

PREDAVANJE OD 13. DECEMBRA 2011. GODINE

**UNIT 8: JOB-SEEKING- A MONSTER SUCCESS**

Vocabulary in key-notes: job-seekers, job market, qualifications, experience, job advertisement, career adviser, Human Resources Department, recruitment, hiring, career development

Preview: Starting a career. What ways do you know of finding a job? (speaking)

Vocabulary 1: apprenticeship, work placement (practicum), graduate trainee scheme

Reading: THE ONLINE JOB MARKET

Glossary: ad, resume, filter, headhunting

Vocabulary 2: Activities.

Vocabulary 3: The application process:

advertisement>apply>candidate>offers>attend>invites>accepts

Vocabulary 4: Finding a job- Complete the text with the following words and phrases:

Accept, applications, interview, job ads, recruit, selected, resume, offered

Reading 2: Human Resources Assistant- Recruiting (read the ad from the Monster.com site.)

Language check: The Imperative

Complete the sentences with *Let's*, *Don't* or *Please*

**Career skills: Preparing a CV (Curriculum Vitae) – speaking how to prepare a good CV. It should include: personal details, education, work experience, skills, hobbies and interests, references.**

Culture at work: Fixed procedures or flexibility? (speaking)

Dilemma and Decision: For love or money?