

Task 1

These people are looking for a job: Find where they can get the job. Circle the ads they might reply to.

Name	Andrea Curtis	Cindy Hutton	Linda Crawford
Typing	90 wpm	60 wpm	60 wpm
Shorthand	100 wpm		80 wpm
Other skills	- Use of PC - Word processor - Electric typewriter - Telephone manner - Good administrative skills	- Use of PC - Word processor - Calculator - Good communication skills	- Computer experience - Administrative skills - Mature and business-like telephone manners
Language	English	English and Spanish	English and French
Qualities	Friendly	Discretion	Energetic
Age	30	21	25
Marital status:	Married, two children	Single	Single

Write down what kind of skills and abilities you have. In groups discuss what kind of job can teenagers apply to.

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The Dallas Morning News
Thursday, February 24, 1994
MAKE A BIRD CALL, DALLAS NEWS CLASSIFIEDS 748-9123 FOR RESULTS

<p>Seasonal, Part-time E-2 Telephone sales/See sales section American Airlines Seeking all positions! VIA Temps • 214-341-7820 SUPERIOR COFFEE AND FOODS P/T SEC'Y, Las Colinas, see Ross ad, 2/20, E03 MATURE RECEPTIONIST 10-1, top pay, 750-1126 P/T kennel help in N Carrollton, Tue-Sat, 323-1136</p>	<p>Secretaries, Bookkeepers E-3 Acct. Clerk N Dallas gen. contractor seeks accounts payable clerk for expanding fast-paced office. Position requires data entry exp. Lotus 1,2,3. Good phone skills & organizational ability. Construction job costs exp. experience desirable, but will train right individual. Call 991-7071 for appt or fax resume to 991-4742</p> <p>OFFICE CLERK Immediate opening for individual to join our small team. Lotus 1,2,3, Ampr Pro, WordPerfect & phone skills needed. Only mature person need apply. Call for an appointment, 470-0883. Bring Your Resume</p> <p>ACCOUNTS PAYABLE CLERK Nation's largest manufacturer of quality headwear has immediate opening for an accounts payable clerk. 3-5 years experience required. Responsibilities for this position include: • Accounts payable posting • Accounts payable reconciliation • Check processing Our company offers a competitive salary & benefits package & the opportunity to work for an exciting, fast paced growing company. Interested candidates should send their resume & salary history to: Vicki Minden-AP Hat Brands, Inc 601 Marion Dr Garland, TX 75042</p> <p>SECRETARY (29 Hrs. Per Wk.) We have 2 positions available at our Division Office. Sherwin-Williams is a Fortune 500 Company and our Division covers 11 states. Both positions require 2 years secretarial experience, professional phone manner, computer experience (Lotus/Microsoft Word for Windows) along with good administrative and organizational skills. Send resume to: Everett Johnson The Sherwin-Williams Co. P.O. Box 38469 Dallas, Tx. 75238</p> <p>Office Assistant/Relief Receptionist Medium size law firm. Law firm and receptionist experience required with professional appearance. Non smoking office. Good benefits. Salary commensurate with experience and ability. Send resume with salary history and requirements to: Dallas Morning News, c/o Confidential Response Dept., Box 07J-P.O. Box 650427, Dallas, TX 75265-0427.</p> <p>SECRETARY Galleria area casino company seeks an articulate, team work oriented Sec'y for development depart.</p>	<p>Secretaries, Bookkeepers E-3 PROPERTY MGMT Sharp, personable Leasing Agent with computer PC capabilities 10 key, typing and general office abilities. ONLY EXPERIENCED NEED APPLY. P.O. BOX 59302 Dallas, TX. 75229</p> <p>SECRETARY N. Dallas Ratite Sales co. has an opening for a sec'y w/expr. No fee. Candidates must be bi-lingual, a non-smoker, computer literate, & type 50-60 WPM. Respond w resume & salary req's by fax 691-1550 or speak with Bob 691-6355.</p> <p>OFFICE MGR. needed to start immed. Responsibilities include: payroll, bookkeeping, answering phones, inventory control, employee relations. W/P 5.1 a must. Type 45 wpm. Must be quick learner & self starter. 