

LESSON PLAN
Employment

Name of school	Grupul Scolar Economic Administrativ , C. Kiritescu', Bucuresti
Area	Employment
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Getting a job

I. Match the following jobs with their descriptions:

- A. Communications Director
- B. Custodian
- C. Executive Secretary
- D. Food Service Supervisor
- E. Graphic Artist
- F. Personnel Records Manager
- G. Information Systems Director
- H. Administrative Assistant

1. Performs custodial related duties necessary to maintain cleanliness and sanitary conditions.
2. Designs and executes technical illustrations, art work for slides, maps, charts, etc.
3. Composes and types correspondence involving complex and no routine matters (May sign when technical or policy content has been authorized).
4. Directs the production of printed publications. Writes materials for and directs the layout of informational materials such as newsletters, bulletins, pamphlets, directories, and posters.
5. Makes final recommendations concerning the unit's budget, interagency agreements, contracts and major expenditures.
6. Maintains administrative, archival and/or personnel files for organization.
7. Develops budget recommendations for personnel services, equipment, materials and service contracts for the section.

II. Look at the two advertisements below. Which of them would you choose to apply for? Give reasons for your answer.

Marija Hotel

Custodian

This exclusive hotel in the heart of the city is seeking candidates who are enthusiastic and innovative. We offer excellent benefits and competitive pay.

Call 0800-212-22-44

Food Service Supervisor

Enthusiastic and energetic Food Service Supervisor required initially working with chef and later taking over established restaurant. The kitchens are fitted out to the highest standard. Write enclosing CV to Marianne Atkins, Unirii Avenue, 7.

Take a newspaper/magazine that has advertising columns and search for advertisements for people who fit the requirements of the two ads above.

Have you found anything? Was it hard to find the suitable ones? Are they many or only a few? Write your own advertisement to offer your services to apply for jobs.

III. When you apply for a job, first of all you have to send a CV.

This is what a CV should contain.

- a. Personal data, name, age, sex, address, telephone number
- b. Qualifications, education, training in the respective field, language skills
- c. Professional development:; previous jobs, previous positions, length of employment in each previous job, types of professional development.

Look at the given CV, and then write one that fits the job you have chosen. Be careful about the presentation form: information, organization, level of detail, presentation quality.

Curriculum vitae**Name:** Carmel**Surname:** Lisa**Civil status:** single**Date and place of birth:** 11th of December 1978, Bucharest**Address:** Victoriei Avenue, Bucharest**Phone:** (021)223.54.674(home)
0721.111.111(mobile)**Studies:** "Spiru Haret" High-school Bucharest (1997), special class modern languages
(French, English, Spanish)

1999-2000 University of foreign languages "Hyperion"

Abilities: ability to understand, perseverance, imagination, distributive attention, ability to focus, ability to seize the new and interesting**Professional skills:** team spirit, working resistance, ambition, communicability**Foreign languages:** English and French – advanced level, fluently written and spoken;
Spanish – medium level**Computer skills:** MS Windows,**Professional experience:**

1996 – "Picon" training course for secretaries

1994 – 2000 – secretary at SC guardian Grup SRL

2003 – 2004 – security agent at "Beauty Shop"

Hobby: mobile phones, PC games, music etc.

IV. Writing a letter of application

Read the letter of application below, then write one of your own after you have chosen one of the following jobs to apply for: *hotel or financial manager, hotel doorman, chef, waiter, caretaker, maid.*

Dear Sir or Madam,

I am sending you this letter of application, together with my CV, in view of the possibility of obtaining a job inside your company.

Being very well aware of the fact that you will choose the best, I would be honoured to find myself among them in order to occupy an intermediary position between your company and your clients.

Considering that my experience and my education are appropriate for the job you could be offering and for the competence of your company, I decided to submit my CV to your attention.

I have a very high interest in becoming a competent person in a well-organized company where experience, motivation and ambition will be proven to be the strongest points for the best interest of the company and for my future experience. You will find details concerning my education, my professional experience and my skills in the attached CV.

