

Semester 2

Job Search

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Content

M241	Langue vivante I	Semestre 4 18 heures
Objectifs	▪ Approfondir la communication en situations professionnelles	
Compétences	L'étudiant doit être capable de <ul style="list-style-type: none">➤ GERER les outils de candidature ;➤ GERER les outils d'embauche ;➤ PRODUIRE des documents synthétiques ;➤ ANALYSER des documents professionnels ;➤ VALIDER le niveau B1 de compétences linguistiques défini par le référentiel européen ALTE.	
Contenus	<ul style="list-style-type: none">- rédaction de documents professionnels ;- synthèse de documents ;- initiation à la négociation ;- préparation à la mise en situation professionnelle pour le stage.	

Evaluation

<http://skoppe.free.fr/gea2.html>

Participation/ involvement

Presence

Participation

Relevance (pertinence)

Behaviour (comportement)

Week 8 mid-term test

Oral comprehension - questions

Grammar

Vocabulary

Translation

Week 12 oral evaluation

Job interview : 10 minutes

Week 15 end of term exam Reading
comprehension

vocabulary

right/wrong

comprehension questions

Questions on what we have seen in
class

Translation

French into English

English into French

Grammar

Writing: Cover letter

Write a list of the five jobs you think are the most difficult to do

- **Coal Mining**: One of the most dangerous careers in the world, coal mining is a dirty job. Underground mines are cold, noisy, dark, and damp, sometimes with water on the mine floor. Breathing in coal dust can lead to a lung disorder called "black lung," and on top of all that, accidents can occur, where miners are subject to explosions or getting trapped underground.

Write a list of the five jobs you think are the most difficult to do

- **US President**: It's not hard to understand why the President of the United States has one of the most difficult jobs in the world. Aside from a constantly hectic schedule, the President is responsible for making wise decisions about war, peace, politics, and the fate of not just the United States, but often, other nations and even the world.

Write a list of the five jobs you think are the most difficult to do

- **Logging**: Logging is not as bad as it used to be, but that doesn't mean it's easy by any means. This is a dangerous and labor intensive job, with all of their time spent outdoors, even in bad weather and remote areas that require a very long commute. The work itself is strenuous, and hazards include falling branches, trees, slippery ground, moving machinery, snakes, and extreme cold.

Write a list of the five jobs you think are the most difficult to do

- **Prison Warden**: If you think your work is stressful, just think for a moment about the life of a prison warden. This person is responsible for managing an entire prison, and works with convicted criminals day in and day out. It's a demanding job suitable only for those with nerves of steel.

Write a list of the five jobs you think are the most difficult to do

- **Mortician**: Death is a difficult subject to face, even on an occasional basis. But morticians look death in the face every day. They complete the grisly job of preparing the deceased for burial or cremation, which involves cleaning, embalming, grooming, and dressing them. Additionally, morticians work long, irregular hours, providing support to grieving families even into the evenings and weekends.

Write a list of the five jobs you think are the most difficult to do

- **Guard at Buckingham Palace**: Imagine being a living tourist attraction, then imagine having to stand still for hours on end with no bathroom breaks, while being ridiculed and poked fun at, and you might have an idea of what it's like to be a guard at Buckingham Palace. But guards are proud to protect the Queen, even at the expense of a little pride.

Write a list of the five jobs you think are the most difficult to do

- Astronaut
- The work environment for an astronaut is unlike that of any other profession. The astronaut trainees may spend a good majority of their time in classrooms and simulation environments. Apart from that, the astronauts also spend part of their time in actual spacecrafts and in gyms, to improve upon their physical fitness levels. The actual time spent on space missions is minimal compared to the actual preparation, training and simulation exercises.

Write a list of the five jobs you think are the most difficult to do

- **High-Rise Maintenance Worker**
- Professional window cleaning requires mastery of special techniques, including using tools such as microfiber cloth on a T-handle . For high rise window cleaning, some method of suspending from the roof must be used. Accidents involving falling or dropping things from great heights off the side of buildings are extremely rare due to the extensive safety measures taken and the following of strict procedures. However, when they do happen, they are often fatal. Those who use the bosun's chair method are always in a full body harness and have two separate ropes tied to separate anchor points, and all of their tools are usually tethered to the chair so even if dropped, they would not fall to the ground below.