3320-3370/wk. Call Regina 726-1110</p> <p>RECEPTIONIST needed in small law office near Baylor Hosp in E. Dallas. If you have 2 yrs recent law office work exp. please fax your resume to: Barber & Hart, 821-3834. Non-smoker Equal Oppty. Employer</p> <p>BOOKKEEPER N Dallas CPA Firm. Expr w/mo W/P & payroll reports. Proficient w/Quicken/Lotus/WP Shortterm. Fax resume to: Goldin, Peiser & Peiser, 934-9994 Secretaries, WP's, Legals</p> <p>personnel one 392-0900</p> <p>Admin. Assistant Take-charge college grad w/5+ yrs exp. to assist VP/GM, Prntg Div/Natl Publishing firm. Salary open. Fax resume 402-0721.</p> <p>Sec'y/Bookkeeper Fast paced N Dallas office. LOTUS & Word Perfect required. Send resume to: P.O. Box 835461, Richardson, TX. 75083-5461.</p> <p>NURSE CALL Home Health Care needs LVN for QA Dept. Competitive salary & benefits. Vicky, 943-6300.</p> <p>Full charge Bookkeeper Payroll, AP, A/R, P&L Computer skills a must! Great working environment. Send resume & salary requirements to: Trinity Valley Dr., Carrollton 75006</p> <p>WE'VE GOT THE JOBS! PRO STAFF PERSONNEL SERVICES 778-9900 • 450-1500</p>	<p>Secretaries, Bookkeepers E-3 Temporaries, Inc 541-0054, 368-8055, 630-0365 WordPerfect needed: Vinson & Assoc 980-8800 Recpt Word Processors Temp 2000 385-0060</p> <p>KELLY TEMPORARY SERVICES FIRST CHOICE 404-TEMP PRENTISS PROPERTIES See ad for Executive Asst. Confid. Box 310 in Sun, 2/13 IMPRIMIS Staffing Solutions Jobline 214-419-1733 Sharon Beyer & Assoc. LAS COLINAS 401-3367 Secretary Receptionist Call McSearch 385-1171</p> <p>BABICH & ASSOC FIBERGRATE Secretaries, Acct'g Admin KCB Personnel 739-1911 Telmtkg 56/hr Immed hire, Snelling 242-8575</p> <p>TRC Wyndham Hotels & Resorts High Profile Personnel Services 991-7900 Title Crk Recpt! 519K Wings temp 373-8367</p> <p>TRANSPORT INTERNATIONAL POOL Great Opportunities at Personnel Connection TDY Temporaries 231-9191 CARROLLTON Temporaries • 416-8708 ACCUITEMPS Bkpr/Data Entry, 363-3333 For unadvertised job opp'ty's call OM5, 424-3339</p> <p>HighwayMaster See Appt Secretary for OB-GYN ad in E-13, 2/20-23</p> <p>SunService Haynes & Boone Need Expr'd Bookkeeper. Fax Affn Linda 871-0011 Exec Assts. Arthur Anderson, downtown, 741-8203 Secretaries, 713-3507</p> <p>American Medical Int'l Jobline: 360-6373 Secretary/Receptionist See box ad Sun 2/20/94</p> <p>WEBER ENERGY CORPORATION LIDDELL SAPP ERNST & YOUNG 969-8555 NEST ENTERTAINMENT JOB LINE 432-2435</p>	<p>General Office E-5 DocuTech Copy Pros Major downtown firm needs exp. copy clerks for very busy copy center. Must have been trained on Xerox DocuTech or have basic on hand exp. 2 shifts 8:5 & 4:11 w possibility of 3rd shift being added. Must be self-starter. Long term assignment starts now. Call & bring resume! Pro Staff, downtown 987-8200, DeSoto 709-0076. EOE m/f</p> <p>Part-Time Recpt/Sec'y Permanent position in busy mail office. Seeking professional, dependable self-starter with background in word processing, typing, some bookkeeping, answering busy phones and general office shorthand helpful. Hours: 7:30pm-5pm Mon-Fri. Fax resumes 320-2773 or mail Big Town Mail Management Office 800 Big Town Mall, Me. Suite, Tx 75129</p> <p>ADMINISTRATIVE ASSISTANT Asst. to pension admin for profit-sharing, 401(k) & pension plans. MUST have 3-5 yrs exp administering pension plans. Life ins exp helpful. Lotus, Microsoft. Send comprehensive resume & SALARY HISTORY: John Wood, PPA, Inc, 4330 W Vickery Blvd, Ft. Worth, TX 76107-6399</p> <p>Bi-Lingual Recpt/Data Entry Person Entry level position. This small fast growing co. is looking for an English-Spanish speaking person to grow with us. This detail oriented person will be responsible for answering the phone, data entry & other acctg. office duties. Will train. LB/35E location. Call Barbara 444-0495</p> <p>HR-WINDOWS Typist needed to type manual invoices mainly numbers. And to perform office duties must type 65 wpm or more. Inside sales desk work with customer write orders window knowledge a must.</p> <p>Only Serious Need Apply Contact personnel 438-9210</p> <p>PART TIME RECEPTIONIST Looking for enthusiastic individual to work every other weekend 9 am-8 pm. Duties include answering the phone, light typing and light filing. Walnut Hill & Greenville Ave. 361-8923</p> <p>MALE OR FEMALE</p>
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Task 2

