



ENGLISH FOR LIVING LESSON 8: WORKSHEETS

Finding a job

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English for Living Lesson 8: Worksheets

Contents

Lesson 8: Finding a Job.....	2
Dialogue A: Looking for a job	2
A.1 Practice	3
A.2 Comprehension.....	3
A.3 Language Focus.....	4
A.4 Language Development	5
Dialogue B: Preparing for an interview	6
B.1 Practice	7
B.2 Comprehension.....	7
B.3 Language Focus.....	8
B.4 Language Development:	10
Dialogue C: Interview	11
C.1 Practice	13
C.2 Comprehension.....	13
C.3 Language Focus.....	14
C.4 Language Development	16
Dialogue D: Hiring and Firing	17
D.1 Practice	18
D.2 Comprehension	18
D.3 Language Focus.....	19
D.4 Language Development.....	20

Lesson 8: Finding a Job

In this lesson you will learn the language related to employment and how to go about applying for a job and doing an interview.

Dialogue A: Looking for a job

In this dialogue Thomas is talking to Stephan about looking for a job

Dialogue A: Discussing employment

Thomas	Hi Stephan how are things?
Stephan	Hi Thomas, everything is going fine, thanks, how about you?
Thomas	Ah grand, the children have settled in at school and my wife has found a job – I really need to find a job too, I am tired of being unemployed – since I have come to Blanchardstown I haven't been able to find anything. Have you any ideas?
Stephan	I know things are hard at the moment, but there is work around, you just need to keep looking at jobs websites, ads in the newspapers and in local employment centres.
Thomas	Are there any services that could help me?
Stephan	There's the Local Employment Services Joblink - they can give you advice on how to find a job and how to apply for a job and they can also give you information about training courses.
Thomas	It's difficult trying to find work in a new country. I sometimes find it difficult to understand advertisements and what an employer is looking for, and I find it difficult filling out application forms in English.
Stephan	You can get help with that. It's a good idea to have a CV ready for job applications and try to get some references too.
Thomas	What do I need to put in a CV?
Stephan	Well a CV is short for a curriculum vitae, that's a resumé or a summary of what you have done with your life so far. You need to include your education and qualifications, your previous work experience and also your interests and any groups or organizations you have been involved with.

English for Living Lesson 8: Worksheets

Thomas	Do I need to get professional help with this?
Stephan	No, I don't think so, it's quite easy to prepare a CV if you have a computer, and you can get sample CVs on the internet and you can put in your own details.
Thomas	What else do I need to do?
Stephan	It's good to have some references, letters from people who knew you as an employee or a student. You can include the details of these referees on your application form or a CV so that an employer can contact them and check that they would recommend you.
Thomas	Thanks for all the advice, I'll get started on my CV and I'll contact my boss from the bar where I worked and my teachers at Whitehall College. I am sure they will give me references.
Stephan	Well I hope it all goes well for you - good luck!

A.1 Practice

Listen to the dialogue again, this time repeat each sentence.

A.2 Comprehension

Did you understand the advice Stephan was giving Thomas?

Indicate if the following statements are true or false.

- | | | |
|--|------|-------|
| 1. Thomas needs to get a job because his wife is unemployed. | True | False |
| 2. Stephan says that finding a job is not impossible. | True | False |
| 3. Stephan advises Thomas to look at jobs on the internet, in the press and in local employment centres. | True | False |
| 4. The Local Employment Services Joblink can give you a job. | True | False |
| 5. Thomas has no problems filling out application forms . | True | False |
| 6. A CV is short for a Curriculum Vitae. | True | False |
| 7. You need professional help to prepare a CV. | True | False |
| 8. A reference is a letter or recommendation from someone in your family. | True | False |

A.3 Language Focus

The Language of employment

Listen again to some of the words and expressions relating to employment that were used in the dialogue. These words which all come from the word 'employ' which means to give someone a job. Repeat each of these key phrases:

- Thomas is tired of being unemployed, he would prefer to be employed.
- He can find out about employment possibilities in the local employment centre.
- When he reads an ad, he sometimes finds it difficult to know what an employer is looking for.

