

AI

SEMINAR 9

Professions and Careers

Quotes about Work

- 1** Choose a job you love, and you will never have to work a day in your life.
– Confucius (Chinese philosopher, 551-479 BC)
- 2** Don't sacrifice* your life to work and ideals. The most important things in life are human relations.
– Katharine Susannah Prichard, 20th century Australian author
- 3** Let us realize that the privilege to work is a gift, that power to work is a blessing, that love of work is success. – David O. McKay, American 20th century educator
- 4** If you don't want to work, you have to work to earn enough money so that you won't have to work.
– Ogden Nash, American poet (1902-1971)
- 5** The more I want to get something done, the less I call it work.
– Richard Bach, 20th century American author of *Jonathan Livingston Seagull*

Discussion Questions

- 1** How do people look for jobs?
- 2** How do employers seek* staff? What is a potential employer most interested in knowing?
- 3** Do you consider some jobs only for men and others for women? Which ones? Why?
- 4** Why are women discriminated against when seeking employment?
- 5** Do high level management positions deserve their high salaries? What ratio* is acceptable between the lowest paid employee and the highest?
- 6** Do you prefer working in a team or individually?
- 7** What is your opinion on mid-life retraining when made redundant* through company "restructuring"?
- 8** Have you ever benefited* from career counselling in secondary school or later in your career?
- 9** What do you think about the shortened work week?
- 10** More people are working in (multiple) part-time positions. Who benefits from part-time work?

Jobs, Skills and Qualities

Task 1 – Choose one of these places and make a list of the different jobs that people do there.

University

Theatre

Newspaper

What are the most important skills and qualities they would need for a particular job?

<u>Skills</u>	<u>Qualities</u>	
computer	patient / tolerant	*punctual /
precise		
typing	*diligent / hard-working	co-
operative		
driving	optimistic	*conscientious
telephone	tactful / polite	innovative
*interpersonal	intelligent	strong / fit
artistic	*caring / thoughtful	flexible
language	calm	energetic / enthusiastic
mathematical	quick-thinking / resourceful	responsible
managerial	honest / reliable	imaginative
/ creative		
financial	well-organised	detail-
oriented		
analytical	persistent	motivated
problem solving	goal-oriented / determined	
assertive		

Can you think of any opposite qualities to those above? Can they be expressed with a positive word?

Example: calm x energetic (not nervous – this is too negative)

Listening – Coherence and Transition

Task 2 – The following paragraphs have been taken from a presentation. Put them into logical order.

1: 2: 3: 4: 5: 6: 7: 8: 9: 10: 11:

- A. _____ For instance, in agriculture they worked just under seventy hours at the beginning of the twentieth century, compared to sixty hours in industry. What is interesting is that at the end of the nineteenth century the highest paid workers worked substantially fewer hours than the lowest paid, a situation that was gradually redressed* over most of the twentieth century and has now almost completely been reversed.*
- B. _____ we'll be looking at some startling* predictions, some made in the 1930s and others more recently.
- C. _____ the situation for industry. In 1900, people were working an average sixty-hour week, which fell quite rapidly down to fifty by about 1920. It then went down steadily, but not quite so rapidly, to forty-five hours over the next twenty years.
- D. _____ Good morning, ladies and gentlemen, if I may have your attention, please? Thank you very much for coming along today. My name's Nathan Morse and I'm going to be outlining some research we've been doing at the University of Arkansas on the working week in twentieth-century America.

- E. _____ to summarize, the idea that we will have more and more leisure time seems to be in total contradiction* to today's working hours. In fact, more and more skilled workers and professionals are finding ways to keep themselves at work rather than at home.
- F. _____ The Second World War meant that industry was working overtime, so there was a sharp rise in the number of working hours during the war years, reaching a peak of about fifty-five hours in 1943, before dropping rapidly back to forty-five in 1947. Between 1947 to 1970 there was a gradual decline toward a forty-hour week.
- G. _____ I'm going to show you how the general trend has not always been to work less and less.
- H. _____ let's look at how many hours people were working last century. Data on the annual average workweek tends to vary* enormously, one reason being that it depends on whether we are talking about agriculture or industry.
- I. _____ thank you very much for your attention, and if you have any questions perhaps you'd like to ask them over coffee. Thank you.
- J. _____ If we turn to studies made in the 1930s, it's interesting to note, as you can see in this slide, that they forecast* that the trend in the shorter working week would continue far beyond forty hours. This has not happened in the US, though in some European countries they were pushing for thirty-five hours at the end of the last century. Instead, in the US the total number of working hours has been going up since 1970 by an average of 163 hours per year. If the present trend continues, the average white collar American will be working over sixty hours per week by the year 2020.
- K. _____ I'll be looking at the situation at the beginning of the last century.

Task 3 – Listen to the presentation and check your answers. As you listen, add the **transition words** (e.g. next, secondly, after that) that have been left out of the script. Not all the blanks need to be filled. What would be a suitable title for this presentation? Does it have a coherent structure?

