

Skill: *Guessing meaning from context.*

Form groups of 4, and then:

- A) Read the following sentences and guess the meaning of the "unknown" words, write them on the line A.
- B) Analyze each sentence and decide whether they're type Y or Z. Write it on line B.

Y: Understanding from exemplification of the "unknown" word.

Z: Understanding from information that comes before the "unknown" word.

Example: When you talk about the future and the past of your family you have to use words that are clear and precise.

For example "ontkble" has come to mean "any person from whom you are descended."

A) ancestor B) y

1 Well-known "ontkbles", such as Aristotle, left interesting ideas about the future.

A) _____ B) _____

2 My father and my mother have different opinions about what they want me to be as an adult. I want them to let me decide my own "ontkble".

A) _____ B) _____

3 I like Math and Physics. I think that civil engineering and computation are two good fields, so before I finish high school I have to take a "notkble" about which one to study.

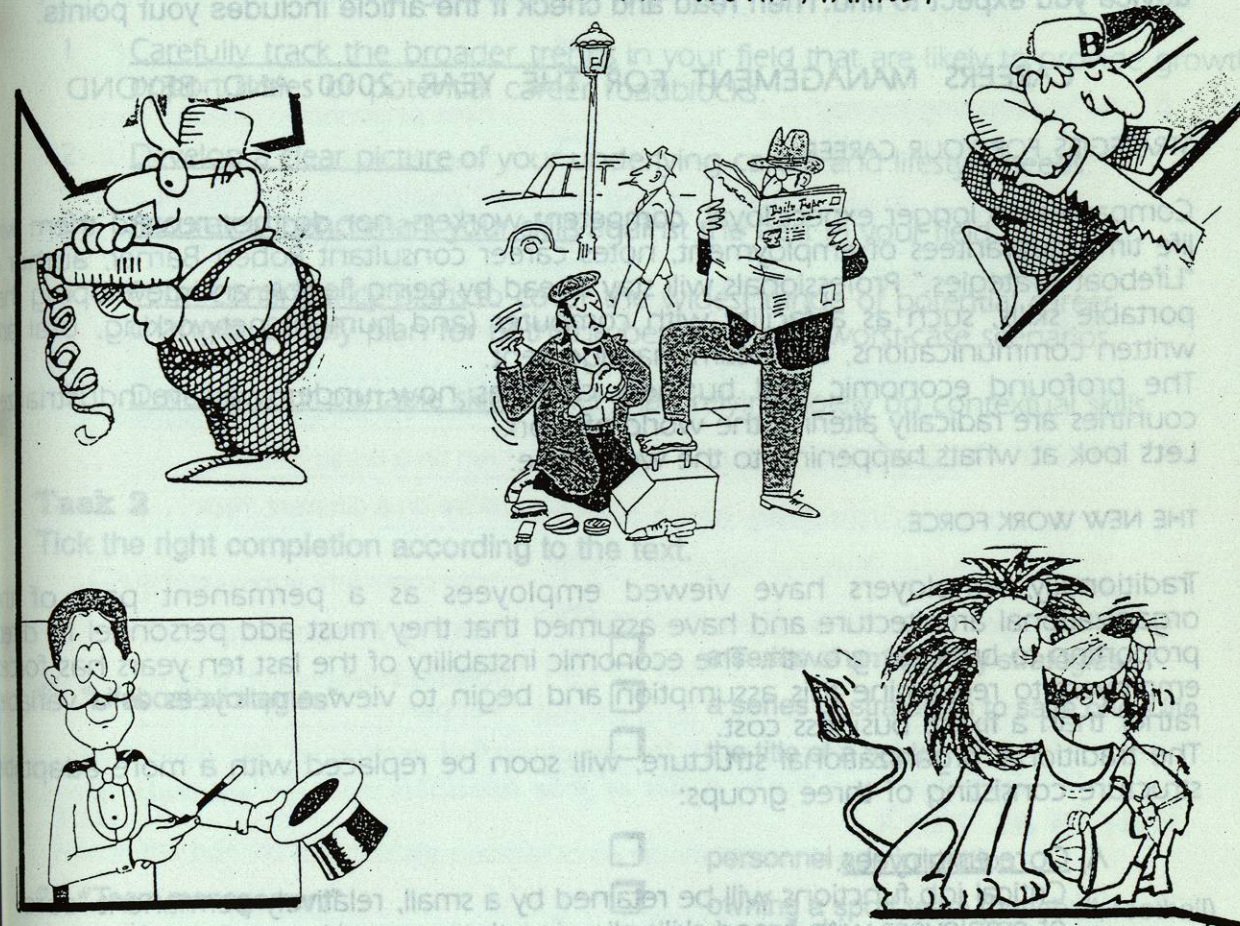
A) _____ B) _____

4 When I enter the University, I'd like to find good "ontkbles" like my classmates in Prepa.

A) _____ B) _____

Time to read!(4)

YOUR FUTURE ON THE WORK MARKET



Work with a partner. Be ready to explain the following topics to your class:
If not now, in a few years you will probably be working in the area of your hometown.

- Consider 2 careers you think could provide you with a good job. Why do you think so?
- Do you know the differences between having a steady job and working under contract?
- What is a supplemental worker contract?
- Do Mexican workers have any benefit as members of CTM, CROC or CNOP?
- What are the advantages of the social security system?
- What about the SAR and INFONAVIT?

Task 1

The following text gives you important hints about the work market you could be facing in the near future. Before you read it, make a list of between 5 and 10 pieces of advice you expect to find. Then read and check if the article includes your points.

CAREERS MANAGEMENT FOR THE YEAR 2000 AND BEYOND

STRATEGIES FOR YOUR CAREER

Companies no longer expect loyal, competent workers- nor do they reward them with life time guarantees of employment, notes career consultant Robert Barner, author of "Lifeboat strategies." Professionals will stay ahead by being flexible and developing their portable skills, such as a facility with computer (and human) networking, oral and written communications, and team management.

