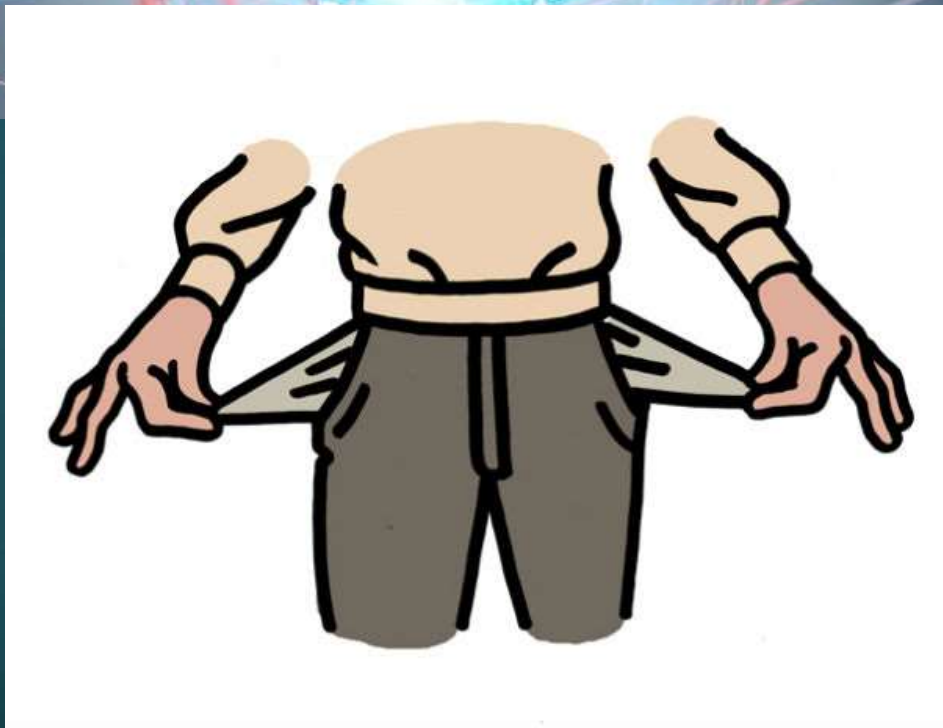
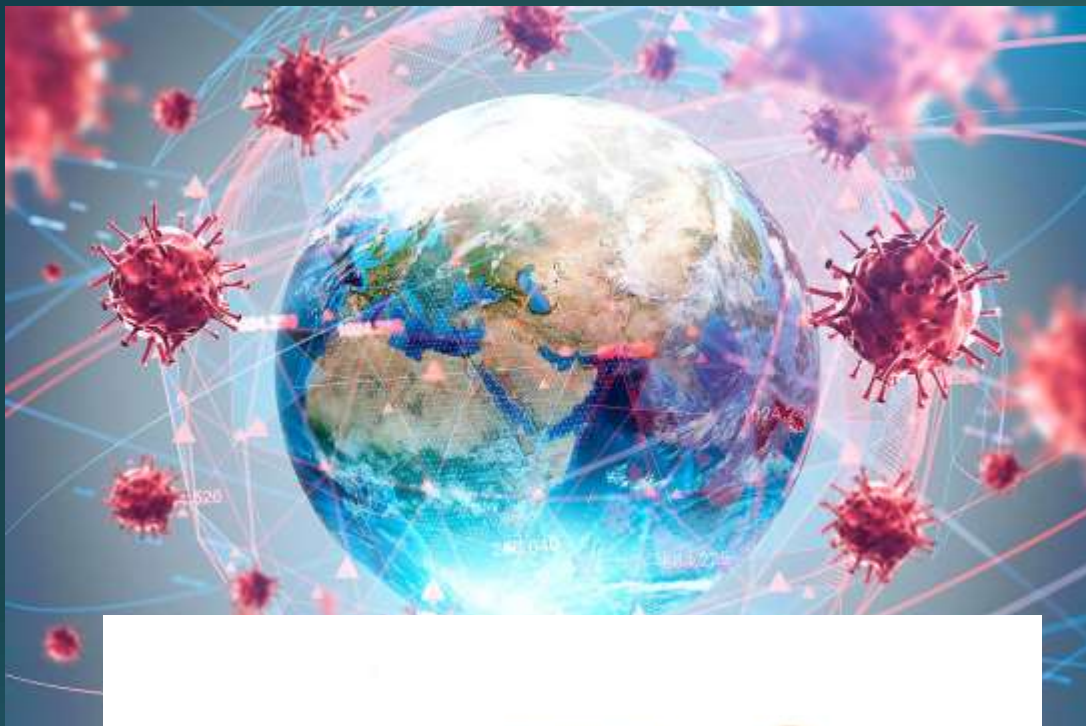




Job Skills

ELABORATED BY LEONARDO GRAPAIN FOR SUAM ENGLISH COURSE.
20B

What are you good at?