Write where they can call, fax or send their résumé.

Andrea Curtis
Cindy Hutton
Linda Crawford

Write a *Résumé* of your own. You can ask your teacher.

Skill: Identifying the Main Idea

YESTERDAY

- 1 Yesterday,
all my troubles seemed so far away.
now it looks as though they're here to stay,
oh, I believe in yesterday.
- 2 Suddenly,
I'm not half the man I used to be,
there's a shadow hanging over me,
oh, yesterday came suddenly
- 3 Why she had to go I don't know,
she wouldn't say,
I said something wrong.
Now I long for yesterday.
Yesterday,
- 4 Love was such an easy game to play,
now I need a place to hide away,
oh, I believe in yesterday.
Why she had to go I don't know,
she wouldn't say,
I said something wrong,
now I long for yesterday.
yesterday,
love was such an easy game to play,
now I need a place to hide away,
oh, I believe in yesterday.
Mm mm mm mm mm mm mm.

Task 1

Read the song "Yesterday" and tick (✓) the right answer.
The song is about:

- a) places to hide
- b) a lost love
- c) love is a game

Task 2

Can you write a sentence which contains the main idea of the first three verses?

Clearing it up (part 1)

Do you want to be a chemist?

What about studying Anthropology?

Do you like music?

Do you want to be a designer?

■ Read.

Careers

One of the most important moments in your life as a student is the one in which you receive a degree as a professional that will enable you to put into practice what you have studied.

At the moment, you are in high school. If you want to continue studying when you finish, take these points into account:

- A) You must decide what you want to study.
- B) You must check where the Faculty you choose is located.
- C) You must be well informed about registration and admission exam days.
- D) You must pass the admission exam.
- E) You must pay the tuition on time.

When all this is done, you must study hard, so that you can really be sure you will complete all the credits in order to get your degree as a doctor, a lawyer, an architect, a composer, or whatever career you choose.

Look! M U S T = OBLIGATION
M U S T N ' T (MUST NOT) = PROHIBITION

Task 1

Complete the following document with "MUST" "MUSTN'T"

School Regulations

Students in high school...

- _____ always be on time.
- _____ always bring their books.
- _____ be impolite.
- _____ eat in class.
- _____ finish the homework on time.
- _____ skip classes.
- _____ bring weapons to school.
- _____ obey all these rules.

Separate the MUST from the MUSTN'Ts in the "School Regulations"

I must _____

I mustn't _____

Now sign the rules!

_____ signature

AND WHAT ABOUT OBLIGATIONS AT HOME? MARK "X" IN THE BOX.

	YES	NO
1 I must help Mom in the kitchen.		
2 I must help Dad in his job.		
3 I must wash my own clothes.		
4 I must come back early from parties.		
5 I must get up at a certain time.		
6 I must finish my homework at a certain time.		
7 I mustn't watch TV late at night.		
8 I mustn't be impolite to my parents.		

Select 4 obligations you think should be discussed with your parents. Write them on the lines and try to reach a consensus with a partner about these obligations.

Clearing it up (part II)

THE LOCKHORNS

By Hoest and Reiner



LOOK AT THIS

Auxiliary

YOU	SHOULD	GO
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(It is advisable for you to go)
(It is a good thing for you to go)

Task 1

Can you complete this table?

	AUXILIARY ?	VERB ?	COMPLETION ?
I			
YOU			
HE / SHE			
IT			
WE			
THEY			

Kids should know that what makes news isn't normal



ERMA BOMBECK

It's tough raising children when you are being assisted in the job by the media.

You teach them that crime doesn't pay. Yet every other day they see a serial

killer being immortalized in a movie-of-the-week.

