

**Intermediate Level**

***GECO***

**Job Hunting & Work**

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# **Introduction**



# Class Agenda

Please keep your microphone on mute while teacher is presenting

Please be active and don't hesitate to share your answers or thoughts with us

**Important topic**  
take notes, use these information during your interview or job hunting

Lucie likes active classes = there will be lot of interaction

**Time to share**

# **Job hunting & Work**

## **Vocabulary related to work/job hunting:**

- Every student shares one vocabulary related to work

**GECO**

# **Work & Job Hunting**



## **Work experience**

- What is your work experience?
- Have you ever worked in the United States?
- Are you planning on applying for job any soon?

# Vocabulary

Learning new words &  
Practicing pronunciation

**Employee** - a person employed for wages or salary

**Employer** - a person or organization that employs people

**Boss** - a person who is in charge of a worker, group, or organization

**Supervisor** - a person who supervises a person or an activity.

**Qualification** – an ability or experience that makes you suitable for a job

**Work experience** – type of work you have learned before

**Strength** – area (things/abilities) you are good at

**Weakness** – area (things/abilities) you need to improve

**Skills** – the ability to do something well

**Goal** – people's ambitions they want to achieve

**Responsibility** - ability to act independently and being accountable

## **Noun**

a word that identifies a person, place or thing or names of them (teacher, town, resume, class, Geco, Lucie)

## **Adjective**

Modifies or describes a noun (interesting, hard, good, skilled)

## **Vocabulary**

- Identify nouns & adjectives

**Employee**

**Responsible**

**Achiever**

**Consistency**

**Time-management**

**Reliable**

**Independent**

**Responsibility**

**Experienced**

# Grammar

## Breakout room activity

# Activity #1

TEAMWORK



Check five of your best personal qualities:

**I am.....**

- careful
- flexible
- friendly
- organized
- good at following instructions
- a team player
- hardworking
- responsible
- patient
- reliable
- honest

**I....**

- Like working with people
- Ask questions when I don't understand
- Like to learn new things
- Take initiative
- Work well under pressure
- Work well independently

**Choose five things that describes you and share with others in your group. + Discuss why, and what are your other strengths**





**Professions/Jobs**

Receptionist

Nurse

Manager

Cashier

Server

Teacher

Truck Driver

Housekeeper/Maid

Electrician

Janitor/Cleaner

Bartender

Laborer

Mechanic

Carpenter

Cook/Chef

Police Officer

Server

Doctor

Waitress

Construction Worker



**Formal English**

**Informal English**

## **Informal language**

- Both written/spoken
- Use of slang and informal words
- Everyday language with people we know; family, friends

### ▪ **Examples:**

- Hi! How's it going?
- It was good to hear from you
- I am getting back to you
- I think/I guess
- I don't think...

\*TIPS: Use informal English while talking/texting people you know, your classmates

# **Informal English**

## Formal Language

- Mostly used in writing
- Academic writing
- Professional settings
- Interviews
- Communication with people we do not know
  
- **Complete sentences** (longer, more complex)

### *Example:*

- Dear Mr. Williams
- I am writing to inform you that...
- I would like to respond to...
- In my opinion
- I am concerned about

\* **TIPS:** Use formal English during your interview, in your cover letter, emailing boss, etc.

# Formal English

# Formal Language Use

Activity:

## Situations:

1) Your kids don't feel good and you have to stay home with them. It is your responsibility to call your boss/company.

2) You are planning a family vacation and need to request days off ahead of time. What is your request going to look like

Tips:

- Follow company protocol
- Make sure to call/email early enough
- Use formal language
- Be polite

# Examples

- I am writing to inform you...
- I would like to let you know...
- I am sorry but...
- I would like to request...
- I was wondering if...
- Unfortunately, I am not able to....

# Homework

- Review vocabulary from today's class
- Write few sentences in formal English
- Write down anything you would like to learn or talk about next Saturday and share with us