The profound economic and business changes now under way in industrialized countries are radically altering the world of work. Let's look at what's happening to the work force:

THE NEW WORK FORCE.

Traditionally, employers have viewed employees as a permanent part of the organizational architecture and have assumed that they must add personnel in direct proportion to business growth. The economic instability of the last ten years has forced employers to reexamine this assumption and begin to view employees as a variable, rather than a fixed, business cost.

The traditional organizational structure, will soon be replaced with a more adaptable structure consisting of three groups:

A) Core employees.

Critical job functions will be retained by a small, relatively permanent "core" of employees with broad skills allowing them to tackle a variety of jobs.

B) Supplemental employees.

A larger group will consist of just-in-time employees who can be added or eliminated quickly as needed. These workers will be retained through contract or temporary services to meet shifting work levels. Over the next ten years, there will be a dramatic growth of technical specialists, managers, and even executive-level personnel who are contracted as supplemental workers.

C) Outsourced work functions.

Companies currently use outsourcing as a hands-off process for farming out whole product and service functions; in the future, companies will view outsourcing agencies as an integrated part of the organizational team.

PREPARING NOW: THE STRATEGIES IN TRANSITION.

We need to begin to think and act like career strategists. Here are 5 basic steps to help you prepare for the challenges ahead:

- 1 Carefully track the broader trends in your field that are likely to provide growth opportunities or potential career roadblocks.
- 2 Develop a clear picture of your underlying career and lifestyle needs.
- 3 Accurately benchmark your skills against the best in your field.
- 4 Form contingency plans to cover the widest range of potential career changes. Simply plan for both the best-case and worst-case scenarios.
- 5 Develop your portable skills rather than relying solely on contextual skills.

Task 2

Tick the right completion according to the text.