Write a list of the five jobs you think are the most difficult to do

- Test Pilot
- Test pilots spend much of their time in the cockpit conducting flight tests. Although the work of a test pilot does not require much physical activity, they require physical agility and there is a significant amount of mental stress and pressure. Testing and operating an aircraft in its developmental stages and pushing it to its maximum performance capabilities can be very hazardous. Among all pilots, the test pilot's job can involve the most amounts of risk and operational hazards. They can encounter an emergency situation when they least expect one and would be needed to handle it with skill and subtlety with quick reflexes and with great presence of mind.

Write a list of the five jobs you think are the most difficult to do

- **Child Protective Investigator**: People in child protective services may be placed in situations where it's hard to face the reality of what you're seeing. In addition to being a part of difficult scenes involving children, investigators also have to deal with belligerent parents, red tape, and more.

2) Look at these jobs. Who do you think should get the highest salary?
Put the jobs in order, highest salary first.

- lawyer → avocat
- postal worker → agent des postes
- air traffic controller → contrôleur aérien
- Firefighter → pompier
- football star
- Teacher
- Accountant → comptable
- advertising executive → publicitaire
- fashion model
- Nurse → infirmière

First do it on your own and then compare your answers with three other classmates

- **Giving an opinion**

- I think ...
- In my opinion ...

- **Making a suggestion**

- Let's ...
- How about ...?

Disagreeing

(Sorry,) I don't agree with you.

I'm afraid I don't agree.

Agreeing

You're right.

I really like the idea.

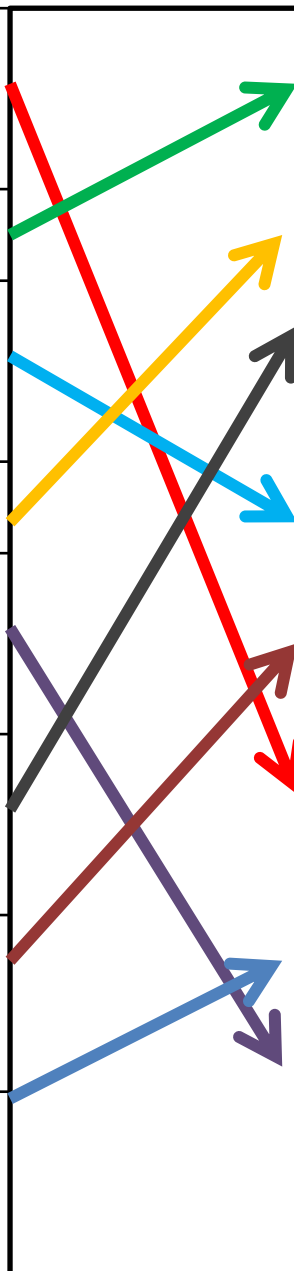
Asking for an opinion

What do you think?

How do you feel about this?

- ***Are the real salaries in the same order?***
- Postman €1,050-€1,600
- Accountant : €1,050-€1,600
- Nurse: €1,400-€2,300 euros
- Firefighter: €1,100-€2,600
- Teacher : €1,500 -€3,000 euros
- Advertising executive : €1,800-€3,000
- Accountant (Expert-comptable): 2 100-5 700
- Airport traffic controller : 2 000-7 500
- Lawyer: 1 050-11 600

resources		jobs that no-one is doing that someone is needed to do (poste à pourvoir)
vacancies		organisations
position		an official request for something, usually in writing (candidature)
bodies		job, post (poste)
recruitment agencies		a series of steps by which someone moves up to a higher position (échelle)
application		things and people which can provide useful information
ladder		an officially organized plan or system (plan, programme)
scheme		companies which have details of jobs and details of the people who might want them



Test your knowledge of the language of jobs by choosing the correct noun to fill the gaps.