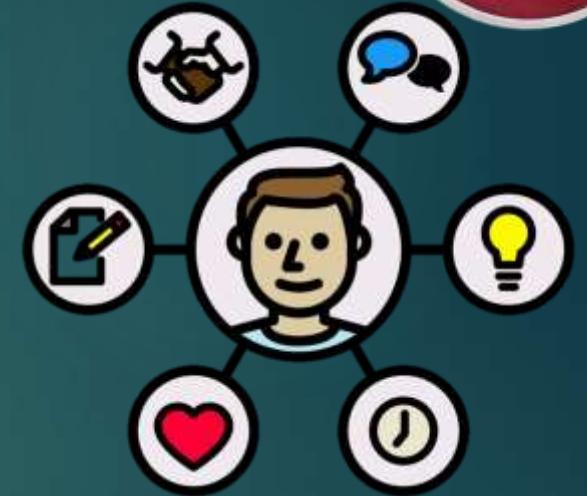
EIGHT IMPORTANT JOB SKILLS

Here are some questions that employers might ask about your skills.

- | | |
|---|---|
| ☐ 1. Can you use a computer ? | ☐ 5. Can you solve problems ? |
| ☐ 2. Can you manage other people ? | ☐ 6. Do you manage money well ? |
| ☐ 3. Are you good at public speaking ? | ☐ 7. Do you work well with people ? |
| ☐ 4. Can you teach others how to do things? | ☐ 8. Do you speak other languages ? |

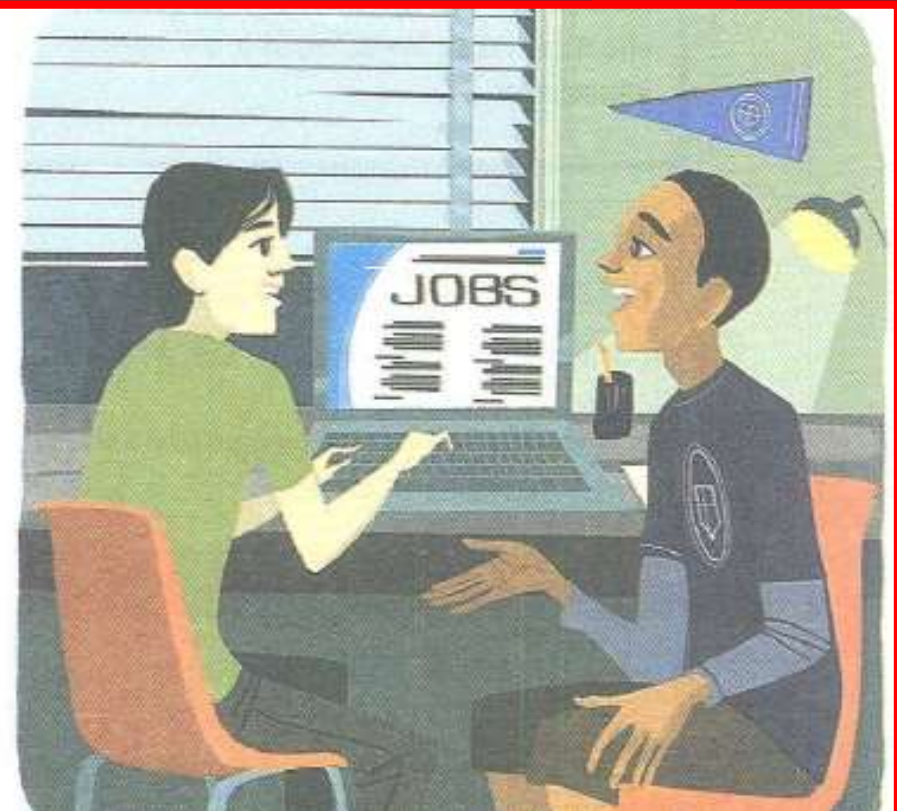
Which of these skills do you think are most important? 1A/1a.7

Source: U.S. Department of Labor



Remember!