What two things can an employment centre give you? Listen and repeat each one.

- They can give you advice on how to find a job,
- and information on training courses.

Stephan mentions three places where information on job opportunities can be found, listen and repeat each of these:

- Jobs websites,
- advertisements or ads in newspapers,
- local employment centres.

Applying for a job

Look at these words which all come from the word 'apply' and repeat each phrase

- To apply for a job means to contact an employer saying you are interested in a job.
- Normally this means filling in an application form,
- You are then an applicant for the job.

Writing a CV

- A CV is short for a curriculum vitae,
- that's a resumé or a summary of what you have done with your life so far.

When you are writing a CV you need to include certain information including:

- your education: that is your second level and third level studies.

English for Living Lesson 8: Worksheets

- your qualifications: any certificates, diplomas or degrees.
- your previous work experience: details of the jobs you have had up until now.
- your interests: these can be sports, leisure activities or hobbies.
- Any groups or organizations you have been involved with: these could include professional groups, sporting groups or volunteering groups.
- A reference: this is a letter of recommendation from someone who knew you as an employer or a teacher. These people become your referees.

A.4 Language Development

Vocabulary check

1. A person who applies for a job is called an _____ and has to fill in a form called an _____ form.
2. A person who gives someone a job is called an _____ and the person who get the job becomes an _____. A person who has no job is _____.
3. Certificates diplomas and degrees are all termed _____.
4. A Curriculum Vitae is usually called a _____.
5. A letter of recommendation from a previous employer is called a _____, the person who provides this letter is called a _____.

Thomas goes home to talk to his wife about finding a job. Make full sentences from the words provided using 'have to' to indicate what he must do:

look -jobs - websites – ads - newspapers	<i>I have to ...</i>
prepare CV	<i>I have...</i>
include –education – qualifications	<i>I have to...</i>
provide details – previous work experience	<i>I have to ...</i>
get sample CV – internet – put in own details	<i>I have to...</i>
get references – previous employers	<i>I have to...</i>

Dialogue B: Preparing for an interview

Thomas starts to prepare his CV. He gets some help from Karen at the Local Employment Services Centre.

Karen	Now Thomas, let's get started on this. First of all you need to give your personal details, that's your name, address, telephone number and e-mail address.
Thomas	Do I have to give my date of birth?
Karen	You can if you wish, but you don't have to, they will see from your education what age you are.
Thomas	Do I have to give my nationality?
Karen	You can if you wish but you don't have to, they will guess your nationality from where you had your education.
Thomas	Do I have to put down that I am married and have children?
Karen	No, you don't have to, an employer doesn't need to know that.
Thomas	What do I put down next?
Karen	You need to put down your education and qualifications. Start with your second level education put down the name of the school you went to, the year you finished, the subjects you studied and the qualification you got. Then do the same for training courses and third level education.
Thomas	I went to school in my home country I finished my studies in 1996. I have a certificate for that. Then I went to a college to study business.
Karen	How long was your course?
Thomas	It was for just one year.
Karen	Did you do any other studies after that?
Thomas	When I came to Ireland I did a course in Whitehall College, it was a business course as well.
Karen	Did you get a qualification?
Thomas	Yes, I got a FETAC qualification.
Karen	Did you do any other courses?
Thomas	When I was in Whitehall College I did an ECDL course as well – can I put that down too?
Karen	Ah, the European Computer Driving License! Yes, indeed, that's a good qualification to have, you should put that down. What about work experience?
Thomas	I worked in my home country for 10 years with my older brother. He had a business importing goods and selling them to local shops.
Karen	That sounds like good experience.

