

Review/Warm-up

- A. Pretend you're interviewing for a job at Lotteria. Try to answer the following interview questions with a partner:
1. What qualifies you for this position?
 2. What is your greatest strength?
 3. Which adjectives would you use to describe yourself?
 4. What motivates you?
 5. What are some of your hobbies and interests?
 6. Tell me about your educational background.

Topic 3: Job ads

- B. Read the two ads below. Which of the two jobs below do you want to apply to? Why? Discuss this with 1 or 2 other students.



We have an opening at Google for a **Product Marketing Manager**
Location: **Google Headquarters in Silicon Valley, California, USA**

Responsibilities

- Create and develop ideas
- Collaborate with Creative, Sales, Engineering, and Media teams
- Develop and implement of advertising campaigns for international clients

Minimum/Required Qualifications

- BA/BS degree or equivalent practical experience.

Preferred Qualifications

- 3 years of experience at a world-class digital marketing agency
- Problem solving and analytical skills
- Strong flexibility and organizational skills to thrive while working on multiple projects
- Ability to effectively communicate and to lead, manage, and motivate your team

Please send resume and cover letter by mail to:
Mr. Steven Lee, Hiring Manager, The Googleplex
65321 Search Road, Mountain View, California, USA
Application deadline: must be received by June 23, 2016 at 3:00 *from: www.linkedin.com*

Dream Opportunity Available

Seeking energetic and creative university graduate to take over CEO position at film and TV production company targeting young adult audiences. Must be dedicated, positive and familiar with young people and pop culture. Should have good leadership, interpersonal, and organizational skills. Work experience in the entertainment industry not necessary, but must have education and experience applicable to the position.

Competitive salary available
Send a CV and cover letter to filmrecruiting@naver.com
Closing Date: November 31st, 2015

Discuss: What are some normal and important parts of job ads?

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|----------------------------|-----------------------|------------------------------------|
| a. application | j. qualifications | s. experience |
| b. deadline | k. required | t. relevant |
| c. responsibilities/duties | l. minimum | u. candidate |
| d. closing date | m. preferred | v. to be proficient in <u>s.g.</u> |
| e. cv | n. salary | w. to have excellent |
| f. resume | o. per annum/annual | command of <u>s.g.</u> |
| g. cover letter | p. per month/ monthly | x. to have good working |
| h. opening | q. benefits | knowledge of <u>s.g.</u> |
| i. position | r. bonus | |

C. Write the letter of the best word (from above) to match the description:

- The _____ is the person trying to get the job.
- Both a _____ and a _____ are lists or summaries of your general qualities and experiences.
- Relevant _____ are the qualities, abilities, or accomplishments that make a person right for a job.
- A job at a company can be called a _____, and when the company needs to find a new employee it is called a job _____.
- To try to get a job, you should send your _____ documents before the _____.
- If you don't meet the _____/_____ qualifications you probably won't get the job. If you don't meet the _____ qualifications, you might get it.
- _____ are the things the candidate will have to do at the company if they get the job.
- Salary paid to work at a company for a whole year is an _____ salary.

D. Practice the following statements with a partner. Change the underlined parts.

Minimum Qualification / Requirements /Required

- You **are/have** a business degree.
- You **will be/have** punctual and creative.
- You **must be/have** sales experience.
- *You **should be/have** a master's degree.
- It is **vital** that you have/are excellent leadership skills.
- It is **essential** that you have/are very articulate.
- It is **necessary** that you have/are a TOEIC score of at least 900.



1. Preferred Qualifications

- Ideally, you would be/have** a degree in biology.
- Management experience would be a plus.
- Being a positive and energetic person would be desirable
- Research skills would be welcome
- University graduates are preferred
- *You **should be/have** good working knowledge of website design.

2. Responsibilities

- You **will be responsible for** creating and developing ideas.
- The successful candidate will** collaborate with creative, sales, engineering, and media teams.
- You **will develop and implement** advertising campaigns for international clients.

Career Opportunity

Asia's largest real estate developer requires the services of **Lawyers** to be based at Rawalpindi:

Position Lawyer (20 Positions)	Requirement Services of Lawyers are required for Legal Department with an experience of 4-5 years. LLB/LLM qualified.
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Desirous candidates may send their resumes with a **recent picture** latest by **July 7th, 2013** at given address.

Human Resources Department,
 Bahria Town (Pvt) Ltd. Customer Support Center,
 Ph VIII Bahria Town Rawalpindi. E-mail: hrd@bahriatown.com.pk
 Phone No: 051-5705801-10



E. Quickly make up a job opening and a few details:

Company Name: _____

Position: _____

Responsibilities: _____

Minimum Qualifications: _____

Preferred Qualifications: _____

Practice: Ask 3 or 4 different people about their job openings and answer their questions about yours.

