



THE RIGHT CAREER

11

Activity 01

Writing

Study the following questionnaire. Write answers to the questions giving details about yourself in your notebook and decide on the type of career that you would like to choose.

Career guidance questionnaire :

1. Which of these areas do you see yourself working in?

- Agriculture
- Industry
- Entertainment
- Business
- Arts and Crafts
- Science and Technology
- Education
- Environment
- Health
- Politics
- Law
- Media
- Defence
- Travel and Transport
- Other

2 Which of these statements describe you?

- I don't mind hard physical work
- I enjoy working with my hands
- I enjoy solving problems
- I am a good listener
- I am good at figures
- I have a good artistic sense
- I am a good communicator
- I like challenges
- I like meeting new people

3. Name your favourite subject/s at school.

4. Do you have any particular interests? If yes, what are they?

5. What do you expect from a job?

- Providing my service to the country
- Job satisfaction
- Opportunity for promotion
- Freedom to make my own decisions
- Meeting new people
- A good salary
- Opportunity to travel
- Other

6. Which of these statements are true about you?

- I get on well with other people
- I don't mind taking orders
- I need to be my own boss
- I get bored if I do the same thing for too long
- I can cope when things get tough
- I am punctual

Activity 02

Speaking

Discuss in groups and make a speech on your future career. You may use the following expressions;

I like to..... because..... I wish..... I hope to.....

Activity 03

Reading

Here are some jobs titles and descriptions of those jobs given by people engaged in them. Read the descriptions and match the job title.

JOB TITLE	DESCRIPTION
A) Accountant	I need to be my own boss. I will get bored if I have to sit long hours doing the same thing. I like travelling and enjoy being with different types of people.
B) Driver	I am self-motivated and I care about people. I am capable of communicating with my customers.
C) Customer Care Executive	I am good at figures and working long hours in an office does not bore me. I like to solve problems.
D) Beautician, Hair dressers	I think I am a good communicator. I don't mind sitting for long hours and writing.
E) Journalist	I don't mind hard physical work and enjoy being on the go. I know I have a big responsibility as many lives are in my hands.
F) Tour guide	I use my hands with artistic sense. I use my skill and talent to make people look better.

 **Activity 04**

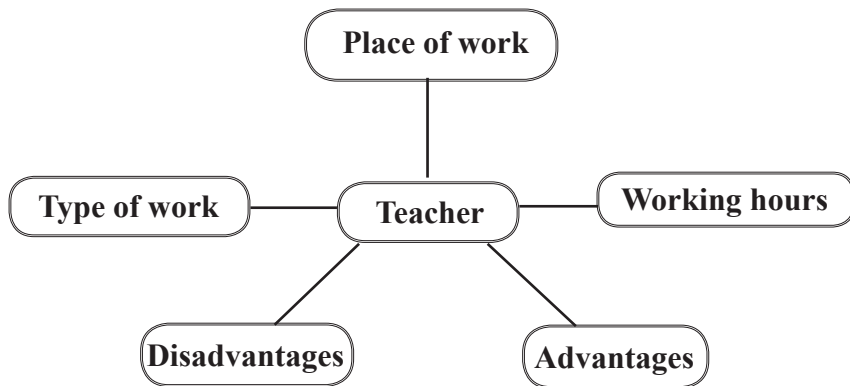
Writing

Work in small groups.

Select a job you like and complete the mind map.

Now write a paragraph about that job.

Eg. A teacher works in a school.....



 **Activity 05**

Speaking

You see the following advertisement in a Sunday newspaper. You are interested in applying for one of the posts advertised. Work with your partner and pretend to be the receptionist and the applicant. Call the receptionist to make inquiries regarding the job and make an appointment for a walk-in-interview.

VACANCIES

We are a well established reputed company looking for dynamic result oriented individuals with experience to fill the following positions.

Marketing Executive (Import / Export)

- Male/female aged between 20 - 35 years
- Excellent communication skill in English
- Prior experience in Marketing in shipping is an added advantage, but school leavers with good qualifications are encouraged to apply

Customer Care Co-ordinator

- Age between 20 - 35 (female)
- GCE A/L and 2 years work experience in public relation
- Fluency in English communication and computer literate

Assistant Accountant

- Female aged between 25 - 40
- Fully or partly qualified in CIMA or ACCA with 2 to 3 years of post qualifying experience. Previous experience in shipping industry is an added advantage.
- Excellent communication skills in English

Please send your complete CV to

Manager - HR

or walk in

on any weekday before 15th May

Worldwide Shipping Pvt. Ltd.

No. 13, Glennie Street, Colombo 09.