English for Living Lesson 8: Worksheets

Thomas	I learned a lot about working with people and how to sell goods and negotiate a good price.
Karen	I am sure that will be very useful for any work you might do in the future. What have you done since you have come to Dublin? Have you had any work experience?
Thomas	I have worked in a bar and I have delivered leaflets for a company.
Karen	That is all relevant – make sure you put down all of those details – first give the name of your employer, a description of the job, the starting date and the finishing date for each one.
Thomas	Will I just put them in a list?
Karen	Try to put them in chronological order, that means starting from when you finished school up until now. Try not to leave gaps in your CV – it is better to have something for every year to show that you have been either working or studying most of the time. What have you been doing recently?
Thomas	I have been looking for a full time job for the last six months, I have been finding schools for my children and a house to live in.
Karen	Well, that's all so. The best of luck, you can come back to me again if you want me to check your CV.
Thomas	Thanks a million, that has been a real help.

B.1 Practice

Listen to the dialogue again, this time repeat each sentence.

B.2 Comprehension

Did you understand the dialogue? Answer the following questions.

1. Name four things Thomas needs to give under personal details.	
2. Name three things he doesn't have to provide.	
3. What details does he have to give for his second level education?	
4. What details does he have to provide for other courses he did?	
5. Where and what did Thomas study when he came to Ireland?	

English for Living Lesson 8: Worksheets

6. What qualification did he get?	
7. What does ECDL stand for?	
8. What professional experience does Thomas have?	
9. Name three things Thomas learned from working with his brother.	
10. Name two jobs Thomas has done in Ireland.	
11. What four details should Thomas provide for each job?	
12. Does Thomas need to have something for each year?	

B.3 Language Focus

There are different ways of expressing obligation, repeat each one:

- You have to provide your personal details.
- You need to provide your personal details.
- You must provide your personal details.

If there is no obligation you can say:

- You don't have to give your age.
- You don't need to give your age.

Be careful with 'must' – if you say 'You mustn't give your age', this means that it is wrong to give your age.

If you are advising a person to do something you can use some of these expressions. Repeat each one:

- You should put down your ECDL qualification.
- It's a good idea to put down your ECDL qualification.
- Try to put the jobs you did in order.
- Try not to leave gaps.

Past tenses

Use the simple past if you are giving a list of things you did in the past. Repeat each of these sentences:

- I started school in 1982.
- I finished my second level studies in 1996.
- I lived in my home country until 2006.
- I worked with my brother for 10 years.
- I came to Ireland in 2007.
- I did a course in Whitehall College.

Use the imperfect or past continuous to describe something that was happening in the past. Repeat the answers to each question.

- When you were in college what were you studying? I was studying business.
- When you started work, where were you working? I was working with my brother.
- What was your brother's business doing? It was importing goods and selling them to local shops.

Use the present perfect to talk about something you have done recently since a particular time. Repeat the answers to the question.

- What have you done since you have come to Dublin?
- I have done a course in Whitehall College.
- I have worked in a bar.
- I have delivered leaflets.

Use the present perfect continuous to describe an activity in the recent past. Repeat the answers to the question.

- What have you been doing recently?
- I have been looking for a full time job and I have been finding schools for my children.

B.4 Language Development:

Now try answering these questions based on the information provided. Listen carefully to the question and use the same form of the past tense in the answer.

Where did you go to school?	Nigeria	
When did you finish school?	1996	
What did you do when you finished school?	college – one year	
What did you do when you finished your course?	find job	
What were you studying?	business	
What were you doing in your job?	Sell goods – negotiate prices	
What have you done recently?	work - bar	
Have you done any study recently?	QQI course	
What have you been doing?	look for - full-time job	
Where have you been living?	Blanchardstown	

Dialogue C: Interview

Last month Thomas applied for a sales job in a local company. He sent in his application form and a CV. Last week the Human Resource department of the company contacted him and invited him to come for an interview. Thomas is interviewed by the Head of the Sales Department and the Head of Human Resources.