I would be very glad with the opportunity of an interview, should you consider it necessary and useful, in order to analyze the possibility of me being a part of the team.

For any explanations that will be necessary please do not hesitate to contact me at the following number: 0723.456.789

*Yours faithfully,
George Airinei*

When you write a letter of application you should be careful about:

1. The layout (how the letter should start/finish);
2. The paragraphing (how the points should be divided);
3. The style (formal/ informal);
4. The content (what you should/ shouldn't mention).

These are some of the things you would probably mention in a job application letter:

- a. The job and where you heard of it.
- b. That you are serious and interested in the place of work.
- c. That you are willing to attend an interview.

What would you advise someone not to say in a job application?

Which of the words and phrases would you not expect to find in a job application?

specialist knowledge, lovely, would welcome, my references are attached, not very happy, must stop now, excellent opportunity, pretty good job, do write!.

V. The job interview.

If the company, after having read your CV and application letter, is interested in hiring you, you will be for surely asked for an interview. Here are some questions that you will be asked during an interview:

Questions about education and experience:

"What was your favorite subject at school and why?"

"Have you participated in extracurricular projects at school?"

Questions about professional experience:

"In your previous jobs have you had any constructive suggestions?"

"How did you get your previous job?"

"Why do you want to leave it?"

"Describe a typical day at your last job?"

Questions about professional ambitions:

"What activity would you like to do in the future?"

"Which are your aspirations for the next 5 years?"

Questions about motivation:

"What interested you in coming to this interview?"

"What are you expecting to get from this job?"

"How much can we count on you?"

Questions about personality type:

"Do you prefer a certain activity or coordinating other people's work?"

"Could you impose yourself in front of a group of 10 employees and gain their respect?"

"What is the biggest mistake you have made so far?"

"What was your relationship with your previous superiors?"

"What's your opinion of them?"

"What are your activities in your spare time?"

Questions about self-control:

"Describe a situation when you had to deal with a very unhappy client. What did you do?"

"Do you prefer working in a quiet environment or a dynamic one, a challenging one?"

"How do you perform under deadline pressure?"

"How do you react to criticism?"

"How do you handle stress?"

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VI. Read these tips that are said to be essential for having the perfect interview:

- **Be on time.**
- **Dress properly.**
- **Show self-confidence.**
- **Write an effective CV.**
- **Be aware of your body language.**
- Be positive and try to make the others feel comfortable.

- a. What reason(s) can you think of for each piece of advice?
- b. Which are the most important pieces of advice? Give reasons.

- c. What other advice would you give to someone going for a job interview?

Make a list of things you should do during an interview and the things you shouldn't do. Compare your lists.

VII. If you are the lucky one that has been accepted for the job, you will certainly receive a letter of response.

Read the letter of response below and fill the gaps with suitable words so that it makes sense:

Dear Miss Simons

We have great pleasure in 1).....that you have 2)..... in your application to join our restaurant's staff at No time's Pub. You 3).....morning of the 6th of May and you will 4).....to the staff at break time that day.

Let me say how 5).....we were with your application and interview; we feel that you will be a very strong 6).....to the restaurant.

Once again, please accept our congratulations and we look forward to your strengthening an already 7).....team of waiters.

Yours sincerely,
Linda Parson

VIII. Group work

Divide the class in groups of four. In each group choose a person to be the employer. The other three are going to be applicants. Choose a job to be applied for and organize an interview. Only one of the three applicants in each group will be accepted for the job. At the end, the student that plays the role of the employer should present to the class the reasons for which he has chosen one of the candidates and not the others.

IX. Complete the following sentences or name the designated term:

- A person who is employed.
- The extra money left by guest.
- The meeting when you discuss a possible new job.
- If you decide to leave the job, you have to
- A hotel which is very busy in the summer will need.....workers.
- Before you discuss a new job you make an
- Someone who has written to ask for a job.
- The person or company who employs you.
- When you move up to a more senior position, you get
- A word for all the people who work in the hotel or restaurant.