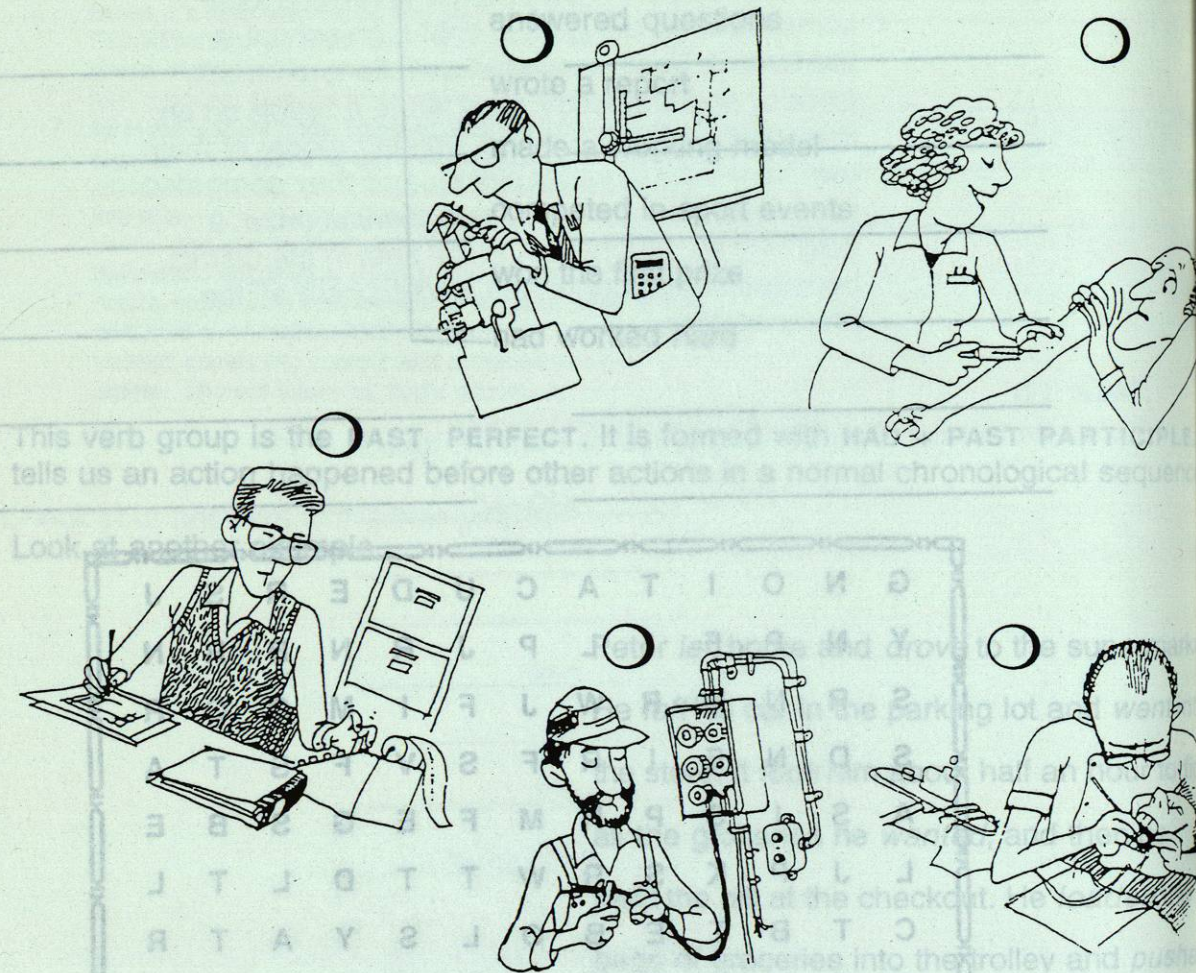


Time to read! (2)

Which of the following professions would you like to follow?
Rate them from 1 to 5 (1 is your first preference).



Now, mention at least two ways you can achieve success in this profession. Compare and discuss your ideas with a partner.