- Most jobs are **advertised** (**annoncer, signaler, afficher**) as **current** (**actuel, en cours**) position/application/vacancies. They appear in the local and national press/ bodies/ resources, **trade** (**profession**) contacts/journals/resources, and specialist **career** (**carrière**) publications. **In addition** (**de plus**), many professional bodies/ contacts/agency offer an **appointments** (**rendez-vous**) service which can help **job seekers** (**demandeurs d'emploi**) find a **suitable** (**adéquat**) position/application/vacancies in a particular industry/ladder/schemes. Recruitment body/contacts/agencies hold details of a **wide range** (**large éventail**) of vacancies, and possibly local **training** industry/ ladder/ schemes. The Internet is a **valuable** (**précieux**) press/journals/resources- not only for vacancies but to find **background** (**contexte et historique**) information on companies.
- Approximately **one third** (**un tiers**) of jobs are never advertised, but may be found by approaching a company directly. This is called a speculative position/application/vacancies, and is common among students starting at the **bottom** (**ped, bas**) of the career industry/ladder/ schemes.
- Finally, don't forget to use your personal bodies/contacts/agencies!

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- Finally, don't forget to use your personal **bodies/contacts/agencies!**

Vocabulary

- 'Vacancies' are positions in a company that need filling.
- 'Press' means newspapers and magazines.
- 'Trade journals' are specialised job-related newspapers.
- 'Bodies' are organisations or firms.
- A 'position' is a job within a company.
- 'Industry' means businesses that produce a particular type of product or service.
- Recruitment agencies help people find jobs.
- Training schemes can be a good way of building on your skills.
- The internet can be a valuable resource for job research.
- An 'application' is the letter you send when you apply for a job.
- You will usually be at the bottom of the career ladder when you get your first job.
- 'Contacts' are people you know who might be able to help you.

A Human Resources Manager has drawn up a shortlist of applicants he feels would be suitable for a vacancy in his company. Look at the descriptions of the candidates he plans to invite for interview.

- Ahmed has a can-do attitude and is able to meet deadlines.
- Christina is numerate and computer literate.
- Tomoko is a self-starter who can work on her own initiative.
- Ivan is able to multi-task and has a proven track record.
- Li is an effective team player with a customer-focused approach.

Vocabulary

- human resources manager
 - Deadlines
 - to work on your own initiative
 - to multi-task
 - a proven track record
-
- The diagram consists of five colored arrows connecting the English terms on the left to their French equivalents on the right:
- A red arrow connects "Deadlines" to "the dates or times when certain tasks must be completed (date butoir)".
 - A blue arrow connects "human resources manager" to "someone who employs people for a firm, also known as a personnel manager (gestionnaire des ressources humaines)".
 - A green arrow connects "to work on your own initiative" to "to make decisions about your work without having to wait for someone else to help you (sens de l'initiative)".
 - A yellow arrow connects "a proven track record" to "evidence you've been successful in the past in your area of work (avoir fait ses preuves)".
 - A purple arrow connects "to multi-task" to "to do more than one piece of work at a time (faire plusieurs choses à la fois)".
- the dates or times when certain tasks must be completed (date butoir)
 - someone who employs people for a firm, also known as a personnel manager (gestionnaire des ressources humaines)
 - evidence you've been successful in the past in your area of work (avoir fait ses preuves)
 - to make decisions about your work without having to wait for someone else to help you (sens de l'initiative)
 - to do more than one piece of work at a time (faire plusieurs choses à la fois)

Ahmed has a can-do attitude and is able to meet deadlines.

Christina is numerate and computer literate.

Tomoko is a self-starter who can work on her own initiative.

Ivan is able to multi-task and has a proven track record.

Li is an effective team player with a customer-focused approach.

which candidate...

is good with figures? **Christina is good with numbers - she is 'numerate'.**

co-operates with colleagues? **Li is good at working with colleagues - she is an effective team player.**

is good at working on his/her own? **Tomoko can work on her own initiative - she doesn't always need to be told what to do.**

can finish a job on time? **Ahmed is good at meeting deadlines.**

has a good rapport with clients? **Li is good at dealing with customers.**

has a history of success? **Ivan has a proven track record - he has shown in the past that he can do well.**

has a positive approach? **Hamed has a can-do attitude - he has a positive approach to things.**

has IT skills? **Christina is computer literate - she knows how to use computers well.**

can cope with several jobs at the same time? **Ivan can multi-task.**

The Selection Process

The following text describes a typical selection process, but the sentences are in the wrong order! Re-arrange the sentences in each section so that the whole text makes sense. The first sentence has been done for you

- Firstly, a vacancy is advertised and applications are received. These are sorted and suitable candidates are invited for interview.
- Next, appointments are arranged and applicants are interviewed. After that, a final short list is drawn up.
- The candidates on the list are interviewed again, and one of them is selected .
- A job offer is made to the successful candidate, and finally, an employment contract is signed.