- | | | |
|---|--|---|
| 1 | "Lifeboat strategies" | <input type="checkbox"/> a series of emergency strategies
<input type="checkbox"/> a series of strategies to save one's life
<input type="checkbox"/> the title of a book |
| 2 | "Team management" involves the idea of | <input type="checkbox"/> personnel administration
<input type="checkbox"/> owning a sport team (baseball, football)
<input type="checkbox"/> being the boss |
| 3 | "Organizational architecture" refers to | <input type="checkbox"/> the way an organization is made up
<input type="checkbox"/> the office building style
<input type="checkbox"/> a consultant architect's office |
| 4 | "Core" employees are those who should be | <input type="checkbox"/> accepted under supplemental worker contracts
<input type="checkbox"/> retained because they are essential
<input type="checkbox"/> invited to work in critical periods |

- 5 "Supplemental employees" are workers who
- have a permanent job
 - are hired for specialized areas
 - are hired for limited periods of time
- 6 An "outsourcing agency" is a business that
- hires only executive-level personnel
 - hires personnel to different firms
 - has offices out of town
- 7 A "career strategist" is someone skilled in
- developing successful college programs
 - finding a successful career
 - finding jobs for the unemployed
- 8 "track the broader trends" means to
- follow the principal tendencies
 - run on a broad road
 - drive on a different track
- 9 A "contingency plan" is a project that
- only considers successful events
 - has every event under control
 - foresees events that may or may not happen

Check the situation vacant in the classified section of "El Norte" or "El Porvenir" and make a list of jobs available now for students like you.

Words at work

Task 1

Match both columns

- A CHALLENGE
- AN EMPLOYER
- TO HIRE
- INSTABILITY
- A JOB APPLICATION
- A LABOR UNION
- LIFESTYLE

- 1 To get the services of a person in return for payment.
- 2 Expertness. Great ability or proficiency.
- 3 A person who hires one or more persons to work for wages or salary.
- 4 Lack of firmness or steadiness.
- 5 A demand.
- 6 Social position. The way in which people live.
- 7 That can, but has not yet, come into being.

- POTENTIAL
 - SALARY
 - SKILLS
- 8 An organization for defending workers' rights.
 - 9 A fixed payment at regular intervals.
 - 10 A request for a job

Task 2

Choose the correct workplace from the box to fill in the blank.

SCHOOL LAB	BAKERY	AIRPLANE	RADIO STUDIO
HOSPITAL	SCHOOL	RESTAURANT	BANK
			SPORTS CLUB

- _____ teacher, director, secretary.
- _____ waiter, chef, cashier.
- _____ speaker, director, newscaster
- _____ doctor, nurse, pediatrician, specialist.
- _____ teller, manager, security guard.
- _____ stewardess, pilot, copilot.
- _____ trainer, coach, water provider.
- _____ laboratorist, students, teacher, chemist.
- _____ baker, clerk, cashier.

Task 3

Write in the box the appropriate number to complete the sentences.

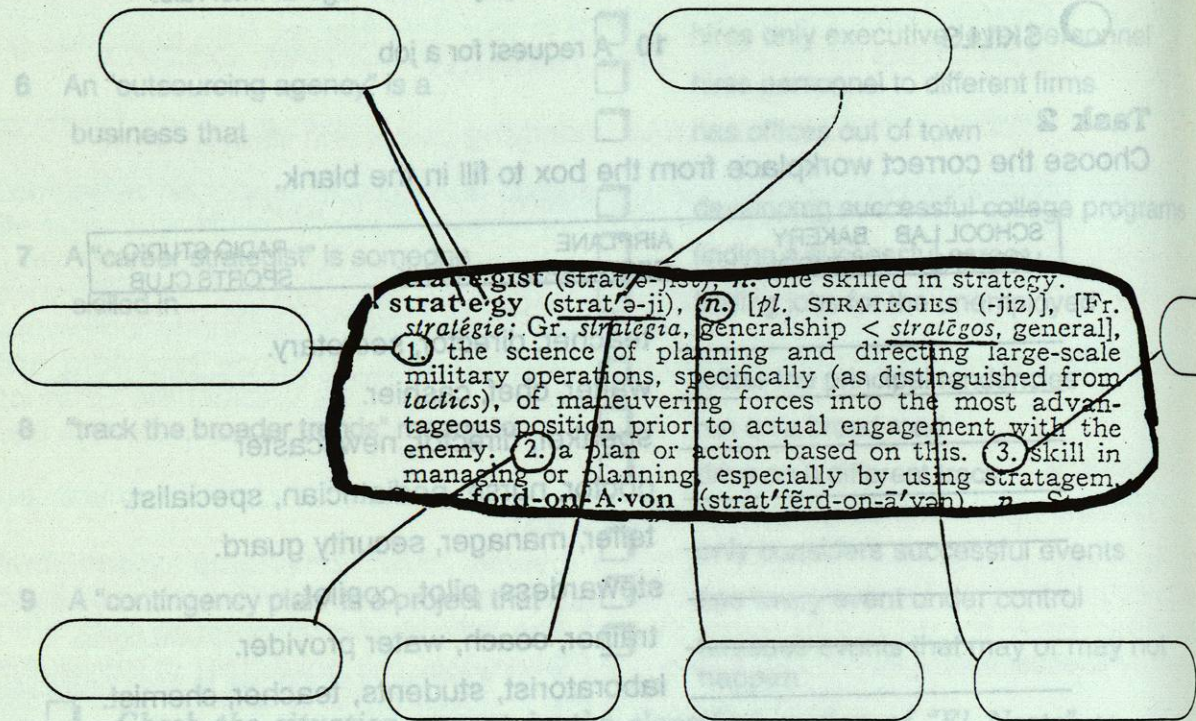
- | | | |
|--------------------|-----------------------|-------------------|
| 1 A waiter... | 2 A security guard... | 3 A musician... |
| 4 A teacher... | 5 An architect... | 6 A carpenter.. |
| 7 An electrician.. | 8 A janitor... | 9 A beautician... |