You try to instill in them a sense of honesty. It isn't easy when our lawmakers regularly make the front pages with everything from a bank that covers their bad checks to plagiarism in their speeches.

The winning-isn't-everything speeches almost seem like a joke as kids read how a wannabe cheerleader's mother in Texas resorted to trying to hire a hit man to bump off the mother of her daughter's rival.

And now the latest in the race to be a winner is the bizarre story of the attack on Olympic skater Nancy Kerrigan, allegedly plotted by the bodyguard and ex-husband of her opposition, Tonya Harding.

It should be pointed out to children that only the unusual, the abnormal, the bizarre events make the headlines. There should be comfort in knowing that everything else is too ordinary, average and unremarkable to be newsworthy.

How do you explain to your children that these are isolated stories that do not reflect the thinking of everyone? How do you point out the exorbitant price that will be extracted from Ms. Harding.

There is a way. Keep turning the pages of this newspaper. The same edition that carried the shocking tale of ambition also carried the story of Kristen Talbot, a speed skater who donated a pint of her bone marrow on Jan. 11 to her brother Jason, who was diagnosed with aplastic anemia.

Her act of contributing her own marrow could destroy her hopes of winning a medal at the Winter Olympics, but in her words, "The health of my brother is far more important than speed skating."

For every Michael Jackson headline, there is a story somewhere of a rock

singer who gave a benefit for sick children. For every ugly Burt Reynolds-Loni Anderson divorce, there's an entire page devoted to married couples celebrating their 50th wedding anniversaries.

It should be pointed out to children that only the unusual, the abnormal, the bizarre events make the headlines. There should be comfort in knowing that everything else is too ordinary, average and unremarkable to be newsworthy.

To raise a child on headlines and not put them in perspective is like giving him a wild animal for a pet. It's dramatic and gets his attention, but it's not your basic, everyday animal.

Each day this newspaper will have feel-good stories that will make your job of parenting easier. The print may be smaller on these stories, but the deeds have a way of magnifying them.

Task 2

Erma Bombeck's article is important and we would like you to help us with the following survey:

Newspapers and Magazines

- Mention any newspaper(s) you know in which crime, theft and violence are usually reported.
 Can we do something about it? YES NO
 If you answered "YES", tell us what we should do. _____
- Mention a newspaper in which the movie section has visual material of sex and violence.
 What should be done about it? _____
- Do you think that some magazines shouldn't be sold to young people?
 YES NO Which ones? _____
 Why (not)? _____
- Is there any type of calendar you think you shouldn't hang in your room?
 Yes _____ No _____ Why? _____
- Should parents talk with all members of the family about the difference between artistic and pornographic visual material?
 Yes _____ No _____ Why (not)? _____

Movies

- Check in a local newspaper and list 2 pictures you think shouldn't be seen by young people. Give reasons.

- From the same newspaper list 2 pictures you guess should be seen by the whole family because of a positive message.

Television Programs

- List 3 programs you think shouldn't be shown on television.

Task 3

Of the following list of scenes, cross out (X) those you think shouldn't appear on TV programs at peak viewing time. Tick (✓) those that you think are positive for the whole family in any schedule.

Scenes showing murder.	
Scenes showing parents with the family on vacation.	
Scenes showing people hitting or killing animals.	
Scenes showing a family celebrating Christmas Eve.	
Scenes showing adults hitting children.	
Scenes showing torture.	
Scenes showing students busy in a classroom.	

Task 4

If you were responsible for censoring scenes in which love and sex are involved you would have to use these two labels:

should be omitted

it's fine

Try it on the following list:

- 1 Scenes showing a young man serenading his girl friend. _____
- 2 Scenes showing a man and a woman nude. _____
- 3 Scenes showing a man and a woman holding hands. _____
- 4 Scenes showing a man and a woman in bed. _____
- 5 Scenes showing a man and a woman kissing. _____
- 6 Scenes where obscene language is used. _____
- 7 Scenes showing a formal Valentine's Day party. _____

Task 5

Complete the following statements (using *should* or *shouldn't*) regarding the role of the media.

	AUXILIARY	COMPLEMENT
TELEVISION		
LOCAL NEWSPAPERS		
MAGAZINES		
MOVIE DIRECTORS		
RADIO PROGRAMS		
COMEDIANS WHO USE "BLUE" LANGUAGE.		