Call for appointments Tel- 012135773

Activity 06

Writing

Write a letter to the Human Resource Manager of Worldwide Shipping (Pvt) Ltd. requesting him to send you an application form to apply for the above job.

 **Activity 07**

Writing

Imagine they have sent you the following specimen application form. Copy it into your notebook and fill in the relevant details.

Application Form	
1. Post	<input type="text"/>
2. Name in full	<input type="text"/>
3. Permanent Address	<input type="text"/>
4. Contact no	<input type="text"/>
5. E-mail	<input type="text"/>
6. Date of birth	<input type="text"/>
7. Age	<input type="text"/>
8. Male/female	<input type="text"/>
7. School/s attended	<input type="text"/>
8 .Educational qualifications	<input type="text"/>
9. Other qualifications	<input type="text"/>
10. Co-curricular activities	<input type="text"/>
11. Experience	<input type="text"/>
12. Referees	<input type="text"/>
I	<input type="text"/>
II	<input type="text"/>
I certify that the details given above are true and correct.	
.....
Date	Signature

 **Activity 08**

Listening

Listen to the telephone conversation and fill in the message form. Then report the message to the class.

<u>Message Form</u>	
Caller	-
For whom	-
Message	-
Contact no	-

 **Activity 09**

Speaking

This is the dialogue Radha had with Saroj after going to attend a job interview. Role play it with your partner.

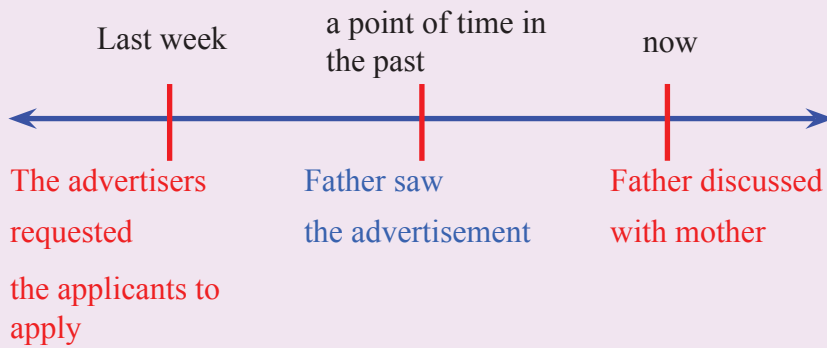
- Saroj** - Good morning Radha! You seem to be in high spirits today.
- Radha** - Good morning! Actually I am. I had a nice experience yesterday. I went to a job interview for the first time.
- Saroj** - Is that so? Even Asitha went to one last week. He **had been told** about the particular vacancy by his uncle. Tell me how it was.
- Radha** - My father **had seen** this advertisement in the last week's paper calling for trainee computer operators. After he **had discussed** it with my mother he asked me to apply.
- Saroj** - **Had** they **asked** for any particular qualifications?
- Radha** - Of course. They **had invited** hardworking and talented young people with basic computer skills to apply. They **had not asked** for any experience but they **had specified** a B pass for English at the O/Ls.
- Saroj** - So, what happened at the interview? Were you selected?
- Radha** - I don't know yet. When I went there, the interview **had already started**. I was the last to go in. Well, I think I answered all the questions well. I'm hopeful that they will take me best.
- Saroj** - Wish you all the luck, Radha. I hope you'll get the job.
- Radha** - Thanks, Saroj.

Learning Point

Past Perfect Tense (passive)

We use past perfect tense to describe actions that had taken place before a particular point of time in the past.

According to the dialogue, before Radha applied for the job, the following actions had taken place.



Here is how the Past Perfect is formed:

Subject		past participle form of the verb
The advertisers	had	requested
Father		seen
He		discussed

Activity 10

Writing

Write the following sentences in Passive Voice.

Eg-

His uncle had told him about the particular vacancy.

He had been told about the particular vacancy by his uncle.

1. All the members had unanimously selected Inura as the president at the last meeting.
2. Somebody had taken my pen while I was away in the playground.
3. Mr. Perera had checked the power supply before he started operating the machine.
4. Nisali had arranged the classroom before she went home.
5. The Principal had read the letter again before it was posted.

Activity 11

Write the following negative sentences and questions in Passive Voice.

Eg-

1. They had not asked for any experience.

Experience had not been asked for.

2. Had they asked for any particular qualifications?

Had any particular qualifications been asked for?

1. The plumber had not repaired the broken tap in the canteen.
2. The lawyer had signed the document before he submitted it to the courts.
3. Hadn't he paid the telephone bill before the due date?
4. Had Thamara sent the invitations for the English day?
5. Had Kumaran completed the work before she went to sleep?