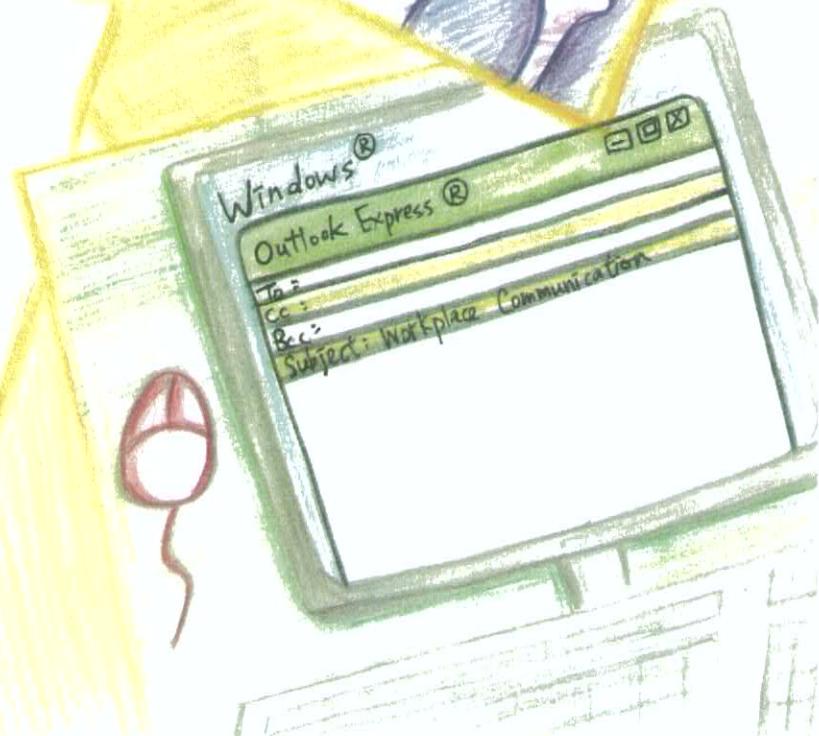
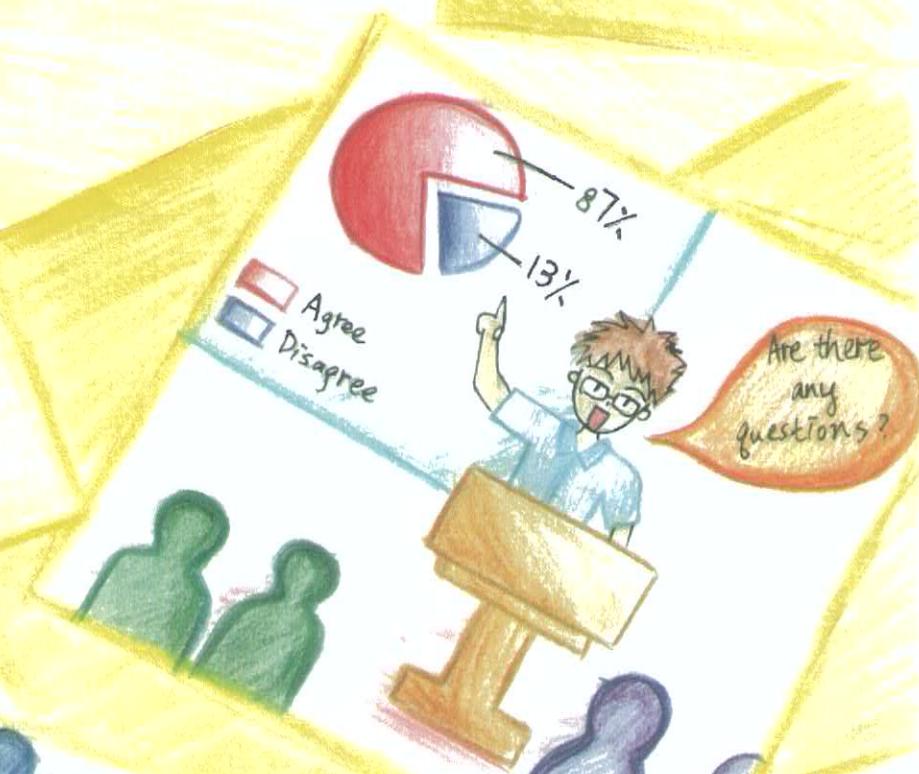