What can you usually find in a job advert? What are the main / key elements of a job advertisement?

- information about the company
- the title and position of the job in the company (hierarchy)
- main tasks, responsibilities and accountability
- most important requirements (knowledge, experience, skills, abilities...)
- information about motivational factors (salary, benefits, development and career possibilities...)
- information about location, working time, other conditions...
- information about the application : what to send, where and how, the deadline
- contact person (telephone number, e-mail address)

European Manager

- What might this person do in his/her job?
- What skills or experience would you need to get the job?

Note that the company has " Ltd " in its name. This stands for limited company. Shareholders only lose what they invested if the companies goes bankrupt. You need to be able to distinguish between a private and a public limited company.

A company with PLC after its name is a public limited company - its shares can be freely bought and sold. In contrast a private limited company only passes shares to another person if other shareholders agree.



Complete the first part of the advertisement below with the verbs from the box. Use the following words to help you: improve -lead- increase -set up - train - develop

European Manager

€75K + CAR

Are you the person we are looking for?

THE ROLE

We are looking for a talented person for this new position. In this exiting job, you will need to:

___ **lead** ___ a team of 25 (be in charge of)

___ **set up** ___ a new branch in Amsterdam (start)

___ **train** ___ new staff (teach)

___ **increase** ___ sales in all markets (make more)

___ **develop** ___ new products (create)

___ **improve** ___ communication between our head office and local branches (make better)

Complete the second part of the advertisement with the following verbs: deal with –organise- plan - manage

- The government dealt harshly with the rebels.
- I'll deal with you later.
- Who's going to deal with this mess?
- *Se charger de/
s'occuper de*

Complete the second part of the advertisement with the following verbs: deal with –organise- plan - manage

- They hired a professional to help organize their wedding.
- We are organizing a fund-raiser.
- Préparer,
organiser

Complete the second part of the advertisement with the following verbs: deal with –organise- plan - manage

- The students are planning a protest.
 - We have something very special planned for your birthday.
 - Their wedding is planned for June.
- Prévoir

Complete the second part of the advertisement with the following verbs: deal with –organise- plan - manage

- She manages her family's bakery.
 - The business is managed by the owner's daughter.
 - The company is badly managed.
- Diriger, gérer

Complete the second part of the advertisement with the following verbs: deal with –organise- plan - manage

THE PERSON

In your present job, you:

___manage___ a large department in the clothing industry
(control)

___plan___ budgets (think about the future)

___organise___ sales conferences (arrange)

___deal with___ customers, suppliers and their problems
(take action)

Job advertisement – oral presentation

- 1) **Job title** → Is it explicit? Does it attract the attention?
- 2) Information about the **company**?
- 3) Job **duties** and **responsibilities**?
- 4) The **ideal applicant** → Who is the company looking for? (skills? qualifications? experience? ...)
- 5) **Keywords**?
- 6) **Work environment** → What adjectives would you use to describe the work environment?
- 7) **Other comments** → Exs : salary? job hours? etc...
- 8) **Application information** → How should you apply?
- 9) **YOU** → Could it be a job for you? Why? Why not?

How to read a job ad

Understand who writes job ads

Job ads are written by people who want you to apply for the job. They want the job and the company to appeal to you. Sometimes, companies jazz up a job ad to make a boring or undesirable company or job sound great.

Know who the job ad targets

But, when companies write job ads, they usually don't want a huge response. It takes hours to sift through resumes. Companies write job ads to attract a small, select group of applicants. If you understand how to read the job ad, you can write your resume to meet the employer's criteria. For example, you can tailor your resume career objective and resume career profile to the information in the job ad.

