

## **Finding a Job | Listening | B2 - C1**

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Find solutions, an audio script and a language list at the end of this file.

### **Suggested Order**

Finding a Job | Listening | B2 - C1

**or**

Finding a Job | Reading | B2 - C1

**followed by**

Finding a Job | Vocabulary | B2 - C1

## **Finding a job | Understanding the main topic | first listening**

Listen and decide which sentence below best describes the main topic.

- 1 How to apply for a job.
- 2 How to get a sales job.
- 3 Ways to find a job.

## **Finding a job | Understanding details | second listening**

Listen again. Decide which statements are correct, according to the speaker.

- 1 People rarely get a job through their friends and family.
- 2 Recruitment through staff referral is popular with employers.
- 3 You can find jobs through online networking.
- 4 Employers expect you to know how to sell their products or services.
- 5 You need to be more interesting than the other job seekers.
- 6 A job interview will be more successful if you can talk about the organisation's products or services.
- 7 Some employers participate in public events to promote their organisation to potential employees.
- 8 Recruitment agencies are just a waste of time.

## Finding a job | Listening for key terms | third listening

Listen and number the key terms in the order that you hear them.

- online discussion groups
- online networking
- 1 personal contacts
- recruitment agencies
- staff referral
- careers fairs
- career networking site

## **Finding a job | Listening | B2 - C1 | Solutions**

### **Finding a job | Understanding the main topic | first listening | solution**

3 Ways to find a job.

### **Finding a job | Understanding details solution | second listening | solution**

2 Recruitment through staff referral is popular with employers.

3 You can find jobs through online networking.

5 You need to be more interesting than the other job seekers.

6 A job interview will be more successful if you can talk about the organisation's products or services.

7 Some employers participate in public events to promote their organisation to potential employees.

### **Finding a job | Listening for key terms | third listening | solution**

5 online discussion groups

3 online networking

1 personal contacts

7 recruitment agencies

2 staff referral

6 careers fairs

4 career networking site

## **Finding a job | Audio script**

One of the most popular ways to find a job is through your personal contacts; friends or family. This way you might hear about a job vacancy before other job seekers do. Many companies consider the staff referral method a very reliable and efficient way to recruit new employees.

Another way to hear about job vacancies is through online networking; joining a career networking site to make useful contacts and be notified of interesting job listings.

When applying for a job, you really need to sell yourself to the employer. It isn't enough to simply satisfy the criteria that they are looking for. Most of the other job applicants will also possess the required skills and experience so you actually need to stand out from the crowd. It is essential to give well-informed answers at interviews. Try joining a few online discussion groups in order to keep up with the latest developments and up-to-date terminology. This may enhance your profile and even draw the attention of recruiters.

A careers fair will give you a golden opportunity to make useful professional contacts; to talk to possible future employers about the career prospects they offer and the career path you could follow. Remember to create a positive first impression!

A quick way to find a job can be to sign up with a recruitment agency. An agency will actively search the jobs market on your behalf and send your C.V. to potential employers. Even if the agency cannot immediately find you the right permanent position, it might be able to offer you a temporary post to help you get your first foot in the door.

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## Finding a job | B2 - C1 | Language list

Career networking site  
Careers fair  
Career path  
Career prospects

Golden opportunity

Job applicants  
Job listings  
Job vacancy  
Job seeker

Online networking  
Online discussion groups  
On your behalf

Permanent position  
Personal contact

Staff referral

Temporary post

Apply for a job  
Attract the attention of recruiters

Create a positive first impression

Enhance your profile

Get your foot in the door  
Give well-informed answers

Keep up with current issues

Make useful contacts

Possess the required skills and experience

Recruit new employees

Satisfy the criteria  
Search the jobs market

Sell yourself  
Sign up with a recruitment agency

Stand out from the crowd