Head of HR	Good morning Mr Agode, I am Jenny Green Head of Human Resources and this is John Kearney Head of the Sales Department.
Thomas	Pleased to meet you
Head of Sales	Good Morning
Thomas	Pleased to meet you
Head of HR	I am going to start by asking you some general questions on your CV and then Mr Kearny will ask you some questions relating to your suitability to the job.
Thomas	Ok, that's fine.
Head of HR	So you have applied for the job of sales rep in Blanchardstown, is that right?
Thomas	Yes, I am living in Blanchardstown now and I have worked in sales before.
Head of HR	Can you tell me why you replied to our advertisement?
Thomas	Well I really want to work in sales, and this looks like a very interesting job and your company has a very good reputation.
Head of HR	Why did you leave your last job?
Thomas	I left my last job in sales because I wanted to move to Ireland with my family. I didn't find a job in sales when I came to Ireland. I did work in a bar when I was living in Swords, but then we moved to Blanchardstown six months ago and I have been looking for work since then.
Head of HR	Ok, can you tell me what you were doing in your last sales job?
Thomas	Yes, of course, I worked in my home country for 10 years with my older brother. He had a business importing goods and selling them to local shops.
Head of HR	So you were selling to local shops rather than to customers?
Thomas	That's right, I suppose the shopkeepers were our customers. I really enjoyed that work and I think I was good at it.
Head of HR	What were your strengths and weaknesses when you were working in sales?
Thomas	I will talk about my strengths first – I really liked working with people, I had very good relations with the shopkeepers. My brother was very good at

English for Living Lesson 8: Worksheets

	finding new products and I enjoyed presenting these products and convincing the shopkeepers that they would be popular with customers. I think I was quite good at negotiating a good price as well.
Head of HR	And what about your weaknesses?
Thomas	At the start I found it difficult to organize my time well because I was working with my brother and he wasn't really a boss. But after a while I learnt how to plan my week, my month and even my year and it was much easier. Another problem I had at the start was making sure I had written everything down so that I had a record of all of the sales and exactly what prices had been agreed. Once I got a computer I found this much easier and I became very efficient. I still have all those records in case my brother ever needs them.
Head of Sales	Can you tell me... how long is it since you worked in that job?
Thomas	Two years.
Head of Sales	And what have you been doing for the past two years?
Thomas	When I moved to Ireland, I decided to do a business course in Whitehall College so that I would understand how business works in Ireland. As well as that I did some bar work, and other part-time jobs.
Head of Sales	Why do you think you would be suited to this job?
Thomas	I think my experience in sales, although it is different to what I would be doing in this job, would really stand to me. And I think the course I did in Whitehall college has helped me too. I understand how accounts are kept, how to manage sales, and how to use computer technology in business.
Head of Sales	Ok, thank you Mr Agode. And if you were successful in this interview, when would you be available to start?
Thomas	I could start straight away.
Head of HR	Mr Agode, do you have any questions?
Thomas	I would just like to know what hours I would be working?
Head of HR	Normally 35 – 40 hours per week. You may have to work on Saturdays and sometimes in the evenings, but not on Sundays.
Thomas	That's fine, I have no problem with that.
Head of HR	Well thank you for coming to the interview, we will be making our decision on Monday and we will give you a call to let you know if you have been successful.
Thomas	Thank you very much.

C.1 Practice

Listen to the dialogue again, this time repeat each sentence.

C.2 Comprehension

Did you understand the dialogue? Answer the following questions.

1. How many people interview Thomas?	
2. What are their functions?	
3. What type of questions does the female interviewer ask?	
4. What type of questions does the male interviewer ask?	
5. What three reasons does Thomas give for applying for the job?	
6. What three strengths does Thomas believe he has?	
7. Thomas is asked about his weaknesses – does he say he still has these weaknesses now?	
8. What was the first weakness Thomas talked about and how did he overcome this?	
9. What was the second weakness Thomas talked about and how did he overcome this?	
10. Thomas give two reasons why he thinks he would be suited to this job, these are:	
11. What type of hours will Thomas have to work?	
12. When will Thomas find out if he has been successful?	

C.3 Language Focus

Look at the questions that Thomas was asked in the interview. Repeat each one and then listen carefully to how you should answer each one.

Can you tell me why you replied to our advertisement?

When you are answering this question it is an opportunity for you to say something good or positive about yourself, about the job, and about the company. Thomas says that he really wants to work in sales, that the job seems really interesting and that the company has a good reputation.