How to read a job ad

Identify the advertiser. Is it the company doing the hiring? Or have they outsourced to a recruitment firm?

Note the company. Who's running the ad? Do you know the company? How big is it? Have you heard of it? What kind of reputation does it have?

Review the job title. If it says "manager", do the job duties really fit with that?

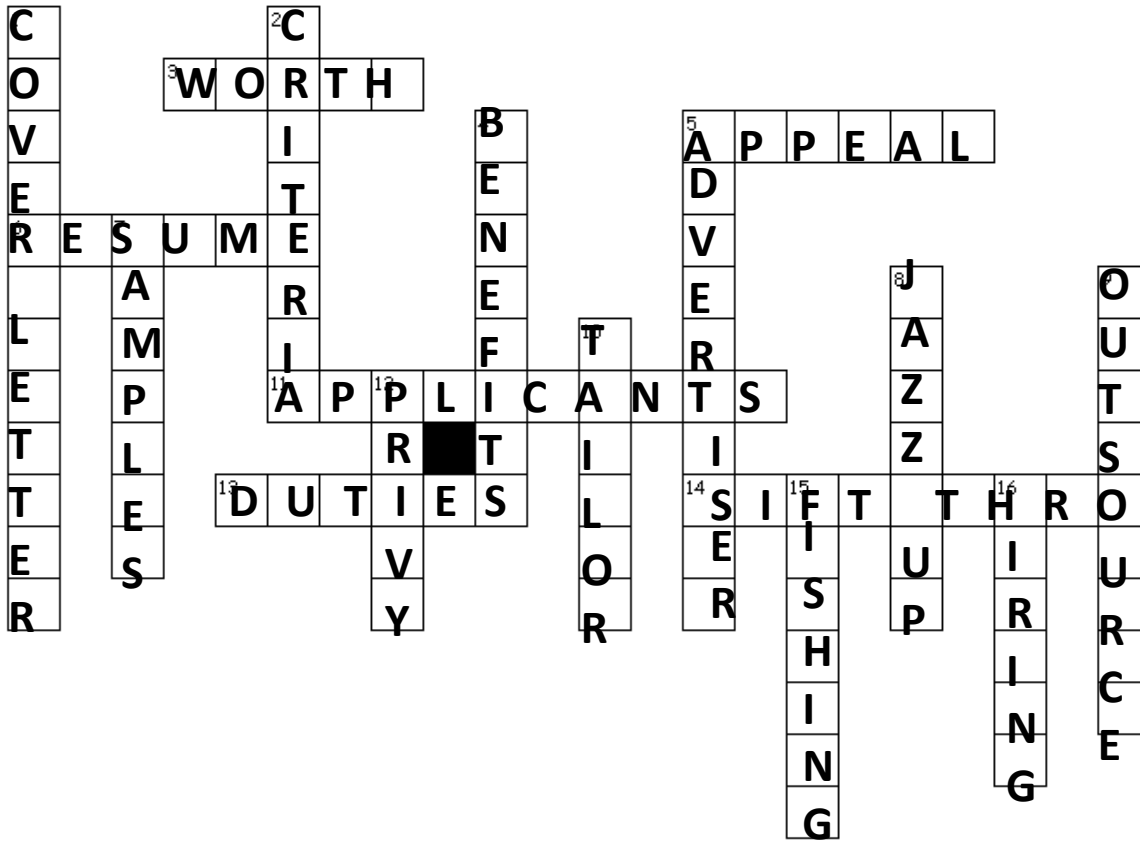
Scan for job duties. Vague descriptions may mean that the company doesn't know what you'll be doing, that they're just fishing to see who's out there, or that they don't want people inside or outside their company to be privy to their strategic plans.

Determine what they're looking for. What qualifications do they seek? Phrases like "you must have" or "you need" mean that there's no point in applying otherwise. But words like "preferably", "preferred", "ideally" or "desired" suggest some flexibility.

Pay attention to special instructions. Look out for instructions such as "No phone calls", "Apply by email", "Include a handwritten cover letter", "Include three samples of your previous work – submit as PDFs".

