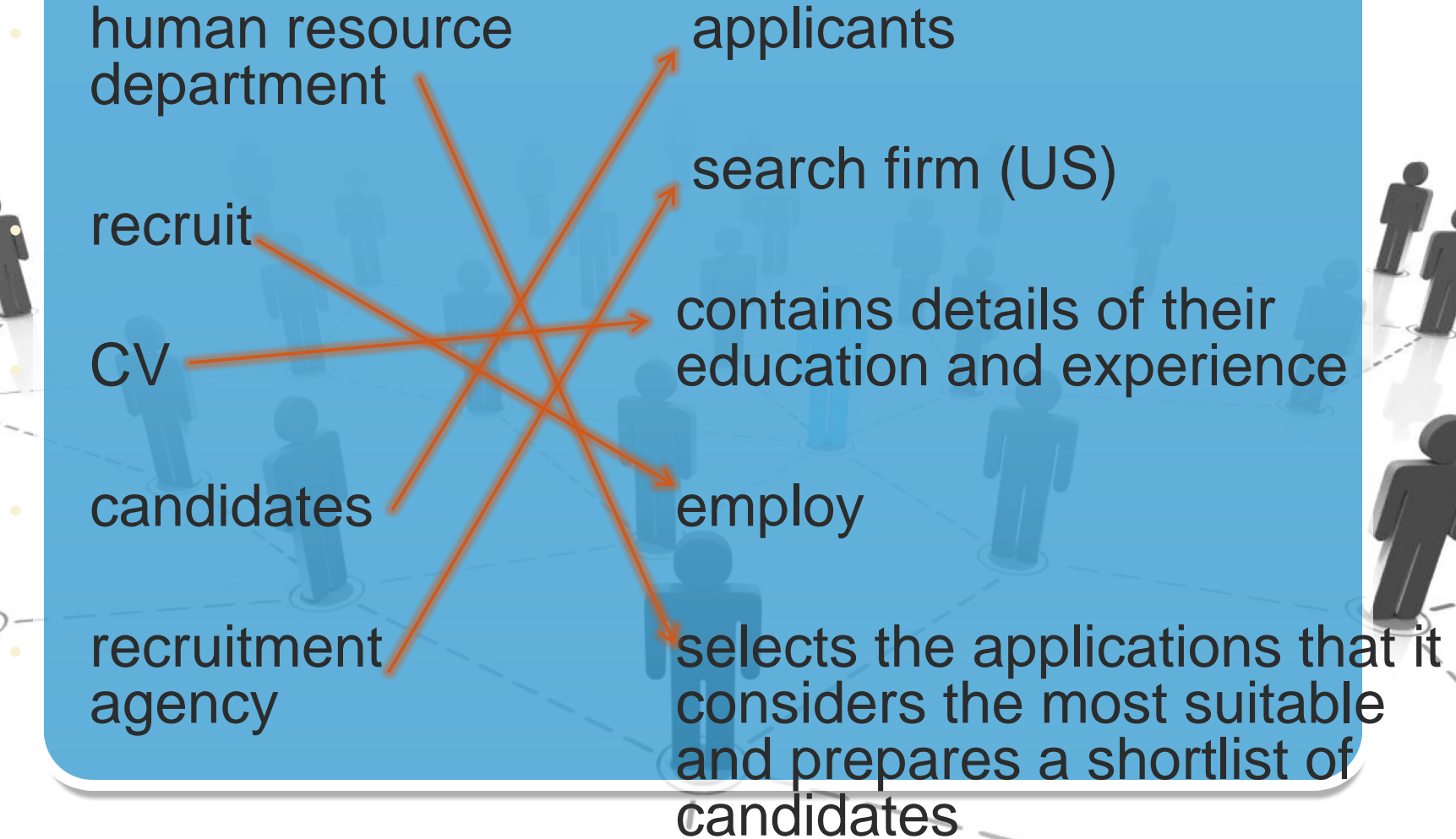


Today in class:

- Revision: Key vocabulary – 2. lekcija, Recruitment
- Reading – JOB compatibility
- Speaking – Getting a job
- Prepositions
- Revision: Past Simple vs. Present Perfect

Unit 2: Recruitment-Source: Tullis, G. & Trappe, T. (2000) - New Insights into Business, pg. 14
Connect the words with their definitions.