Dan: I'm so broke. I really need to find a job!
 Brad: So do I. Do you see anything good listed?
 Dan: How about this telephone sales job? You call people and try to sell them magazines.
 Brad: That sounds boring. And anyway, I'm not very good at selling.
 Dan: Well, I am! I might check that one out. Oh, here's one for you. An assistant entertainment director on a cruise ship.
 Brad: That sounds like fun. I love traveling, and I've never been on a cruise ship.
 Dan: It says here you have to work every day while the ship is at sea.
 Brad: That's OK. I don't mind working long hours if the pay is good. I think I'll apply for it.



Gerunds; short responses

Affirmative statements with gerunds

I love traveling.
 I hate working on weekends.
 I'm good at using a computer.

Negative statements with gerunds

I don't mind working long hours.
 I'm not good at selling.
 I can't stand commuting.

Agree

So do I.
 So do I.
 So am I.

Neither do I.
 Neither am I.
 Neither can I.

Disagree

I don't.
 Really? I like it.
 Oh, I'm not.

I do.
 Well, I am.
 Oh, I don't mind.

Other verbs or phrases followed by gerunds

like
 enjoy
 be interested in

Practice



It's Your Turn

A

1. I hate
2. I'm not very good at
3. I'm good at
4. I don't like
5. I can't stand
6. I'm interested in
7. I don't mind
8. I enjoy

A: I hate working on weekends.

B: So do I.

B

- a. talking on the phone.
- b. working with a group or team.
- c. solving other people's problems.
- d. sitting in long meetings.
- e. working on weekends.
- f. eating lunch out every day.
- g. managing my time.
- h. learning foreign languages.



B GROUP WORK Complete the phrases in column A with your own information. Then take turns reading your statements. Ask questions to get more information.

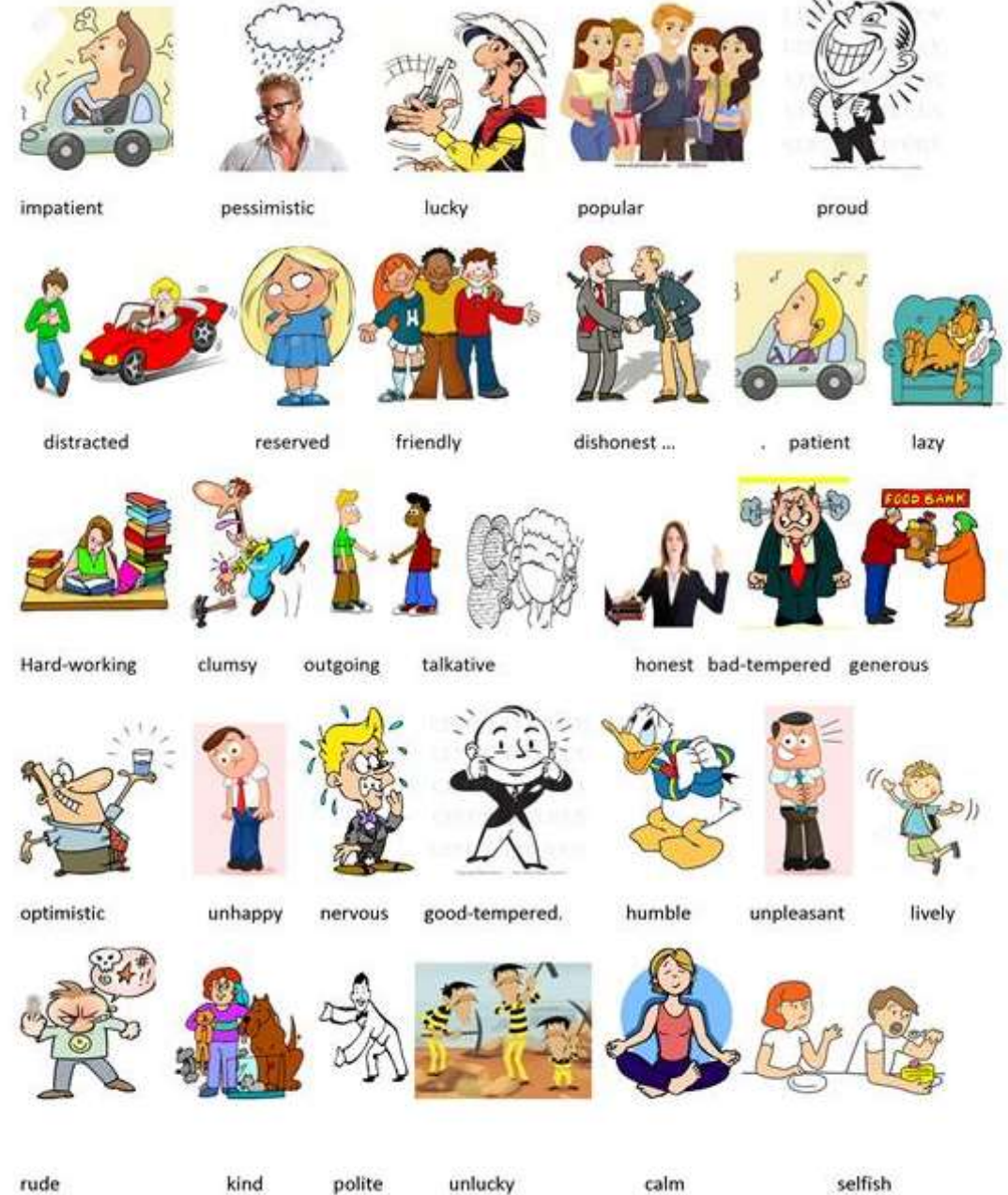
- ▶ Instructions:
- ▶ **Match** the columns with the things you like or don't like to do
- ▶ **Write 2 more** activities you like to do and don't like to do
- ▶ Example:
- ▶ **I love working with animals**