Sources consulted: Wallwork, Adrian, *International Express Upper-intermediate Student's Book*, Oxford University Press, 2001, p.132, tape script 6.3.

1 Be more specific

Curriculum Vitae mentioned

2 If you have

your date of birth, your
age will

Name: Blanka Šmídová
the recipient*

be obvious* to

Address: Svážná 6
Brno A

Czech Republic **3** *Reconsider including this fact if
you are applying to
Telephone: 544 220 515 a very conservative company. You don't
want to be
Date of birth: 5/8/75 labelled a "hippie" before
you even arrive
Age: 27 **B**

Education: **4** Include grades
only
1989-1993 Gymnázium Elgartova 3, 600 00 Brno (grammar school*)
if they are exceptional*
1993-1998 Masaryk University Brno, Faculty of Arts **5** State when

Qualifications:
Maturita exam (school-leaving exam) – Czech language: 3(C), English:
3(C), **J**
History: 1(A), Geography: 2(B)

Magistr Degree in Museology – 2 **6** Be more
positive
Passable French; some computer literacy **C** and
confident

Work experience:
1987-1991 Local paper round every morning **D** **7** Never
use "etc."
1992 *Voluntary work for a local museum (City of Brno Museum)
1993 Bar work, waitressing, etc. at the Brno International Trade Fair* **E**
1994 Waitressing at the Lake Café, Jedovnice
Sept. 1995- *Casual work with the City of Brno Museum three/four days/week;
8 Trivial* - not very
Feb. 1996 (general assistance in the *permanent exhibition areas)
professional sounding
March 1996 Full-time work with the Moravian Gallery;
to... **K** assistant to the Head *Curator **9** What about
the postal code?

Activities at school and faculty: **10** So what?
President of the school parliament
Captain of the school volleyball team **F** **11** *Irrelevant by
now
University representative in volleyball **L**
*Deputy in the Faculty Senate 1996-1997
Secretary of the faculty section of Friends of the Earth **G** **12**
Write out names in full

Interests:

Sports, reading, travel **H**, socialising **I**

References:

Mr. J. Fořt **M** Ms. F. Salová **13 Redundant***
information
Head of Museology Dept. Manager
Faculty of Arts, MU Brno Lake Café
Brno, 600 00 Jedovnice, 634 12

Task 4

What is wrong with this CV? Study the suggestions of the professional CV writer who has added notes 1-13 on the right. Locate them in the text (A-M).

Task 5 – This is an improved version of the CV with the changes noted at right. Can you suggest any more improvements?

Curriculum Vitae

Personal Details

Name: **Blanka Šmídová** *Use bold* selectively –*
Address: Svážná 6 *– your name is important*
 600 00 Brno *so make sure it *stands out*
 Czech Republic
Telephone: +420 544 220 515 *Include the full number and use*
spaces
Mobile: +420 602 123 456
E-mail: bsmidova@fss.muni.cz *Better to have the date written*
in full
Date of birth: 5 August 1975
Nationality: Czech

Education

– *Use reverse chronological order*
1993-1998 Masaryk University Brno, Faculty of Arts *– the most recent*
information first Master's of Arts (magistr in Czech) in Museology
 State the names of degrees obtained
1989 – 1993 Gymnázium Elgartova 3, 600 00 Brno (grammar school)
 Maturita exam (school-leaving exam) – Czech, English, History,
 Geography

Work Experience

March 1996 to present MORAVIAN GALLERY – executive assistant to the head
curator
Sept. 1995 to Feb. 1996 CITY OF BRNO MUSEUM – general assistant (permanent
exhibition areas)
June - July 1994 LAKE CAFÉ, Jedovnice – waitress

Sept. - Nov. 1993 BRNO INTERNATIONAL TRADE FAIR – waitress/hostess (responsible for foreign visitors)

June - July 1992 CITY OF BRNO MUSEUM – volunteer

Expand on your tasks, responsibilities, and

Other Qualifications and Skills
*achievements**

where relevant to the job you

are seeking

University positions: Faculty Senate Deputy
(writing of reports, giving presentations, travelling abroad)

Languages: *Fluent English, *conversational French *Conversational, fluent, intermediate,*

advanced, proficiency, or working knowledge of are better expressions to use about languages and skills

Computer literacy: WordPerfect, Lotus 1-2-3, Macintosh *Marketable skills are specific*

Interests

Aerobics, volleyball, theatre, reading, travel, folk dance club *Specific examples of interests & memberships can be mentioned here*

References

Available on request
addresses.

Do not waste space with names and

*If you do want to include them, only mention *impressive references*

Task 6 – *Using the model, write your own CV or resume*.*

Grammar – Past Simple vs. Present Perfect

What is the difference between these sentences?

Blanka has been a volunteer.

Blanka was a volunteer from September 1995 to February 1996.

What tense is used for a completed time period? What tense is used for an unfinished time period?

What tense is used for specific time periods? What tense is used for experiences with no specific time period?