() does hairdressing and manicuring	() protects banks and institutions	() keeps offices and buildings clean
() serves food	() builds houses	() repairs electric apparatus
() builds wooden articles	() gives classes	() plays musical instruments

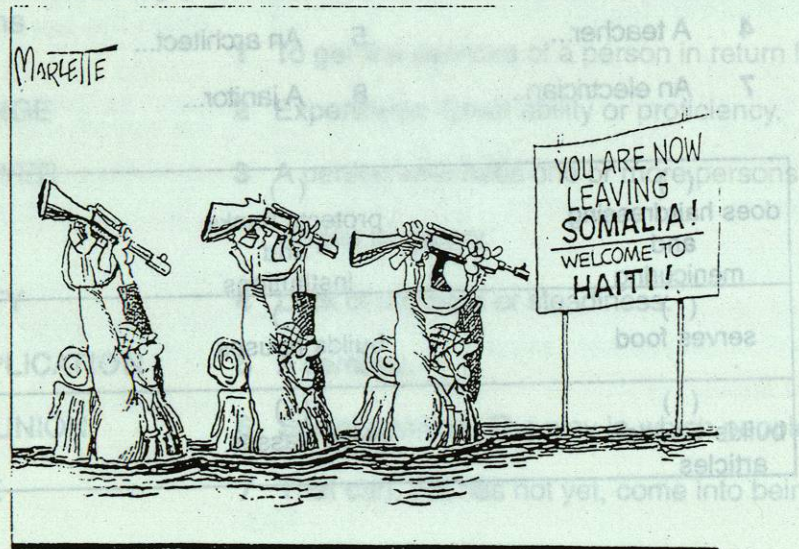
Skill: Dictionary use

Task 1

Here we have several definitions of the word "strategy." Fill in the boxes using the expressions below:



FIRST MEANING-SECOND MEANING-THIRD MEANING
 STRESS-PRONUNCIATION-ETYMOLOGY-
 SYLLABLE DIVISION- PART OF THE SPEECH (NOUN)



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Task 2 Writing

Juan Lopez is a high school student who will graduate next year. He needs money for his graduation. He decided to send a letter applying for a part-time job in Mc Donald's.

This is the letter, read it and follow the instructions on next page. Use your dictionary.

523 South Diego de Montemayor
 Monterrey, N. L. Mexico 64201

December 12, 94.

Lic. Roberto Garza Lozano
 Recruitment and Training Manager
 Mc Donald's Restaurant.
 Padre Mier and Pino Suarez St.
 Monterrey, N. L.

Dear Mr. Garza:

I saw your advertisement in today's "Norte" newspaper. I am interested in becoming a part-time employee with your company.

