

INTRODUCTION	1. Warm up questions 2. Vocabulary
FUNCTIONS & STRUCTURES	1. Pre-teach structures to give students the language to converse.
LANGUAGE EXTENSION	1. Completing a Resume (for beginners) 2. Role play: At an Interview (for post-beginner+)

Warm up questions

1. What sort of work did you do before you came to Australia?
2. What sort of work do you do now? If different, why?
3. What sort of work would you like to do?
4. Do you need qualifications to do this job?
5. What sort of work would you not like to do?
6. What jobs require a university degree?
7. What sort of jobs do you find apprentices in?
8. If you had the money to start your own business, what would you do?
9. Have you found it hard to get a job in Australia?
10. Do you think people are well paid in Australia?

Vocabulary

Vocation/ Profession	Office
Tradespeople	Apprentice
Hospitality	Qualifications
Wages	Payslip
Employer	Employee
Human Resources	Management
Tax	Superannuation
Resume	Job application
Interview	Public service

Functions and Structures

Responding to an advertised position

FUNCTIONS	STRUCTURES
Greeting	1. Hello, my name is Susan. I am responding to the job advertisement you placed in the newspaper for an administrator.
Asking about your experience / qualifications	1. Do you have any administration qualifications? 2. Are you a qualified administrator? 3. Do you have any administration experience? 4. How many years have you been an administrator?
Responding	1. Yes, I am a qualified administrator with 5 years experience. 2. Yes, I have completed my administration certificate and am now looking for some practical experience. 3. Yes, I have 3 years administration experience.
Requesting further information	1. Would you mind please sending me the information package for the position?
Responding to your request	1. Sure, would you prefer me to send it by email or post?
Providing your details	1. Please send it by email. My email address is susan@hotmail.com 2. Please send it by post. My address is 2/29-31 Belmore St, Burwood NSW 2134
Confirming closing date	1. Please send in your application with a copy of your resume by 31 st August.
Confirming your response	1. I will send in my application before then. Thankyou very much.

Applying for a Non-advertised position

FUNCTIONS	STRUCTURES
Greeting	<ol style="list-style-type: none"> 1. Hello, my name is Susan. I am an experienced administrator. I would like to know if you have any jobs available at the moment.
Asking about your experience / qualifications	<ol style="list-style-type: none"> 1. Do you have any relevant qualifications? 2. Are you a qualified administrator? 3. Do you have any administration experience? 4. How many years have you been an administrator?
Responding	<ol style="list-style-type: none"> 1. Yes, I am a qualified administrator with 5 years experience. 2. Yes, I have completed my administration certificate and am now looking for some practical experience. 3. Yes, I have 3 years administration experience.
Employers response	<ol style="list-style-type: none"> 1. I am sorry we do not have any positions available at the moment. 2. Yes, we have a position available. Please send me a copy of your resume.
Requesting Employers details	<ol style="list-style-type: none"> 1. Ok, thankyou for your time. 2. Sure, would you prefer me to send it by email or post?
Providing employer details	<ol style="list-style-type: none"> 1. Please send it by email. My email address is... 2. Please send it by post. My address is
Confirming	<ol style="list-style-type: none"> 1. I will send you a copy of my Resume today. I look forward to hearing from you once you receive it. Thankyou for your time.

Writing a Resume

Below are both a sample resume and a blank resume template.

- 1) Review the vocabulary in the sample resume with your student (e.g. Address, citizenship, education, work experience, achievements etc).
- 2) Help the student to fill in the blank resume with their own information.
- 3) Prepare different sample information that would fit in personal details, education, work experience or personal interests and achievements. Ask the student to put the information in the correct section to reinforce the vocabulary.

Personal Details

Name: Susan Smith

Address: 14/29-31 Belmore St BURWOOD NSW 2134

Phone no:

Home: 9715 3803

Work: 9744 3188

Mobile: 0400 123 456

Date of Birth: 8th July 1975

Citizenship: Australian

Education

1994 Higher School Certificate

1998 Diploma in reception and administration support
Secretarial School, Sydney

2001 Advanced Certificate in Computer Applications
Ultimo TAFE, Sydney

Work Experience

2004 – Present Administrator
Asian Development organisation
Martin Place, Sydney 2000
Ph: 8500 3311

2002- 2004 Receptionist
Chinese Embassy
Sussex, St, Sydney 2000
Ph: 8500 0066

1996 – 2002 Receptionist (Part-time)
Hilton Hotel
George St, Sydney 2000
Ph: 8200 0066

Personal Interests and Achievements

Hobbies: Bushwalking, Yoga, Piano and Reading

Languages Spoken: Mandarin and English

Interests: Chinese language and culture

Certificates: First Aid, Intermediate level Computing (Microsoft Programs)

Volunteer: Surf Life Saving Club, Cronulla Beach

Referees

Vocational:

John Sharpe

Front Desk Manager

Hilton Hotel

Ph: 8200 0066

Mary Chan

Manager

Chinese Embassy

Ph: 8500 0066

Personal:

Penny Semino

Ph: 9666 2211

Personal Details**Name:****Address:****Phone no: Home:****Work:****Mobile:****Date of Birth:****Citizenship:****Education:**

Work Experience**Personal Interests and Achievements****Hobbies:****Languages Spoken:****Interests:****Certificates:****Volunteer Work:****Referees**

Role Play: Interview

Practice an Interview scenario with your student where you are interviewing them for a job. Try and cover a range of questions so that they are prepared with responses should they need to attend a job interview.

e.g.

- Tell me about yourself?
- What are your weaknesses and strengths?
- Why should we employ you for this position?
- Have you ever had to deal with a difficult customer? How did you deal with it?
- What are your experiences with (particular to the position) ?
- What did you like/dislike about your last job?
- Are there any tasks you do not like to do?
- Can you work under pressure? Please give us an example of how you managed your time.
- What would you like to be doing in 5 years from now?
- Do you prefer working with others or alone?