Why did you leave your last job?

It is better not to say because you hated your job or that you were fired. Try to make it positive by saying you were looking for a job that would suit you better, or that you wanted to move to a new city or country. If your company had financial difficulties and some employees had to lose their jobs, employers will understand and accept this.

Can you tell me what you were doing in your last sales job?

It is important to prepare this in advance so that you have an answer which is clear and if possible shows that you enjoyed your job. If you are very negative about your last job, your interviewer might think you will be negative about the next one too.

What were your strengths?

Think about what you did well in your last job and try and show how this was positive for the company that you worked for. Avoid being very confident or arrogant or overly individualistic and try to be self-assured instead.

<i>Don't say...</i>	<i>Do say</i>
'I was brilliant at sales'	'my boss told me I was very good at sales'
'I was the best in the sales team and got great results'	'I worked very well with the sales team and we got very good results'
'I was very popular with my colleagues and the customers loved me'	'I had very good relationships with my colleagues and my customers'

What were your weaknesses?

Think about difficulties you had, but ones that you overcame after a while, this shows that you are realistic about the type of person you are but can manage your weaknesses yourself.

<i>Don't say...</i>	<i>Do say</i>
'I hated having to talk to customers all day long'	'at the start I found it tiring meeting so many customers but after a while I really got used to it and enjoy that part of the job a lot now'
'I was really bad at the accounts side of business'	'at the start I found it difficult doing the accounts, but I got help from colleagues and now have a computer package which I find very easy to use.'
'I was really bad at managing my time'	'at the start it was hard to know how much time to spend at each part of my job, but now I have got very good at planning what needs to be done and when things need to be done.'

What have you been doing since your last job?

Again, try to be positive and show that you were using your time usefully. If you haven't been working, give examples of courses you have done, organizations you have been involved in, any voluntary unpaid work you have done, or time spent attending to the needs of members of your family.

Why do you think you would be suited to this job?

This is an opportunity to show that your personality, experience and education match the needs of the company and the job.

Do you have any questions?

It is a good idea to have one question to show that you have been thinking about the job and imagining what it would be like to be working in it. However the interviewers do not really want to spend a lot of time explaining aspects of the job to every person who is interviewed. If you get the job, you will be able to ask all of those questions then.

C.4 Language Development

Imagine that you are being interviewed for a job that you would like to have and practice the answers to the questions that you might be asked.

1. Can you tell me why you replied to our advertisement?
2. Why did you leave your last job?
3. Ok, can you tell me what you were doing in your last job?
4. What were your strengths?
5. What were your weaknesses?
6. How long is it since you worked in that job?
7. What have you been doing for the past two years?
8. Why do you think you would be suited to this job?
9. Do you have any questions?

Dialogue D: Hiring and Firing

Thomas was successful in his interview and has an appointment with the HR manager. She explains to him some of the language around employment

Thomas	Good morning Ms Green, thank you for seeing me.
Jenny	Ah good morning Thomas, you can call me Jenny now that you are working here.
Thomas	Ok Jenny, I was delighted to get the job, I am really looking forward to starting work.
Jenny	We are very pleased you have accepted the job. We are hiring three more sales people so you will be working in a small team of four.
Thomas	That sounds great, I look forward to having colleagues to work with.
Jenny	In fact in the company as a whole, we now have almost a hundred employees so the company is really growing. This company is going to be a major employer in the Blanchardstown area in the years to come.
Thomas	Well I hope to be able to work here for years to come
Jenny	We hope so too. Now let's discuss your salary. You will be paid monthly so you will need to give me your bank details as your salary will be transferred directly into your account on the last day of each month.
Thomas	Is it a fixed salary?
Jenny	For the moment you are on a fixed salary as you will be in training for the first three months. After that you will earn commission on sales that you make, that's 5% of every sale. There may also be a bonus at the end of the year – this is for employees who work particularly hard and make a lot of money for the company.
Thomas	Will my salary go up in the future?
Jenny	You may get a raise at the end of the year. This depends on how well you fit into the organization and it also depends on promotion opportunities. There may be the opportunity to apply for a management position in sales. In that case you would get a promotion and your salary would increase but you would also have more responsibilities.
Thomas	That sounds very interesting. I would really like to work in management in the future.
Jenny	In that case, perhaps you would be interested in a management training course later in the year? We will pay for short training courses for employees who are interested in getting into management.

