

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

**SaraHelm@englishmeansbusiness.uk**

Under the Creative Commons CC - BY licence, there are no commercial use restrictions. You may distribute, remix, adapt and build upon this material in any medium or format, on condition that you attribute its creator in the following way:

**Adapted from Finding a Job by SaraHelm@englishmeansbusiness.uk**

Find solutions and a language list at the end of this file.

### **Suggested Order**

Finding a Job | Reading | B2 - C1

or

Finding a Job | Listening | B2 - C1

**followed by**

Finding a Job | Vocabulary | B2 - C1

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

Decide which sentence below best describes the main topic of the article.

- 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 reading**

Decide whether the following sentences are True (T) / False (F), according to the article. Identify the sentence(s) that support your answers.

- 1 You might hear about a job before other people if you know somebody who works in the organisation.
- 2 You need to show employers that you have more to offer than other applicants.
- 3 Using a text book or dictionary is the only way to learn the latest business terminology.
- 4 Careers fairs are organised by one specific employer.
- 5 Taking a temporary job will not help you get a permanent one.

## Finding a job | Article

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 staff referral to be a very quick and reliable 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 really 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 current issues and key 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 a number of 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. It 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.

**SaraHelm@englishmeansbusiness.uk**

## Finding a job | Synonyms

Find two words in the article that mean *job*.

1

2

## Finding a job | Key terms

Find the items mentioned in the article that can play a part in the search for a job.

1 p\_\_\_\_\_ c\_\_\_\_\_

2 s\_\_\_\_\_ r\_\_\_\_\_

3 o\_\_\_\_\_ n\_\_\_\_\_

4 c\_\_\_\_\_ n\_\_\_\_\_ s\_\_\_\_\_

5 o\_\_\_\_\_ d\_\_\_\_\_ g\_\_\_\_\_

6 c\_\_\_\_\_ f\_\_\_\_\_

7 r\_\_\_\_\_ a\_\_\_\_\_

## **Finding a Job | Reading | B2 - C1 | Solutions**

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

3 Ways to find a job.

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

1 T 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.

2 T Most of the other job applicants will also possess the required skills and experience so you really need to stand out from the crowd.

3 F Try joining a few online discussion groups in order to keep up with current issues and key terminology. This may enhance your profile and even draw the attention of recruiters.

4 F A careers fair will give you a golden opportunity to make useful professional contacts; to talk to a number of employers...

5 F Even if an agency can't immediately find you the right permanent position, it might be able to offer you a temporary post to get your first foot in the door.

### **Finding a job | Synonyms | solution**

1 position

2 post

### **Finding a job | Key terms | solution**

1 personal contacts

2 staff referral

3 online networking

4 career networking site

5 online discussion groups

6 careers fair

7 recruitment agency

## 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