As you can see from the enclosed curriculum vitae, I have no experience as a cook, but I have some experience as a salesman. With your training scheme, I think I will become a good cook.

As a request in your advertisement, I shall telephone you to make an appointment for a personal interview.

Yours sincerely.

Juan Lopez

Enc. curriculum vitae.

Skill: Dictionary use

Unit 5

Task

- A) Form groups of 4 or 5.
- B) Elect a representative.
- C) Choose a business from the list below (or any other) where you think an employee of your age could be needed.
- D) Write the whole letter and sign it.

BUSINESSES

Carl's Jr. - Wall Mart- Sanborn's-Sirloin Stockade- Sam's club, etc.

NEWSPAPERS WITH AD SECTIONS

El Norte- El Porvenir- Tribuna- EL DIARIO- ABC- EL SOL, etc.

AVAILABILITY

Part-time Full time

EXPERIENCE AS A...

Cook, waiter, cashier, janitor, porter, salesman, dish washer, loader, etc.

BETWEEN FRIENDS

By Sandra Bell Lund

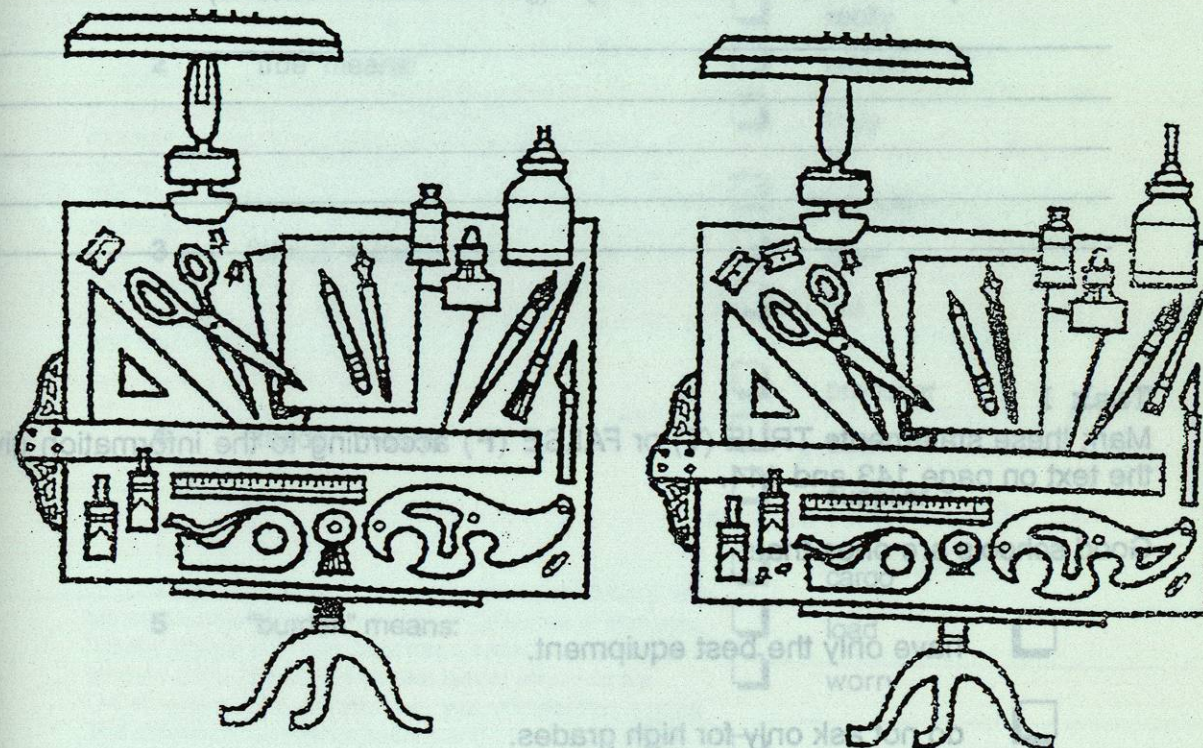


6 Achievements

Time to read! (1)

The Best High School?

1 Can you find 10 differences?



2 Choose 4 items. Say how you could use them to learn English.

3 a) List 10 characteristics of a good student.
