6TQ Ag Ed B – ANGLAIS

Cher étudiant,

J'espère que les dernières semaines se sont bien passées pour toi et tes proches et que tu es parvenu à trouver un équilibre entre temps de travail et temps libre. Tu as certainement pris le temps de relire les unités précédentes pour combler certaines lacunes. Si ce n'est pas le cas, tu as encore la possibilité de le faire.

Afin de continuer dans la logique du cours, voici une unité à réaliser à la maison. Il s'agit d'une unité sur les qualités personnelles dans le cadre de la recherche d'emploi. Elle se base sur des connaissances vues les années précédentes (vocabulaire sur les traits de la personnalité) et, rassure-toi, pas de grammaire à l'horizon ! La nouvelle partie s'articule sur l'entretien d'embauche (tout ira bien si tu suis les étapes).

Quoi qu'il en soit, je te propose de travailler seul/e sur cette unité (une aide d'un parent ou d'un frère/une sœur est bien sûr toujours la bienvenue !). Prépare les oraux et les écrits sur feuille séparée et nous regarderons ensemble dès notre retour à l'école. Pour les exercices de vocabulaire et d'audition, je te suggère de vérifier tes réponses à l'aide du correctif joint. Du reste, utilise les outils à ta disposition (dictionnaire papier ou en ligne www.wordreference.com...) pour faire une liste de vocabulaire au fur et à mesure de ton avancement dans l'unité.

Je reste disponible par mail à l'adresse avds.ist@gmail.com. N'hésite pas si tu as des questions ou besoin de précisions.

Bon travail ! Take care !

Aline Van Der Schueren

UNIT 5 / JOB HUNTING

STARTER. Know yourself.

1) Complete the bubbles with the suitable "key areas" from the box.
2) Circle three skill areas (bubbles) that reflect your skills most closely.
3) Then for each skill area you circled, choose and circle a key area that best reflects your strengths.

Key areas
Good at planning / Handle conflict / Speak clearly / Be a quick learner / Take risks

Creative

Generate new ideas

Be imaginative

Be able to find solutions

Organization

Meet deadlines

Good at time management

[1].....

Entrepreneurial

Innovative

Positive thinker

[2]……

Be determined

People skills

Work in teams

[3]……..

Help people

Advise people

Self-management

Be self-motivated

Be able to make decisions

Be willing to learn

Solve problems

Pay attention to detail

[4]……

Communication

Make presentations

Listen well

[5]…….

Good at languages

SPEAKING. Share your results from the "starter" with a partner. Use these structures:

→ I'm (quite) good at … (+ noun or v-ing).

→ I can… / I have good [communication] skills.

→ I would say my greatest strength/s is/are…

→ I (really) like … (+v-ing).

→ I don't mind … (+ noun or v-ing).

VOCABULARY IN USE. Can you guess which job is being described? Choose a job from the box and write sentences about the working conditions.

farmer	flight attendant	novelist	shop assistant	waiter
nanny	dentist	hairdresser	plumber	supermodel
police officer	teacher	racing driver	chef	artist
bus driver	DJ	fire fighter	gardener	vet

Example: This person has to get up early, but doesn't have to work in an office, has to be self-motivated, doesn't have to be good at languages, often has to work at weekends, should know what the weather forecast is, can spend a lot of time outside.

Read out your sentences. The other students guess which job you are describing.

LISTENING 1. **A job interview.** You're going to listen to Paulette, a candidate being interviewed for a job. Put the interview questions (a-g) in the most logical order according to your ideas (1-6). [Commerce 1, U15]

a) Have you got any questions about the job?	
b) What skills and qualities do you have?	
c) Have you had any experience of this type of job?	
d) What are some of your strengths and weaknesses?	
e) Tell us a little about your work experience.	
f) And do you enjoy this kind of work?	

LISTENING 2. Now, listen to her interview and make notes in French in the table hereunder.

Experience	
Skills and qualities	
Strengths	
Weaknesses	

VOCABULARY IN USE. Read the script from Paulette's job interview and fill in the gaps with suitable phrases.

I = Interviewer ***P= Paulette***

I'm sure I have some / I'm a very hard-worker / had to do administrative tasks / I'm very efficient / your work experience

I	Ok, Paulette, let's take a look at …….. Have you had any experience of this type of job?
P	Well, I've worked for several companies, including banks. And I ……. …… such as database management, typing, and taking calls.
I	And do you enjoy this kind of work?
P	Yes, I do. Very much. I like systems, you know, where everything is organized.
I	So, what skills and qualities do you have?
P	Well, I have excellent computer and typing skills. I enjoy working in an office environment, and I think …….. I like getting the job done.
I	Excellent. So, what are some of your strengths and weaknesses?
P	Well, I work quickly and ……..
I	And your weaknesses?
P	Mmm, that's a bit difficult. I don't know, really. …… …oh, yes… possibly that I work too hard.
I	Right. And finally, have you got any questions about the job?
P	Er… no, not really. The advertisement was very clear.
I	Ok, thank you for coming today, Paulette.
P	Thank you.