Task 1

1 Before reading the text "How to land a job," tick what you think the article will be about.

different kinds of jobs

finding a job quickly

how to become millionaire

Skim the article quickly and check your choice.

2 Read each paragraph as quickly as you can. Decide which phrase begins each one.

- (a) Prepare a resume
- (b) Don't limit your search
- (c) Discover your strengths
- (d) Create a network
- (e) Plan your interview story

How to land a job

1 _____ and learn to talk about them. Since employers estimate future successes by past accomplishments, learn to think of your experience in terms of goals achieved, abilities developed, lessons learned. A careful study of your accomplishments will reveal the best of your skills.

Most people are uncomfortable promoting themselves or revealing their ambitions because as children many of us are taught not to brag. But though self-congratulating may be rude at a dinner party, it's expected at an interview. So get comfortable telling your "story" by sharing it with a sympathetic friend, because overcoming an ingrained reluctance to speak highly of yourself is essential if you hope to convince an employer to hire you.

2 _____ that is compatible with electronic data bases. Many firms rely on computerized resume data bases to generate potential job applicants. Instead of being screened by a person, your resume may be scanned into an electronic data base. The data base uses applicant-tracking software to match key words from a job description with key words in the resume.

To make your resume compatible, you should use a common typeface, such as Courier, which is readily recognized by optical scanning programs. Since some scanning programs have trouble reading *italic* and **boldface** type, use these sparingly.

3 _____ carefully. Most successful interviews follow a three-scene script. Cooperate with the script and you increase your chances of being hired. Fight it or ignore it and your interview may run around.

Scene One: lasting about three minutes, this scene consists of small talk and is really a compatibility contest. As you shake hands, make eye contact and smile. Show that you are courteous, friendly, and at ease with yourself and the situation. These "small" points are trivial.

Scene Two: Lasting about 15 minutes to an hour or more, this scene is mainly you telling your story. You need to explain your skills, abilities, accomplishments, and ambitions. Emphasize your ability to add value to the employer. If you can claim credit for increasing sales, reducing costs, or improving quality, now is the time to do so. If you have any holes in your experience or blemishes on your record **handle them now**. As you conclude this scene, stress your ability and willingness to perform at a high level.

Scene three: Lasting only a minute or two, this scene closes the interview and set up the next steps. Do not allow the interviewer to close with the usual, "we'll be in touch with you when we decide something." This statement leaves you powerless to influence the decision. Instead, you should end the interview by saying, "I'll keep you posted about developments in my job search." This comment keeps you in control, allowing you to follow up with additional information that may improve your chance of being hired.

4 _____ of friendly contacts who can hire you or recommend you to others who can. Developing a network of contacts is the single most important task of a job seeker. You need to tell your story to people who have the power to hire you. In other words, you want a network filled with potential bosses. This contact can be made in a letter detailing your interest in the field and your respect for the person's stature within it. Follow up with a phone call.

When you go in for the appointment, don't ask for a job. If you do, the person you are networking with may feel tricked. The visit is a chance to learn from his or her expertise and make an ally in your job search. If impressed you might end up with some interview. Remember, before you leave, ask for the names of others who might be able to help you out.

Forty or 50 networking interviews should produce several job offers. If not, you should polish your interviewing skills and begin the process again.

5 _____ to larger firms. Today, small- and medium-sized firms create the most new jobs. With a small company, it is easier to get hired and you are likely to receive greater responsibility sooner. True, small firms traditionally pay less and provide fewer benefits, but not always. Finally, solid accomplishments at a small firm can translate into a better job at a larger company.

Task 2

Tick the right box.

- 1 "talk about them" refers to:
 - discover your strengths
 - past accomplishments
 - abilities developed
- 2 "promoting themselves" refers to:
 - adults
 - teenagers
 - most people
- 3 "by sharing it" refers to:
 - your story
 - an appointment
 - your complaints
 - your happiness
- 4 "use these sparingly" refers to:
 - specific words
 - italic and boldface type
 - scanning programs
- 5 "handle them now" refers to:
 - holes or blemishes
 - skills
 - credit claims

Prepare your Resume

- a) A resume is a document that lists your **PERSONAL DETAILS, EDUCATIONAL HISTORY** and **WORK EXPERIENCE**. Talk over formats with your teacher and prepare your own.
- b) Divide in two groups. Send your completed resume to the other group and receive theirs.
- c) Read one resume and prepare some interview questions (look back at Unit 5 to help you). Now interview the students from the other groups, whose resume you have. Follow the "three-scene" interview process described in the text.

