

7 Tim's new job?

Work in pairs. Partner A look at this page. Partner B (Tim) look at File 5 on page 116.

In pairs, act out the interview between Tim and Mr Trotter, the staff manager. Student A (Mr Trotter) ask "Tim" questions to find as much information to fill in the form.

1 name	
2 place and date of birth	
3 education	
4 present job	
5 other job experience	
6 reason for leaving present job	
7 special abilities	
8 other	

8 Applying for a job

- Use the information about Tim from exercise 7 and write a job application by letter or e-mail.
- Imagine you want to apply for your dream job. Write a letter or e-mail.

9 The day before

Look at the "Situations vacant" section of a newspaper and pick an ad that interests you. Imagine you are going there tomorrow for an interview. Look at the article and try to answer the questions.



1 What will you wear?

Different styles of clothes are appropriate for different situations. Have you found out what will be expected from you? Suit? / Smart casual? / Casual? / Uniform provided? / Protective clothing provided? Make sure you are not the odd one out!

2 What do you need to take?

Directions / map / travel timetable
Letter with instructions from your employer
Name of person you are to report to on arrival
Money for fares, lunch, etc.

3 What time will you get up?

Set your alarm clock – allow yourself enough time for a good breakfast. You may need to wait longer than usual for your lunch break. Get a good night's sleep. Go to bed early and RELAX!

4 How long will it take you to get there?

If you are in a rush or stressed about the day ahead, it's harder to concentrate on travelling safely. Use pedestrian crossings – don't try and save time by crossing where it's not safe. Don't dash across the road for a bus – there will be another one. You might need extra travel time to allow for weather conditions, roadworks, etc. Allow plenty of time for your journey so that you get to work on time without taking unnecessary risks.

5 What will you do when you are there?

When you get there, go straight in and ask for the person you have been told to report to. Don't be afraid to ask for help. Smile, be polite, helpful and willing to learn.

10 Your first day

Work in pairs.

Partner A: You are at your workplace and you are helping a new colleague on his/her first day. (If you don't have a job at the moment, think of a place where you have once worked.)

Partner B: It's your first day at the new workplace. Look at the checklist and ask your colleague to find out as much as possible.

Things you should know about your new place of work. Try to find out as much as possible on your first day. Tick the boxes when you have checked these out.

About you and your place of work	
What the company/business/place of work actually does and where you fit in	<input type="checkbox"/>
What your job involves and what your duties are	<input type="checkbox"/>
What you will be doing for the first week or two	<input type="checkbox"/>
The company's codes of dress	<input type="checkbox"/>
What you can do and can't do	<input type="checkbox"/>
Whether there is a no-smoking policy in operation	<input type="checkbox"/>
About people who can help you	
The name of your supervisor or person who will be looking after you	<input type="checkbox"/>
The name and location of your nearest first aid person	<input type="checkbox"/>
Who to go to when you need help	<input type="checkbox"/>
What to do when and if you are ill	<input type="checkbox"/>
About the basics	
Your starting and finishing times (is there a flexi-time system?)	<input type="checkbox"/>
Times of breaks and lunch break	<input type="checkbox"/>
Where you have your drinking break and lunch	<input type="checkbox"/>
Where the toilets are and whether you can go whenever you need to	<input type="checkbox"/>
About your health and safety	
Whether there are any obvious risks to your health and safety	<input type="checkbox"/>
Your nearest fire exit	<input type="checkbox"/>

11 Puzzle

There are 14 words hidden in the puzzle which are pronounced the same as the words in the box but which are spelt differently. Find them and translate the pairs of words into Czech.

- weight ■ hear ■ bean ■ too
- our ■ son ■ break
- flour ■ no ■ weather ■ fair
- plane ■ steel ■ their

P	L	A	I	N	H	H	R
F	A	R	E	E	W	B	E
O	E	Y	R	A	W	R	W
K	T	E	I	E	O	A	O
N	S	T	E	R	N	K	L
E	S	U	N	E	K	E	F
E	T	W	O	H	O	U	R
B	W	H	E	T	H	E	R