Complete the sentences with words or phrases from the word bank.

Word BANK

interview relevant followed up
salary interviewee

- 1 Mac by thanking his interviewer.
- 2 After the , Ms. Mills wasn't sure if Tara was right for the position.
- 3 Mr. Jones is paid a good .
- 4 The arrived early and waited until the manager was ready.
- 5 Mr. George didn't write his height on the application because it was not .

JOB - compatibility

Thank you for taking our job-compatibility test. Please read your results below.

According to our test, you have a 'conventional' personality type. This means you like to have order in your life. As a result, you work best in organized environments. An office is a good place for you to work.

The following occupations are best suited for conventional personalities:

- Accountant
- Bank Clerk
- Factory Worker

But these occupations tend to frustrate conventional personalities:

- Teacher
- Designer
- Salesperson

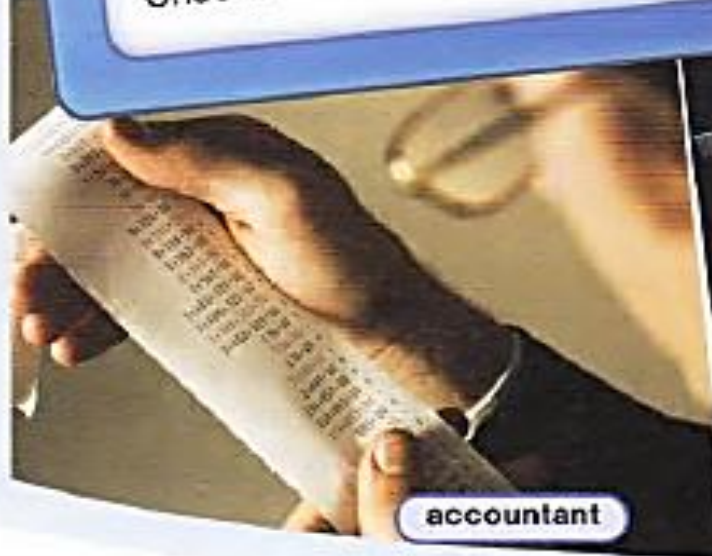
Remember, there's more to a job than how much you earn. Choose an occupation that suits you!



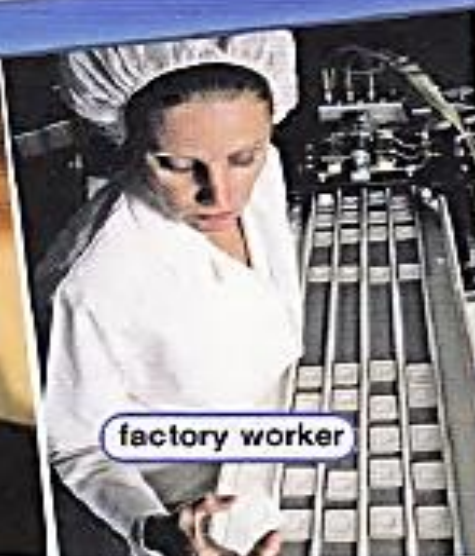
teacher



salesperson



accountant



factory worker



designer



bank clerk

Speaking – Getting a job

With a partner, act out the roles below. Then, **switch roles**.

USE LANGUAGE SUCH AS:

Why are you interested in working as... ?

I'm currently working as a...

What would you say has been your greatest accomplishment?

Student A: You are an interviewer at the Royal Point Hotel. Ask Student B questions about:

- work experience
- relevant job skills
- future goals

Student B: You are a job candidate in an interview. Respond to Student A's questions.