Look for pay and benefits information. Do they note pay? Make sure you know your worth before you apply. Does the job include benefits?

Crosswords



Across

3. having a particular value, especially in money (9) → **valeur**
 5. to interest or attract someone (1) → **tenter, plaire, attirer**
 6. curriculum vitae (2)
 11. people who formally request something, especially a job (2) → **candidats**
 13. things that you have to do (5) → **devoirs**
 14. to make a close examination of all the parts of something in order to separate what is useful from what is not (2) → **passer au crible**

1. a letter that is sent with something to explain the reason for it or to give more information about it (8) **lettre de motivation**

2. standards by which you judge, decide about something (2)

4. money that is paid by a company or by a government when someone dies, becomes sick, stops working, etc. (9) → **avantages, allocations**

5. someone who makes a public announcement (in newspaper, on the Internet, etc.) about something that is wanted (3) → **annonceur**

7. small amounts of something that show you what the rest is or should be like (8) → **échantillon**

8. to make something more attractive or interesting (1) → **égayer**

9. when a company pays to have part of its work done by another company (3) → **externaliser**

10. to make something so that it meets a special purpose (2) → **adapter à**

12. to be _____ to : to be told information that is not told to many people (6) → **secret**

15. searching → **chercher à dénicher des renseignements**

16. the act of starting to employ someone (3) → **embauche**

Comprehension questions

- Do companies usually warn applicants that the job is boring?
- Do companies want a lot of answers?
- Why is it important to know how to read a job ad?
- Why are descriptions sometimes vague?

Jobs and Skills search

Job details

Human Resources/Payroll Administrator

Vacancy from Jobcentre Plus

Job No: HKH/15812

Employer Reference: TLEHR-01

SOC Code: 3562

Wage: £14,000- £17,000 per annum depending on exp

Hours: 41.5 hours per week Mon-Thur 9am-6pm Fri 9am-5pm (pro-rata)

Location: Harrow HA1

Duration: Permanent

Date posted: 17 January 2012

Pension details: No details held

Description

The ideal candidate would be keen to progress in an HR/Payroll team, a quick learner, have excellent numerical skills, accuracy and attention to detail, experience in using Microsoft Office (Sage 50 Payroll would be advantageous), Duties - Preparing and checking monthly hours for payroll for over 200 staff and growing. Collating correct documentation for new starters and issuing contract. Responsibility for maintaining the in-house database, ensuring all employee records are kept up-to-date. Responding to payroll/HR queries in a timely manner. Ensuring all employee files are kept up-to-date including checking visa statuses. Producing monthly reports on staff attendance and punctuality. Liaising with clients, suppliers and other staff, carrying out specific projects and research quote TLEHR-01

How to apply

You can apply for this job by sending a CV/written application to Ijaz Hussain at TLE Skills for Life, headoffice@tletraining.com.

Employer

TLE Skills for Life

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- **location** /ləʊ 'keɪ.ʃən//ləʊ-/ a place or position
- **Pension** /'pent .ʃən/ a sum of money paid regularly by the government to a person who does not work any more because they are too old
- **payroll** /'peɪ.rəʊl/ a list of the people employed by a company showing how much each one earns/ the total amount of money paid to the people employed by a particular company
- **accuracy** /'æk.jʊ.rə.si/ being exact or correct /the ability to do something without making mistakes
- **collate** /kə'leɪt/ to bring together different pieces of written information so that the similarities and differences can be seen
- **database** /'deɪ.tə.beɪs/a large amount of information stored in a computer system in such a way that it can be easily looked at or changed
- **up-to-date** /,ʌp.tə'deɪt/ modern, recent, or containing the latest information
- **including** /ɪn'kluː.dɪŋ/ used for saying that a person or thing is part of a particular group or amount
- **check** /tʃek/ to make certain that something or someone is correct
- **liaise** /li'eɪz/ to speak to people in other organizations in order to exchange information with them
- **supplier** /sə'plaɪ.ər/a company, person, etc. that provides things that people want or need, especially over a long period of time
- **carry *sth* out** to do or complete something, especially that you have said you would do or that you have been told to do