

Job and career

Task 1. Read the job advertisements. Then match each ad (A-E) to the statements (1-8).

Each letter can be used more than once.

A Administrative Assistant

As an Administrative Assistant with our non-profit charity, your role will involve: scheduling appointments, booking travel and accommodation; dealing with incoming and outgoing mail; meeting and greeting visitors; answering the phone. You must be: a good team player; have good time management; be a quick, accurate typist. You should also have experience in face-to-face customer service. We offer thirty days holiday, flexible working hours and a friendly working atmosphere.

C Primary Teacher

We are seeking a Primary Teacher to take two Year 1 classes and one Year 2 class in a privately run school in South London. Our school prides itself on our students' impressive results and a friendly working environment. We have a culturally diverse mix of students who are very eager to learn. The parents are very supportive. We strongly believe in the success of our staff.

B WEB DESIGNER

We are currently recruiting for the position of Web Designer to assist the Creative Director on various projects from the initial concept stage to interactive design, 3D animation and motion graphics. The ideal candidate will have at least three years' experience in 3D design, and a portfolio that demonstrates his/her animation and graphics skills (e.g. interactive games or other applications). We offer an extensive skills development programme including seminars and on-the-job training.

D CHEF

Exclusive, city centre hotel and restaurant seeks a Chef. The position offers a great amount of variety, from informal bistro dining, to official banquets, weddings and conference events. You will be taking control of a section of the kitchen and assisting the more senior chefs, as well as helping the development of the junior chefs. You must have a minimum of 1-2 years experience in a similar position.

E Finance Accountant

We are seeking a Finance Assistant to join a motivated and dynamic finance team of a big international company. The key responsibilities include: preparing budgets and financial reports; helping in the preparation of financial accounts and managing a small team of accounts assistants. This is an excellent opportunity, offering long-term employment and a great working environment in a central, easy to reach location.

Statements	Ads
1. You will be helping to train other employees.	
2. You will be working in a place which is proud of its achievements.	

3. You will have many opportunities to develop your skills.	
4. You must prove your skills by showing something specific that you have done.	
5. You will be responsible for the work of a group of employees.	
6. You will be working for an organisation whose aim is to help people, not make money.	
7. You will not have to work the same hours every day.	
8. You shouldn't have problems getting to work.	

Task 2. Read the texts and do the tasks that follow.



Sylvie 1


I'm adaptable, sensitive and good at listening to people of all ages. I don't get stressed about unexpected things. I can put up with working long hours, but I don't like water sports.

2



ALEXANDER


I live close to the ocean and am dedicated to water sports. I'd like a demanding job because I find repetitive jobs boring. I'm not keen on children and I have a dog.



Mia 3

I'd like a job where I can be active. I love water sports and am good at problem-solving. I get on well with children, but I'm scared of dogs. Free accommodation would be great.

4



Felix

I'd like to live somewhere new, but I don't have money for a flat. I'm active, spend lots of time outdoors and love water sports. I enjoy being alone and jobs which aren't too challenging. I haven't worked with kids.

Looking for a summer **job?**

Read on to find out about the most popular summer work for teenagers.

A LIFEGUARD

Being a lifeguard is the perfect way to spend time on the beach and learn new skills like first aid* and water rescue*. You must be a strong swimmer to cope with big waves, and a reliable person. It's a serious job and you don't know what's going to happen each day. It's only for those who have a passion for water. You also need to live near the coast.

B CAMP COUNSELLOR*

Are you a good leader? Do you find it easy to make decisions? The camp counsellor job involves organising activities as well as helping children with any problems, so it's essential you are caring. This job is well-paid and accommodation is included, but you have to be ready for anything. You must be hard-working and be ready to work with adults and children.

C WINDSURFING INSTRUCTOR

If you already have some skills, then take a course and become a windsurfing instructor. You need to be patient as most people you teach will be beginners. You also have to be sociable because you are going to work with adults and kids all day long. If you live near a lake or sea then this is a good job for you.

D PET SITTER

Taking care of people's pets when they go on holiday is a great summer job for animal lovers. You need to be active as the job can include walking dogs and cleaning animal cages*. The pay isn't great, but sometimes you can live for free in the same house as the animals you are looking after, so it is possible to save some money.

E GARDENER

Another option for nature-lovers is looking after people's gardens when they go on holiday, or helping them if they are too busy at work. It's important that you know about different plants and trees and how to care for them. There's plenty of alone-time in this job, so it's good for quiet people.

F ACTIVITY LEADER

You have to love kids to do this job. You also need to be good at a wide variety of different sports and activities such as volleyball and painting. This job is for active and adventurous people only. So, if swimming in a river is not your favourite activity, then this is not the job for you. The money isn't great, but accommodation is usually free.

a. Four teenagers are looking for summer jobs. Read the texts and write a suitable job A-F for each person. There are two extra jobs.

Person 1 – Sylvie _____

Person 3 – Mia _____

Person 2 – Alexander _____

Person 4 – Felix _____

b. Read the texts again. Are statements 1–8 True or False?

Statements	True	False
1. Pet sitters have to sleep with the animals they look after.		
2. Camp counsellors work with kids, but older people too.		
3. Working as a gardener is a good job for introverted people.		
4. You learn how to deal with accidents when you work as a lifeguard.		
5. Lifeguards follow the same routine every day.		
6. Teaching people how to windsurf is a repetitive job.		
7. Activity leaders have to pay for a place to stay.		
8. Camp counsellors can make quite a lot of money.		

ANSWER KEY

Task 1.

1. D 2. C 3. B 4. B 5. E 6. A 7. A 8. E

Task 2.

a.

Person 1 - B

Person 2 - A

Person 3 - F

Person 4 - D

b.

1. False 2. True 3. True 4. True

5. False 6. True 7. False 8. True