INTERVIEW NOTES

What your educational background is

How your education will help you in the job

What other jobs you have had

What your duties were at that job

What your strengths are



Interview advice

- *Preparing before an interview*
- *Making a good first impression*
- *Common interview questions*

Vocabulary development: Prepositions (Predlozi)

- Knjiga *New Insights into Business*, str. 8

Preposition (predlog)

- little word
- preceding, a noun or pronoun
- expressing a relation to another word or element
- no object=no preposition
Look! *~~Look at!~~ Please
listen! * ~~Please listen to.~~



Verbs with PREPOSITIONS

- **Verbs with ‘for’**
- I **applied for** the job but I didn’t get it.
- I can’t go out tonight because I have to **prepare for** my interview tomorrow.
- **With ‘from’**
- This spray should **protect you from** mosquitoes.
- **With ‘in’**
- Our company **specialises in** computer software.
- You have to work hard if you want to **succeed in** life.
- **With ‘of’**
- Our dog **died of** old age.
- This shampoo **smells of** bananas.
- **With ‘on’**
- Come on! We’re **relying on** you!
- **With ‘to’**
- Nobody **responded to** my complaint.

Matching exercise: verbs and prepositions

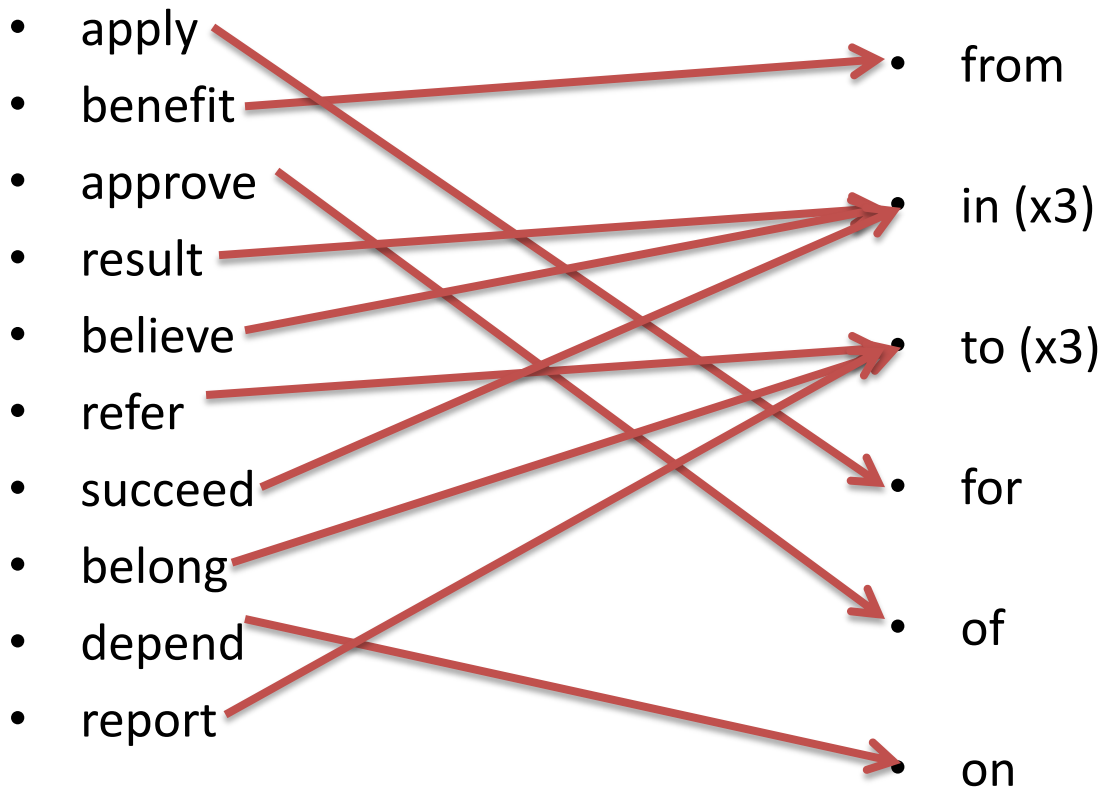
- Match the **verb** with the corresponding **preposition**.