Task 7 – *Put these time expressions into two groups of completed time or unfinished time periods.*

this semester in the summer on Monday this week
since Tuesday two weeks ago last month at Easter

Now make sentences about yourself using these expressions.

Task 8 – Make these into questions. (Be careful to use the correct tense!)

- 1 Have / (ever) write / a work evaluation report?
Example: Have you ever written a work report?
- 2 When / write / your first CV (in English)?
- 3 Have / work / outdoors?
- 4 How / feel / at your first job interview?
- 5 Have / be / a volunteer?
- 6 Have / be selected / for a prestigious position?
- 7 Have / be / unemployed?
- 8 How many months / work / last summer?
- 9 Have / apply for / a job in a foreign country?
- 10 Have / think about / working freelance?

Ask your partner these questions. If the answer is yes, ask follow-up questions.

e.g. “Have you ever had to use English in your job?”

“Yes, I have.”

“What was the job? What types of situations did you encounter? How did you deal with them?”

Task 9 – Put the verb into the correct form (present perfect or past simple).

- 1 Do you know about Ann? She _____ her job. (give up)
- 2 My boss _____ me and now I am in charge of the whole department. (promote)
- 3 When Paul and Mark left school they _____ a job in a local travel agency. (apply for)
- 4 The job _____ doing quite a lot of paperwork, so I quit two weeks ago. (involve)
- 5 I _____ training workers last year, but this year I have to deal with team building. (be responsible for)
- 6 Do you know that he is unemployed? They _____ him. (sack)
- 7 Finally! They _____ ! What a great piece of news! (resign)
- 8 Meg _____ looking for a new job with a bigger company last week. (start)
- 9 They _____ enough of this shift work; they would like to have flexi-time. (have)
- 10 Pete and Steve _____ at work yesterday. I wonder why! (be)
- 11 Sue _____ five different jobs in the past four years. (have)

12 It's the first time _____ a notice. (hand in)

13 I never _____ a part-time job when I studied at university. (have)

Vocabulary

1. to sacrifice	obětovat
2. *to seek	hledat
3. *ratio	poměr
4. *to be made redundant (to be laid off) pro zaměstnavatele)	být propuštěn (nadbytečný)
5. *redundant	nadbytečný
6. *to benefit	mít výhody, profitovat
7. *caring	starající se o, mající zájem o
8. *interpersonal	mezilidský, interpersonální
9. *punctual	dochvilný
10. *diligent	pilný, pracovitý
11. *conscientious	svědomitý, pečlivý
12. to redress (correct)	napravit
13. *to reverse	obrátit
14. *startling (surprising)	překvapivý
15. *to vary (to differ)	lišit se
16. *to forecast (predict)	předvídat
17. *obvious	zřejmý, pochopitelný
18. recipient	příjemce
19. *to reconsider	znovu uvážit, znovu si promyslet
20. *grammar/secondary school	gymnázium/střední škola
21. *exceptional mimořádný	výjimečný, neobyčejný,
22. *trivial	všední, obyčejný, každodenní
23. *volunteer, voluntary	dobrovolník, dobrovolný
24. *trade fair	veletrh
25. *casual/seasonal work	příležitostná / sezónní práce
26. *full-time/part-time work	práce na plný / částečný úvazek
27. *permanent work / exhibition výstava	práce na plný úvazek / stálá
28. curator	ředitel, kurátor, správce
29. *irrelevant věci	bezvýznamný, irelevantní, nepatřící k
30. deputy	zástupce
31. bold	výrazný, tučný (polygr.)
32. *to stand out	být viděn, vystupovat
33. *achievement	dokončení, splnění, výkon
34. fluent English	plynulá, dokonalá angličtina
35. conversational English	hovorová angličtina
36. *prominent	přední, vedoucí, prominentní

37. *impressive	působivý, impozantní, imponující
38. *resume (CV)	životopis
39. *temporary	přechodný, dočasný

Word bank

1. to have a well-paid/badly-paid job placenou práci	mít dobře/špatně
2. to earn a good salary	mít dobrý plat
3. to have good qualifications	mít dobrou kvalifikaci
4. to get paid	dostat zaplaceno
5. to have a chance of promotion	mít šanci na povýšení
6. to be promoted	být povýšen
7. working hours/working time	pracovní doba
8. work long hours pracovat	mít dlouhou pracovní dobu/dlouho
9. nine-to-five job	zaměstnání v kanceláři (s tradiční pracovní dobou od 9 do 5, i když tomu tak nemusí být)
10. to do a career	dělat kariéru
11. flexible working hours	pohyblivá pracovní doba
12. to commute to work	dojíždět do práce
13. commuter	dojíždějící
14. fringe benefits	zaměstnanecké výhody
15. perks	zaměstnanecké výhody (hovorově)
16. job seeker zaměstnání	člověk, který hledá
17. job applicant	uchazeč o zaměstnání
18. to apply for a job	ucházet se o zaměstnání
19. to hand in a notice	dát výpověď
20. redundancy payment	odstupné
21. to be fired/sacked	dostat vyhazov z práce