplified job application on the ELMO prior to having the students complete the sheet.</li></ul>	