English for Living Lesson 8: Worksheets

Thomas	That sounds great. Actually I am so pleased to be employed again, I really hated being unemployed and not being able to find work that suited me.
Jenny	I can understand that. This company had quite a lot of difficulties some years ago and we had to make a quarter of our employees redundant and the others had to take a drop in salary. The workers who were laid off found it very difficult to find work again.
Thomas	You must have felt very sorry for them.
Jenny	I did. I don't mind having to fire an employee who is just not working well, but I hated having to lay off good workers who needed their wages to support their families.
Thomas	Well I hope you won't have any reason to fire me in the future!
Jenny	I hope not either! Now that you've been hired maybe you'll stay until it's time for you to retire!

D.1 Practice

Listen to the dialogue again, this time repeat each sentence.

D.2 Comprehension

Choose the correct answer to the following questions

1. Is the HR manager's name Jerry or Jenny?	
2. Will Thomas be in a team of three or four?	
3. How many employees are in the company – 100 or 200?	
4. Will Thomas be paid weekly or monthly?	
5. Will Thomas be paid in cash or by bank transfer?	
6. Will Thomas be in training for three months or four months?	
7. When Thomas earns commission on sales will it be 5% or 7%?	
8. Will Thomas' salary increase or decrease at the end of the year?	
9. At the end of the year there may be an opportunity for promotion or demotion?	
10. Is Thomas interested in moving into Finance or Management?	
11. Are management training courses expensive or cheap?	

English for Living Lesson 8: Worksheets

12. When a worker loses his job because he has been working badly is he fired or made redundant?	
13. When a worker loses his job because the company has to cut its costs is he fired or made redundant?	
14. Does 'to retire' mean that you leave work because you are not needed or because you are old.	

D.3 Language Focus

Give the opposite of the following words.

What is the opposite of:

The opposite of increase is

Word	Possible answers	
Increase	demotion	
promotion	decrease	
hire	drop	
raise	fire	

Now find another word which means the same thing for each of the following terms:

to go up	to hire	
to lay off	to decrease	
employee	wages	
a bonus	an increase in salary and responsibility	
to recruit	to make redundant	
to retire	extra money	
to fire	to increase	
salary	worker	
to go down	to make a bad worker unemployed	
a promotion	to stop working in old age	

D.4 Language Development

In this radio interview, Iain is interviewing Maura Aspin about the Job Club run by the Local Employment Services Network at the Blanchardstown Area Partnership. Listen carefully and you will hear many of the words which you have learnt in this lesson.

Iain	<i>And now I am joined by Maura Aspin from the Job Club, Maura, how are you this morning?</i>
Maura	I am very well thank you
Iain	<i>Excellent. Can you just give us a bit of background up in BAP, at the Jobs Club and tell us a little bit about it?</i>
Maura	The Job Club brings together unemployed people of all ages and different backgrounds who are interested in finding work. And it's good to work together because being unemployed and trying to job seek – job-seeking on your own can be quite isolating and you feel like maybe you are the only one in this position, you know? But coming together they can work together and share their experiences you know, with the other members and you know every help they need is available in our Job Club. The Job Club - the services we offer would be job-seeking skills, CV preparation, job applications, interview preparations, confidence building and we also offer mock interviews.
Iain	<i>Ok, so you sit down and do the full interview with them</i>
Maura	Yeah, yes, and then it's a four week programme and it runs Monday to Friday 9.30 – 12.30 and we also do a drop-in service in the afternoon I have job-seeking sessions one-to-one that's our - that's 2 - 4 it's on, but it's a drop-in service , whereas this is a programme, all the participants are expected to do the four weeks. It's preparing for work really, do you know, which includes coming in early every morning, attending every day and the normal ground rules that apply to any group situation you know. I would also like to mention that while I do the hands on work, all the background work, all the administration work is done by my assistant, Lisa, and I'd just like to acknowledge Lisa's great work in all this as well. I'm there but she's behind doing all the admin, the phoning, forming the groups , sending out the letters
Iain	<i>That's it, she does all the graft</i>
Maura	Yeah
Iain	<i>And tell me the Job Club, what's the take up like for it?</i>