FOCUS: JOB INTERVIEW

TALKING ABOUT STUDIES AND JOBS. Choisis une réponse pour chaque question.

a. What do you do? *(plusieurs réponses possibles)*	
b. What year are you in?	
c. Where do you study?	
d. What are you studying?	
e. Which job would you like to do?	
f. What are your qualifications?	
g. Where do you work?	
h. Who do you work for?	

STUDIES:

I'm a student. I'm currently studying at a secondary school.

I'm a student at Saint Andrew's College in London.

I'm in the 6th grade at a secondary school.

I'm studying social studies / arts.

I'm studying to become a social worker / graphic designer / a professional artist.

I'd like to become a teacher.

I have a degree in social studies/ arts.

INTERNSHIPS and WORK:

I'm doing an internship as a social worker.

I work as a shop assistant. / I'm a shop assistant.

I work for SAP in Berlin.

VOCABULARY. En lisant des articles sur comment préparer un entretien d'embauche en anglais, tu as remarqué que certains adjectifs relatifs à la personnalité du candidat reviennent souvent. Les voici : sais-tu dire à quoi ils correspondent en français ? Choisis la bonne traduction entre celles proposées ci-dessous.

Fiable – ouvert/e – méticuleux/-se – enthousiaste -
sûr/e de soi – ponctuel/le – travailleur – déterminé/e – polyvalent
créatif /ve – précis/e – dynamique – serviable – poli/e – patient – qualifié/e -
motivé/e – organisé/e – en bonne santé - expérimenté/e

a. Enthusiastic	
b. Dynamic	
c. Accurate	
d. Organised	
e. Helpful	
f. Polite	
g. Punctual	
h. Creative	
i. Trustworthy	
j. Hard-working	
k. Outgoing	
l. Motivated	
m. Versatile	
n. Determined	
o. Patient	
p. Qualified	
q. Confident	
r. Experienced	
s. Careful	
t. Fit	

VOCABULARY. Quelles qualités devrait avoir, à ton avis, un candidat qui postule pour les postes suivants ?

- Salesman
- Secretary
- Accountant
- Postman
- Receptionist
- Hairdresser
- ...

ENGLISH FOR YOUR CAREER. Job interview.

Here are some of the traditional questions of a job interview. Match them with the translation in French.

B 1. Tell me about yourself and your background.
…. 2. What are your main skills?
…. 3. How would you describe yourself?
…. 4. Where do you see yourself in five years?
…. 5. Do you prefer working in a team or working alone?
…. 6. What interests do you have outside work?

a. Qu'est-ce que tu te vois devenir dans cinq ans?
b. Parle-moi de toi et de ton parcours.
c. Quels sont tes intérêts/tes hobbies en dehors du travail?
d. Quelles sont tes compétences principales?
e. Préfères-tu travailler en groupe ou travailler tout/e seul/e?
f. Comment te décrirais-tu?

Now match the questions with a possible answer. Write the number of the question next to a proper answer.

… *In five years from now, I would like to have my own company.*
… I am 22 years old, I am Canadian but I live in Belgium. I am in the 6th year in a secondary school in La Louvière. I am studying sales management.
… *I like hiking, swimming and going shopping of course! I don't like doing housework.*
… *I have excellent computer skills. I can use Windows and Mac OS. I can speak English, French and a little Spanish. I think I can lead a team. I know how to convince people.*
… *I prefer working alone but I can also work in a team.*
… *I am hard working, ambitious and sociable. I am definitely a dynamic person and I can be very versatile.*
… *I like swimming, driving and going shopping of course! I don't like watching TV, I think it's boring.*

SPEAKING. How would you describe yourself? How would the others describe you? Use the adjectives on page 7.

You	*The others:*
I think I am…. *I am definitely a …… person* *I am definitely not a …….. person*	*Some people think I am …..*

SPEAKING. Answer these questions personally.

- *Are you competitive?* *Yes, I am. / No, I'm not.*
- *Are you easy-going?* *Yes, I am. / No, I'm not.*
- *Are you self-confident?* *Yes, I am. / No, I'm not.*
- *Are you popular?* *Yes, I am. / No, I'm not.*

GRAMMAR : CAN. Answer these questions personally.