VERBS

- apply
- benefit
- approve
- result
- believe
- refer
- succeed
- belong
- depend
- report

PREPOSITIONS

- from
- in (x3)
- to (x3)
- for
- of
- on



LearnEnglish British Council

Past Simple vs. Present Perfect

- LearnEnglish British Council Jobs Scene 2 Language Focus
- <http://learnenglish.britishcouncil.org/en/word-street/jobs-scene-2-language-focus>

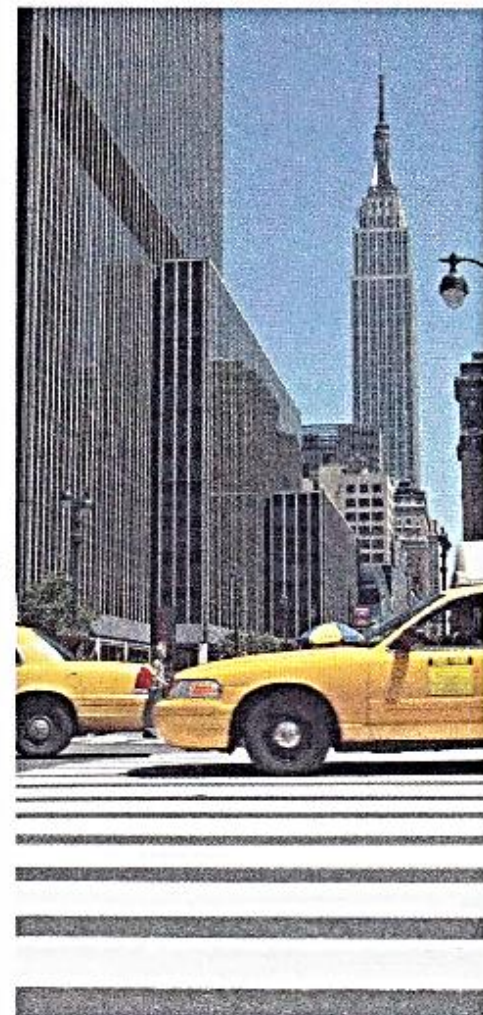


Past Simple vs. Present Perfect – revision

In New York City

Two colleagues meet by chance on holiday in New York. Complete the conversation by crossing out the form that doesn't fit.

- MEL Nell, fancy meeting you here. *Were you / Have you been*⁰ here long?
- NELL No, we *came / 've come*¹ the day before yesterday.
- MEL I don't think you *met / 've met*² my partner, Barry.
- NELL Yes, we *met / 've met*³ at the Christmas party.
- MEL You're not here on your own, are you?
- NELL No, my sister's with me, but she *stayed / 's stayed*⁴ in the hotel because she *didn't sleep / hasn't slept*⁵ very well since we *got / 've got*⁶ here.
- MEL We *were / 've been*⁷ here for a week and so far we *really enjoyed / 've really enjoyed*⁸ it.
- NELL I *read / 've read*⁹ a couple of books about New York before we *set off / 've set off*¹⁰.
- MEL Yes, we *did / have*¹¹, too. We *ate / 've eaten*¹² at a couple of places that the books *recommended / have recommended*¹³. In fact, we *went / 've been*¹⁴ to a very good restaurant last night.
- NELL And *did you visit / have you visited*¹⁵ the Empire State Building yet?
- MEL Yes, but there *was / has been*¹⁶ an enormous queue so we *decided / 've decided*¹⁷ to walk up the stairs. I *never climbed / 've never climbed*¹⁸ so many stairs in my life.



Past Simple vs. Present Perfect – solutions

- | | | | |
|---|--------------------|----|-------------------|
| 1 | came | 10 | set off |
| 2 | 've met | 11 | did |
| 3 | met | 12 | 've eaten |
| 4 | stayed | 13 | recommended |
| 5 | hasn't slept | 14 | went |
| 6 | got | 15 | have you visited |
| 7 | 've been | 16 | was |
| 8 | 've really enjoyed | 17 | decided |
| 9 | read | 18 | 've never climbed |

A sunset scene with a bright sun on the left, casting a golden glow over the sky. A dark silhouette of a tree stands on a cliff to the right. The text is overlaid in the center in a white, serif font.

Thank
You for your
attention!
See you next
week!