English for Living Lesson 8: Worksheets

Maura	Oh it's great, we have a waiting list, in fact now we're, I'd say our next available space is our July Job Club, so it is, we have a capacity of 14 so yeah, it's great . It's great to see the motivation and the enthusiasm of the participants when they come in and when they hear other people's stories and there's quite a lot of different skill sets that will emerge, sometimes they have the skills and they don't even realize they're skills, until they get talking, exploring, analyzing their skills, when they analyse a job specification and they say, 'oh yeah, I can do that, I can do that' you know they do forget that they have, it is an actual skill because they have done it so automatically for so long, they think you know – everyone can do it, do you know what I mean?
Iain	<i>So it's a sort of self-realising ...</i>
Maura	Yeah it's just a great motivator and it keeps them going and you will find some – you have a great mixture in age group as well as I said earlier and you will find sometimes the older person looking after the younger people and taking care of them almost, you know it's great, I love doing the job I do, do you know what I mean? I get huge job satisfaction out of my job, I really do .
Iain	<i>And huge job satisfaction out of getting other people jobs?</i>
Maura	Oh yeah, of course, it's great to feel you've made a difference to somebody , or you get feedback or someone would ring you up and say you know, I got my interview, thanks very much for all the help you gave, it's great you know.
Iain	<i>That's great, that's all you can ask for really isn't it? So for anyone out there who is unemployed, or has recently been made unemployed or is longterm unemployed - just come down?</i>
Maura	Come down, yeah and have a chat with us, we do need to meet people and talk to people because we do run a vast amount of different programmes, it's not one fit all, it's wherever you are, you know if you're just recently out of work or you're long term, if you have been long-term, you may need more supports, it's a matter of coming down and speaking and then deciding what is the best option
Iain	<i>And is there any need to ring up and make an appointment or anything?</i>
Maura	Oh yes, no, it's better to ring up you know because we are quite busy , so yeah it's better to ring up and make an appointment
Iain	<i>It's 8209550 is it?</i>
Maura	that's correct

English for Living Lesson 8: Worksheets

<i>Iain</i>	<i>So 8209550 and make an appointment and drop in</i>
<i>Maura</i>	<i>Yeah make an appointment and then we'll take it from there</i>
<i>Iain</i>	<i>Maura, thanks a million</i>

Indicate if the following statements are true or false.

- | | | |
|---|------|-------|
| 1. The Job Club is for people who have jobs | True | False |
| 2. The Job Club offers a number of services to help people find work | True | False |
| 3. Each Job Club programme runs for five weeks . | True | False |
| 4. The programme runs from 9.30 – 12.30 and 2-4. | True | False |
| 5. Maura has to do all the administration as well as the courses | True | False |
| 6. Each programme takes 40 participants | True | False |
| 7. On the programme people often realize they have no skills for jobs | True | False |
| 8. The participants help each other a lot . | True | False |
| 9. There is just one type of programme and service for everyone. | True | False |
| 10. It's better to make an appointment – than just drop in | True | False |

If you would like to read some information about finding a job you can check out:

<http://www.welfare.ie/en/downloads/Jobseeker-Pack.pdf>

www.localemploymentservices.ie (Your Local Employment Service)

www.bitc.ie (EPIC – Employment for People from Immigrant Communities aims to assist citizens of both EU and non-EU countries to find employment and/or further training and education in Ireland)

Other useful websites for jobseekers:

• www.irishjobs.ie	• www.jobfinder.ie
• www.monster.ie	• www.hireland.ie
• www.findajob.ie	• www.activelink.ie/community-exchange