Personality traits

- **Instructions:**
- Complete the table with personality traits that are POSITIVE and NEGATIVE

Positive	Negative

- **Describe your personality traits**
- Example: I am an honest, talkative, calm and optimistic person, but I am also a clumsy, impatient and distracted person.



Recommend a friend

Have been



It's Your Turn

She **has been** my friend for 10 years, my **best** friend
We **have been** friends since we were kids, I've **always** liked him
They **have been** married for 15 years, **always** together



- ▶ **Additional questions:**
- ▶ Who is your best friend?
- ▶ What is he/she good at?
- ▶ How long has he/she been your friend?



Recommend a friend

She/he is



It's Your Turn

- ▶ Instructions:
- ▶ Recommend your best friend for a job opportunity.
- ▶ Remember to include positive and negative personality traits & for how long you are friends

My sister Cecilia

This is my sister Cecilia; she is my eldest sister and a **fantastic** person. She **has always been** a **creative and kind** person. She is a **great** cook and **good** at numbers. But she is also a **reserved and unlucky** person. We **have been** the best friends since we were kids.



Job hunting possibilities

Clauses with because

*The word **because** introduces a cause or reason.*

I'd make a good journalist **because** I'm good at writing.

I could be a teacher **because** I'm very creative.

I wouldn't want to be a teacher **because** I'm very impatient.

I could never be a stockbroker **because** I can't make decisions quickly.

A Complete the sentences in column A with appropriate information from column B. Then compare with a partner.

A

1. I wouldn't want to be a nurse
2. I'd like to be a novelist
3. I could never be an accountant
4. I would make a bad waiter
5. I could be a flight attendant
6. I'd never work on a cruise ship

B

- a. because I don't like hospitals.
- b. because I really enjoy traveling.
- c. because I have a terrible memory.
- d. because I get seasick very easily.
- e. because I love creative writing.
- f. because I'm terrible with numbers.

- ▶ Grammar:
- ▶ I **could** be a...
- ▶ I **couldn't** be a...
- ▶ I **would** be a good ...
- ▶ I **wouldn't** want to be...
- ▶ BECAUSE...

Job profile



It's Your Turn



"Well, I think I'd make a good journalist because I'm good at writing. When I was in college, I worked as a reporter for the school website. I really enjoyed writing different kinds of articles."



"I know what I don't want to do! A lot of my friends work in the stock market, but I could never be a stockbroker because I can't make decisions quickly. I don't mind working hard, but I'm terrible under pressure!"

- ▶ Instructions:
- ▶ Write your job profile for job hunting.
- ▶ Include your preferred activities and talents

Application letter



It's Your Turn

- ▶ Instructions:
- ▶ Read the application letter and think what would be the perfect job for you.
- ▶ Write an application letter where YOU apply for a job.
- ▶ Include the Job (position) and the reasons you want that job

Mr. Yoshioka
Personnel Director
Executive Airlines

Dear Mr. Yoshioka,

I am responding to your recent advertisement in *The Post* for a bilingual international flight attendant. I think I'd make a good flight attendant for Executive Air Lines because I'm a very friendly person and I really love traveling. I also enjoy meeting people.

As you can see from my résumé, I've had a lot of experience working with tourists. I worked at ...

Homework

- ▶ A Piktochart infographic with your skills, the activities that you enjoy and the perfect job for you
- ▶ Remember to include pictures and colors
- ▶ You can be as creative as you want