1. Can you speak Spanish ? Yes, I can. / No, I can't.

2. Can you drive a car ? Yes, I can. / No, I can't.

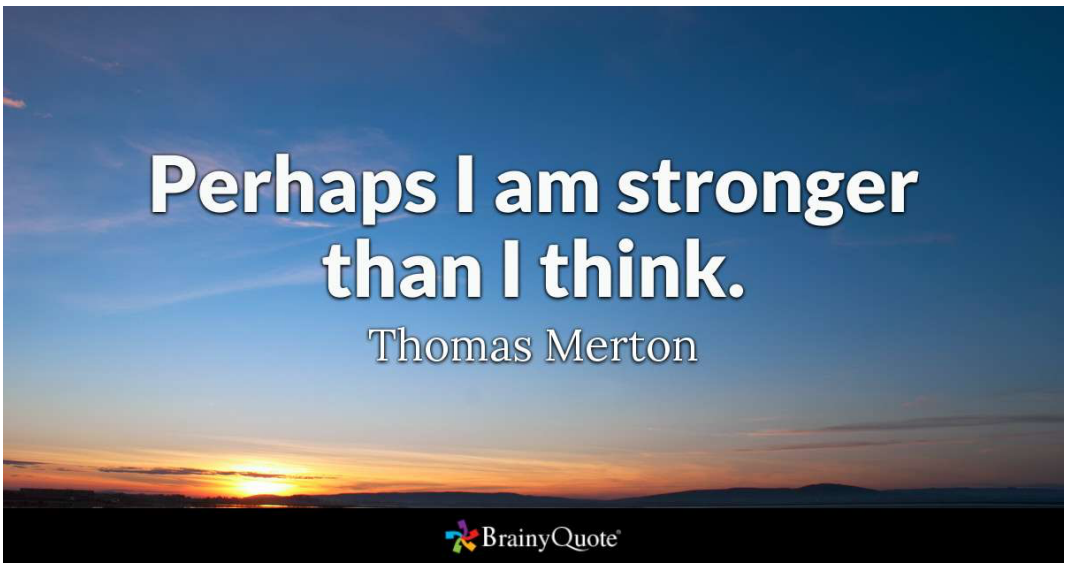
3. Can you use Microsoft Office? Yes, I can. / No, I can't.

4. Can you play a musical instrument ? Yes, I can. / No, I can't.

5. Can you lead a team ? Yes, I can. / No, I can't.

What are your main skills ?

- I can speak...
- I can be very…
- I have excellent computer skills. I can use…



SPEAKING. Tu as postulé pour un job pour une boîte anglaise et on a retenu ta candidature. Tu seras interviewé/e via Skype dans deux jours. Tu prépares donc ton entretien sur base des questions que tu penses qu'on te posera. Écris une réponse pour ces questions.

1. Tell me about yourself and your background.

……

……

……

……

2. What are your main skills?

……

……

……

……

3. How would you describe yourself? / How would others describe you?

……

……

……

……

4. Where do you see yourself in five years?

……

……

……

……

5. Do you prefer working in a team or working alone?

……

……

6. Are you competitive?

Yes, I am. / No, I'm not.

……..……..……..……

……..……..……

7. What interests do you have outside work? What do you dislike doing?

……..……..……..……

……..……..……..……

……..……..……..……

……..……..……..……

9. FANTASY QUESTIONS : What would you do if you won the Euromillion ? / Do you think you are popular ?

……..……..……..……

……..……..……..……

SPEAKING. A job interview. Next year, you are going to take a gap year to volunteer abroad. Prepare a "mock interview" (candidate or interviewer) with a partner. Use some useful sentences and appropriate vocabulary.

Expressions for the candidate

Let me think…
Could you repeat that question, please?
I feel that … / I believe that…
I graduated from university last year.
I'm very keen (motivé/enthousiaste) to work (in/as…)
I've always been interested in (working…)…
I would say my greatest strength / weakness is…
I'd like to gain some experience (in…).
I think I'm well-suited to this job because… (convenir)
I don't mind… (working late)

Expressions for the interviewer

Please come in.
Nice to meet you.
Please sit down.
Well, that's about it. Thank you for coming today.

Unit 5 – Job Hunting (corrigé des exercices)

Page 2

1) Good at planning
2) Take risks
3) Handle conflict
4) Be a quick learner
5) Speak clearly

Choisis les 3 bulles qui te correspondent le plus sur les 6 proposées en fonction de ta personnalité.

Page 3

Speaking (exemple de réponses après avoir choisi les bulles)

I'm quite good at planning meetings and projects. I'm also ggod at solving problems and advising people.
So, I have good people (skills) and organization skills.
I would say my greatest strength is meeting deadlines and working in teams.
I really like generating new ideas and being able to find solutions.
I don't mind making presentations.

Attention aux terminaisons des verbes avec -ING !

Vocabulary in use → voir exemple donné à la page 3

Tu choisis un métier dans l'encadré et écris une description pour faire deviner de quel job il s'agit.

Page 4

Listening 1

1 → E
2 → C
3 → F
4 → B
5 → D
6 → A

Listening 2

Experience
→ a travaillé pour plusieurs sociétés (ex : banques)

→ tâches administratives (gestion de bases de données/dactylo/répondre au téléphone)

Skills & qualities
- → excellentes compétences informatiques et dactyl
- → travailleuse (aime accomplir les tâches)
- → aime travailler dans un bureau

Strengths
- → travaille rapidement
- → est efficace

Weaknesses
- → Elle travaille trop

Page 5

1) Your work experience
2) Had to do administrative tasks
3) I'm a very had-worker
4) I'm very efficient
5) I'm sure I have some

Pages 6 à 12

Prépare cette partie sur l'entretien d'embauche en effectuant les exercices en suivant l'ordre proposé. Utilise un dico si nécessaire.

Page 13

Sur feuille séparée, prépare cet oral de simulation d'entretien d'embauche à l'aide du dossier (utilise les structures du dossier job interview aux pages 6 à 12 + l'audition pages 4 et 5). Nous regarderons à notre retour en classe.