

LEARNING ENGLISH THROUGH WORKPLACE COMMUNICATION



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Student survey on workplace experience

Name:

Basic work skills

(Circle the appropriate response)

Can you:

- | | | |
|--|-----|----|
| • read and understand a job advertisement? | Yes | No |
| • write a formal letter? | Yes | No |
| • complete application forms? | Yes | No |
| • use a calculator? | Yes | No |
| • do personal, telephone and Internet banking? | Yes | No |
| • take instruction over the phone? | Yes | No |
| • speak confidently in front of a group? | Yes | No |
| • use a computer? | Yes | No |
| • construct a resume? | Yes | No |
| • access job information? | Yes | No |

Unpaid or volunteer work

(Circle the appropriate response)

Have you:

- | | | |
|---|-----|----|
| • collected for charity? | Yes | No |
| • organised church groups? | Yes | No |
| • participated in scouts or guides? | Yes | No |
| • participated in Red Cross? | Yes | No |
| • done any other voluntary work? (please specify) | | |

Previous or current workplace experience

(Circle the appropriate response)

Have you had experience in any of the following areas?

Regular work:

- | | | |
|--------------------------------|-----|----|
| • cashier or checkout operator | Yes | No |
| • service station attendant | Yes | No |
| • waiter or waitress | Yes | No |
| • child care worker | Yes | No |
| • mechanic | Yes | No |
| • cleaner | Yes | No |
| • worker in a fast food outlet | Yes | No |
| • other (please specify) | | |

Occupations

What types of jobs are there and which one is right for you?

Activity 1

How many different occupations do you know about? Each circle below has a different career area. Research and record jobs associated with that area.

Finance

Financial Advisor, Banker, Accountant
Financial Analyst, Actuary
Financial Manager, Loan Officer,
Economist, Budget Analyst and Investment Banker.

Science

Business

Medicine

Education

On the previous two pages, you brainstormed a list of posts/ jobs related to a particular field.

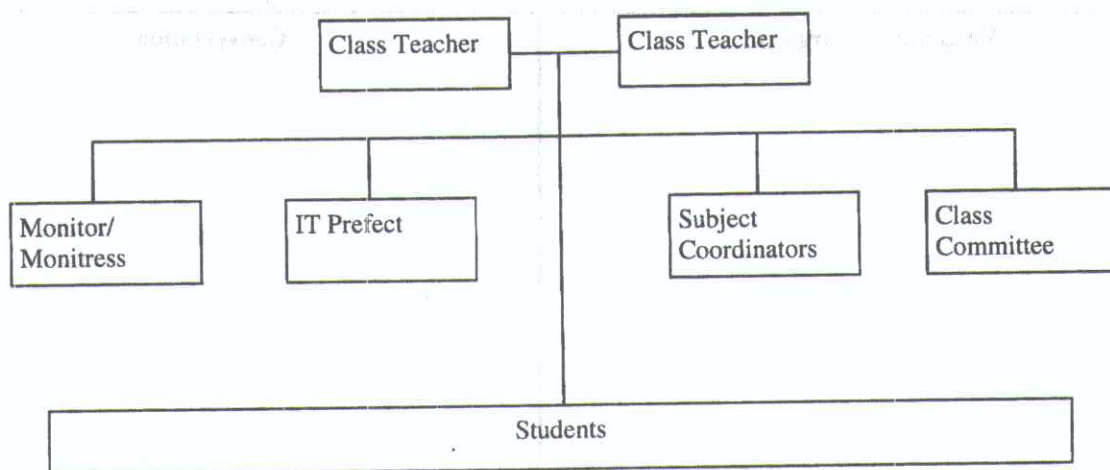
Activity 2

Select the field that you are interested in. using the list of jobs that you have already created, discuss the duties of each post/ job.

Post/ Job title	Duties

Activity 3

An organizational chart shows the hierarchy of a company, who is responsible for whom and so on. Prepare an organizational chart for your selected trade/ business.



[illegible]

Find a partner who has the same trade/ field as you. Together research vocabulary (jargon) related to your trade and create some conversational interchanges based on the jargon.

Vocabulary (Jargon) Conversation