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| ☐ Listening ☐Speaking ☐ **Reading** ☐ Grammar ☐ Writing |
| **Topic: Job adverts** |

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| Instructor:Risa Ha | Level:Pre-intermediate | Students:4 Students | Length:40Minutes |

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| Materials: * Whiteboard and markers
* Pictures
* Worksheet 1 : Read the job advertisements
* Worksheet 2 : Reading and understand job adverts
* Worksheet 3 : Reading
* Worksheet 4 : Questions
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| Aims: * To increase vocabulary by guessing from reading comprehensions
* To distinguish the fact from the context
* To respond to different types of questions about the worksheets
* To be able to get the main idea by skimming the reading text and answering a guiding question
* To help students to become better readers
* To encourage students to recall and analyze
* To develop students’ reading skills in order to understand three simple job adverts
* To expend students vocabulary related to work
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| Language Skills:* Speaking : Sharing ideas in a group
* Listening : Listen to T’s presentation, instruction and classmates’ ideas
* Writhing: Answering T/F questions,
* Reading : Comprehension and reading worksheet
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| Language Systems:* Phonology : Listening to teacher and classmates speaking
* Lexis: vocabulary
* Discourse : Having a conversation with a partner
* Function : Answering questions( Literal, interpretive and applied)
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| Assumptions:Some students may already know vocabularySome students already have general idea of the reading advertisementsSome students know how to skim and scan |

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| Anticipated Errors and Solutions:* Students may have difficulty in understanding the context

The teacher provides more examples to make Ss understand* Students may need more time to finish their activities.

Be flexible with the time as giving student more time to finish |

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| References:* Pictures from google.com
* Worksheet from google.com
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| **Lead-In** |
| Materials: Whiteboard and markersPictures |
| Time | Set Up | Student Activity | Teacher Talk |
| 5min | Whole classIn pairs | Ss make a list of as many jobsSs write down where they can search for jobs on the board | Procedure:1. Greeting and introducing

Hello~ Everyone~~How are you feeling today?Great~**Instruction**I’m going to show some pictures and tell Ss to look at the picture of different occupations.(Eliciting Questions)T : What is she doing? What is she wearing? What kind of job is she in?T : What does a cleaner do? Where does a cleaner work? Do you think it is a good job?Working in pairsAsk Ss to write a list of as many jobs as they can in 2 mines T: Can you think about any jobs?Elicit the name of the jobs and write them on a whiteboard.Ask some of them to write the name of the jobs on the board.Ask Ss where they can search for workFor instance (online, in newspapers, in shop windows and the job center)T : where can we search for the jobs ?  |

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| **Pre-Activity** |
| Materials: Whiteboard and marker. Worksheet |
| Time | Set Up | Student Activity | Teacher Talk |
| 10min | individually | Ss can share their experiences | Procedure Pre-teach vocabularyPart-time Apply for a jobSalaryFull-timeExperienceReview the words before moving onT : How many hours you work and ask them If it is part-time or full-time.Ask them what work experience they have.T : Can you share any experiences when you worked?Reading for specific informationShow the 3 adverts and hand out worksheet1Before working through the questions, Ask Ss what jobs are advertised.T: What is the purpose of this advertisement?Give the worksheet to each studentsAnswer as you go through each question.Invite Ss to come to the board and explain their choice. |

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| **Main Activity** |
| Materials: whiteboard and markerWorksheet |
| Time | Set Up | Student Activity | Teacher Talk |
| 20min | individually | Ss have time to read worksheets | **Procedure**Reading for specific informationHand out worksheet and give Ss time to read the adverts.You are going to read this advertisement and e-mail and give you 10 min(CCQ)Are you working on it alone?What should you do?How much time do you have?Ask Ss to look at the worksheet but don’t discuss them yet.(Eliciting Questions) T : - As you can see, what job is being advertised? * How many sections do they want to hire?

T : Ok, then you will start reading now~Ss will be SkimmingSs will be ScanningT : Have you all finished reading?Ok times up!Hand out worksheet and give Ss time to answer the questions.T : According to this advertisement and email, you are required to answer those questions.Give sufficient time for Ss to select their answer.Monitor understanding, support and listen to Ss Review their answer togetherAnswers- Literal , Interpretive and applied questions T : - What will most likely take place after April 01?* What will the applicant do ?
* If you were a Ms. Young, are you going to hire a Jacob Vaughn? Why?
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| **Post Activity** |
| Materials:  Whiteboard and marker.  |
| Time | Set Up | Student Activity | Teacher Talk |
| 5min | In pairs | Tell their a partner about a good job  | **< What makes a good job? >**Procedure:Put Ss in small groups of two.Tell them to describe a good job in their opinion in 2minutes.Monitor and support and listen for the use of today’s target vocabulary ( This will indicate how well Ss have remember and understood)Share their ideas.T : - What kinds of jobs are you looking for ?* What is another word for ‘pay’?