Clearing it up

Task 1 Fill in the blanks using verbs in the box.

called	found
had forgotten	realized
looked	got
drove	wrote

Mejandra _____ for a job in the newspaper. She _____ an interesting ad, and so she _____ for an appointment. Then she _____ her resume. The next day, she _____ to the company, but when she _____ there, she _____ she _____ her resume at home.

Task 2 Write the verbs in chronological order. (Remember, you will only write **simple past verbs**.)

- 1 _____
- 2 _____
- 3 _____
- 4 _____
- 5 _____
- 6 _____
- 7 _____
- 8 had forgotten

Words at work

Task

Find at least 10 words in the text on page 149 and 150 that refer to employment. Add 5 more of your own.

b) Divide in two groups. Send your completed resume to the other group and receive...

c) Read one resume and prepare some interview questions (look back at Unit 5 to help you) Now interview the students from the other groups...

an _____ for a job in the newspaper. She _____ for an appointment. Then _____ for resume. The next day she _____ there, she _____

(write the verbs in chronological order)

- 1 _____
2 _____
3 _____
4 _____
5 _____
6 _____
7 _____
8 _____

Time to read!

Have you ever heard of UNESCO?

Do you know what the letters stand for?

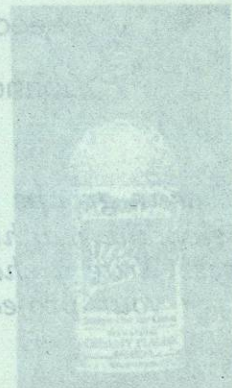
Do you know what the organization does?

UNESCO is an international cooperation agency...but what about your neighborhood? How can you cooperate in your neighborhood to improve things?

Match the words in the column of the left from the text on page 155 to the words of similar meaning on the right.

- changing
original
homelessness
civil unrest
rebuild
transforming

to a group of 4 or 5. Decide on a project for your school to help the neighborhood. Then work out the necessary steps. Write a letter to your director requesting the project. We realize that the best thing we can do for our community is to get an education.



Task 1

Read the text on page 157. Indicate the correct sequence of these actions, (a, b, c, d, etc).

- _____ vegetables donated to the homeless
- _____ profits used to pay for studies
- _____ a business started
- _____ vegetables harvested
- _____ products sold in different states
- _____ plot transformed to garden

Task 2

Match the words in the column of the left (from the text on page 157) to words of similar meaning on the right.

civil unrest	changing
rebuild	original
transforming	riots
weed-infested plot	construct again
founding	waste land

Get together in groups of 4 or 5. Decide on a project for your school to help develop the neighborhood. Then work out the necessary procedures. Write a short letter to your director requesting his/her support for your project.

Skill: Distinguishing the Main Idea

Task 1

Read the text quickly. As you read decide if it is mainly about:

Talk about Initiative!

After the civil unrest in Los Angeles in 1992, some students at Crenshaw High School in South Central L. A. decided to do something to help rebuild their community. They began by transforming a weed-infested plot of land behind their school into a huge garden, donating the vegetables they had harvested from the garden to the homeless. Next on the agenda? turning their garden into a business—the Food From the Hood natural food products company. Their Straight Out the Garden salad dressing is now sold in stores throughout California, Oregon, Iowa and Colorado. Profits from the dressing go toward college scholarships for the students owners, as well as non-profit community-based organizations. Says Jaynell Grayson, one of the founding student owners, "We realize that the best thing we can do for our community is to get an education."

- _____ food
- _____ students
- _____ marketing
- _____ money
- _____ cooperation
- _____ Los Angeles
- _____ homelessness
- _____ education