# LEARNING ENGLISH THROUGH WORKPLACE COMMUNICATION



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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.

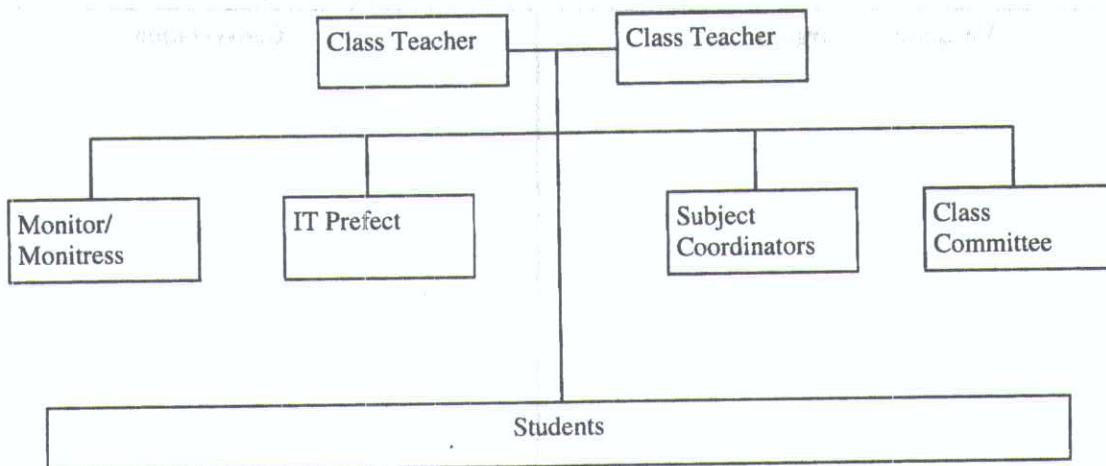
### Activity 2

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.



## Organisational Chart:



### **Activity 4**

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
<p>1. <b>Scalability</b>: The ability of a system to handle more users or data without becoming slower or less reliable.</p> <p>2. <b>Cloud Computing</b>: A delivery model where computing resources are provided over the internet.</p> <p>3. <b>Big Data</b>: Large amounts of data that are too big for traditional data processing tools to handle.</p> <p>4. <b>Machine Learning</b>: A type of AI that allows computers to learn from data and make predictions without being explicitly programmed.</p> <p>5. <b>Blockchain</b>: A decentralized digital ledger that records transactions across many computers in such a way that the registered transactions cannot be altered without changing all subsequent blocks.</p>	<p>1. Q: Can you explain what scalability means in the context of cloud computing?</p> <p>A: Scalability refers to how well a system can handle increased user demand without becoming slower or less reliable. In cloud computing, it's achieved by distributing work across multiple servers.</p> <p>2. Q: What is big data?</p> <p>A: Big data is about dealing with massive amounts of data that are too large for traditional databases and processing tools to handle efficiently.</p> <p>3. Q: How does machine learning work?</p> <p>A: Machine learning is a subset of AI that allows computers to learn from data and make predictions without being explicitly programmed. It uses algorithms to identify patterns in data and make decisions based on them.</p> <p>4. Q: What is blockchain?</p> <p>A: Blockchain is a decentralized digital ledger that records transactions across many computers in such a way that the registered transactions cannot be altered without changing all subsequent blocks. This makes it a secure way to store and transfer data.</p>