(salary, income, payroll)Did you have fun today’s lesson?I hope you had a great time with me.See you next time. |

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**Worksheet**

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| **Part-time** | **Apply for a job** | **Salary** | **Full-time** | **experience** |

**Work before now………………………..**

**The money you get for working…………………………**

**Fill in a form because you want a job…………………………..**

**A job for the whole week (5days or 40 hours)……………………**

**A job for some of the week (20 hours)…………………….**

**Worksheet 1 : Read the job advertisements**

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| **WAITERS required****At UK grill Restaurant*** **Pay : 10 $ per hr**
* **20 hours per week, 5pm-10pm, 4 nights**
* **Experienced waiters only**

**To apply, email your CV to Risa@naver.com** |

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| **Cleaner needed**1. **Salary : 12 $ per hour**
2. **Experience preferred**
3. **Working Mon, Wed, Thu, Fri and Sat 4.30pm-6pm**

**Apply by telephone : 1-902-4837861** |

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| **We are looking for drivers*** **Salary : 7.20$-7.60 per hour**
* **No experience needed**
* **Hours : 8:00am to 4:00pm, 5 days per week**

**Ring 1-902-3891483** |

**Worksheet 2: Reading and understand job adverts**

The waiter job is full-time

( ) Yes

( ) NO

The cleaner job is part-time

( ) Yes

( ) NO

The driver job is full-time

( ) Yes

( ) NO

Tick the part-time jobs

( ) Cleaner

( ) Driver

( ) waiter

Do you need experience for the waiter job?

( ) Yes

( ) NO

Which job asks you to send an email to apply?

( Waiter / Cleaner / Driver )

The cleaner job advert says ‘Experience preferred’ what does that mean?

( They want you to have experience, if possible / you don’t need to experience )

**Worksheet3**

**Nexuswire**

**Positions available:**

To uphold our reputation as one of the most widely read news magazine in Europe, we are constantly seeking out talented staff writers to join our dynamic editorial team.

At present, four full-time jobs are available at our main headquarters in Prague, where the selected candidates will start work on April

From time to time, they will also be assigned to cover events in Amsterdam, Copenhagen, Berlin, and other European cities.

Application forms are available for download on our Web site at [www.nexuswire.com](http://www.nexuswire.com). Our section editors will personally review the applications, so please e-mail them directly with your form, references, and samples of your work.

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| SECTION | EDITOR | E-MAIL ADDRESS |
| Health and lifestyle | Dwayne Perez | d.perez@nexuswire.com |
| Science and Technology | Roger Stanley | r.stanley@nexuswire.com |
| Travel and leisure | Eleanor Hansen | e.hansen@exuswire.com |
| Business and Finance | Claudia Young | c.young@exuswire.com |

The deadline for all applications is February 28.Qualified candidates will be invited for interviews which will take place at the Prague office on March 10.

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| To : c.young@nexuswire.comFrom : Jacob\_v0918@zircmail.comDate : February 18Subject : Job AdvertisementDear Ms. YoungI am writing in response to NexusWire’s Posting for staff writers. Because of my knowledge and considerable experience in the field. I believe I am fully qualified for the position.As a reporter for the Liberic Business Daily for two years. I was assigned to write a minimum of three articles per day. While writing full time at the newspaper, I also did some freelance writing for several business journals. I obtained my university diploma from the Lliberic school of journalism and am fluent in English, Dutch, and German.Attached to this e-mail are some of my published works, which I hope meet the standards of NexusWire.Thank you for your time and I look forward to your positive reply,RespectfullyJacob Vaughn. |

**Worksheet4**

1. What will most likely take place after February 28?
2. A new magazine issue will be released.
3. Applications for jobs will no longer be accepted
4. Candidates will be sent job application
5. Editorial staff will convene for a meeting
6. Where will the successful applicants be based?

a) In Copenhagen

b) In Amsterdam

c) In Prague

d) In Berlin

3) which qualification does Mr.Vaughn NOT mention?

a) An internship at a media company

b) Proficiency in foreign languages

c) A degree from a journalism school

d) Previous work as a business reporter

4) In the advertisement, the word “cover” in paragraph 1, line 4 is closest

 in meaning to

1. Conceal
2. Speak about
3. Protect
4. Report on

 5) Which section of NexusWire is Mr. Vaughn most likely interested in?

 a) Travel and Leisure

 b) Health and Lifestyle

 c) Business and Finance

 d) Science and Technology