



Module 1

Module 1.1. Vocabulary

Professions

I. Here are some commonly used expressions used when talking about a person's job:

- What do you do (for a living)?
- What is your profession?
- Tell me something more about your job?
- What is your job?

Answers:

I am a/an....

I work as.....

II. Below is a list of common professions. Can you find your profession in it?

Accountant	Electrician	Newsreader
Actor /Actress	Engineer	Nurse
Architect	Factory worker	Optician
Astronomer	Farmer	Painter
Author	Fireman/Fire fighter	Pharmacist
Baker	Fisherman	Photographer
Bricklayer	Florist	Pilot
Bus driver	Gardener	Plumber
Butcher	Hairdresser	Politician
Carpenter	Journalist	Policeman/Policewoman
Chef/Cook	Judge	Postman
Cleaner	Lawyer	Real estate agent
Dentist	Lecturer	Receptionist
Designer	Librarian	Scientist
Doctor	Lifeguard	Secretary
Dustman/Refuse collector	Mechanic	Shop assistant
	Model	Soldier

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Tailor

Taxi driver

Teacher

Translator

Traffic warden

Travel agent

Veterinary doctor (Vet)

Waiter/Waitress

Window cleaner

Exercise: Link the professions to the definitions.

1. Accountant



2. Actor/Actress



3. Architect



4. Bricklayer



5. Butcher



6. Carpenter



7. Chef/ Cook



8. Cleaner



9. Dentist



10. Hairdresser



11. Lawyer



12. Nurse



13. Pharmacist



14. Real estate agent



15. Tailor



16. Waiter/ Waitress



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Definitions:

- a/ a person that works with meat. They cut the meat and sell it in their shop
- b/ a person that acts in a play or a movie
- c/ a person that works in a food outlet, looking after customers and serving food.
- d/ a person that works with the money and accounts of a company.
- e/ a person that defends people in court and gives legal advice.
- f/ a person that can fix problems you have with your teeth.
- g/ a person that makes clothes for others, many times producing exclusive items of clothing.
- h/ a person that helps to build houses using bricks.
- i/ a person that cleans/tidies an area or place (such as in an office)
- j/ a person that makes money from selling land for development.
- k/ a person that designs building and houses.
- l/ a person that makes things from wood including houses and furniture.
- m/ a qualified person that works with and dispenses medicine.
- n/ a person that prepared food for others, often in a restaurant or café.
- o/ they cut your hair or give it a new style.
- p/ a person trained to help a doctor look after the sick or injured.

Hobbies

I. Here are some commonly used expressions used when talking about a person's hobbies:

- Tell me something more about yourself.
- What do you like to do in your free time?
- Do you have any hobbies?
- Which is your favorite book/movie/TV show/team?
- I like reading/watching TV/hiking.
- In my free time, I usually read/swim....

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II. Below is a list of common hobbies. What is your hobby?

Camping	Darts	Pool
Card/ Board games	Eating out	Puzzle games
Chess	Gardening	Reading
Surfing the Internet	Sailing	Cinema
Knitting	Sunbathing	Computer games
Cooking	Painting	Traveling
Crosswords	Playing guitar	Watching TV

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Module 1.2. Grammar

Verb tenses

Verb tense tells you when the action happens. There are three main verb tenses: present, past, and future. Each main tense is divided into simple, progressive, perfect, and perfect progressive tenses.

	Present	Past	Future
Simple	work	worked	will work
Progressive	am/is/are working	was/were working	will be working
Perfect	have/has worked	had worked	will have worked
Perfect Progressive	have/has been working	had been working	will have been working

Simple tense

Things to remember about simple tense:

- Present tense is the original verb form.
- Past tense has a few patterns (so-called irregular verbs).
- Future tense needs will + verb.



Example:

I work as a receptionist. (present tense)

I worked as a receptionist last year. (past)

I will work as a receptionist when I graduate. (future)



Example:

I study Finance at ABC University.

I studied Finance.

I will study Accounting at college.



Example:

I read lots of books.
I read a great book last month
I will read my new book tomorrow.



Example:

I know Finance theory.
I knew this before.
I will know it by tomorrow.



Example:

I learn English.
I learned English the last two years.
I will learn English next year.



Progressive Tense

The progressive tense involves action that is, was, or will be in progress at a certain time. In the progressive tense, verbs are formed with a "be" verb + ing.



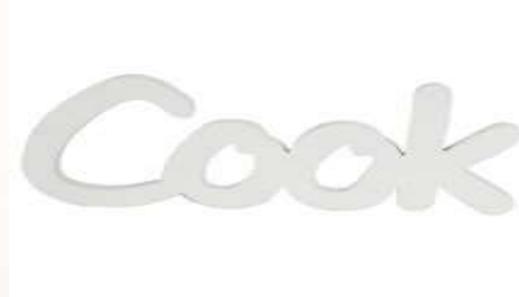
I am working on the presentation right now.
(present progressive)
I was working late at this time last year.
(past progressive)
I will be working on the presentation next
Sunday. (future progressive)



I am studying for my exam now.
I was studying for my exam when you
saw me.
I will be studying in the evening.



I am learning English at my desk.
I was learning English the last two
years.
I will be learning English then.



I am cooking my supper now.
I was cooking our dinner when you
called me.
I will be cooking breakfast when you
come home.



Perfect Tense

The present perfect tense describes an action that started in the past and continues to the present time. Use *has/have* + the past participle form of the verb.

The past perfect tense describes an action that started and ended in the past. Use *had* + the past participle form of the verb.

The future perfect tense describes future actions that will occur before some other action. Use *will have* + the past participle form of the verb.



I have worked as an accountant this year.
(present perfect)

I had worked a lot before I applied for that position. (past perfect)

I will have worked for 10 years by the time I turn 30. (future perfect)



I have learned a lot about English grammar this semester.

I had learned the basics of English grammar in elementary school.

I will have learned a lot about English grammar when I finish college.



I have known studied since the morning.

I had studied hard before last year's exam.

I will have studied for 10 days by the time of the exam.



I have cooked supper every night this week.

I had cooked supper every night until the stove broke.

I will have cooked supper every night by the time this diet ends.



Exercise 1:

Fill in the verb forms:

I work __ a lot. (__; ed; ing)

I talk__ to the Human Resource Department last week. (__; ed; ing)

I want__ to become an engineer when I graduate. (__; ed; ing)

I learn__ all about Finance when I was at university. (__; ed; ing)

I am work__ on a presentation right now. (__; ed; ing)

Exercise 2:

Which verb form do we use:

To describe something that is in progress? (simple, perfect, progressive)

Which verb form uses _ing? (simple, perfect, progressive)

In which tense is the original verb form used? (present simple, present perfect, present progressive)

The _____ tense describes an action that started in the past and continues to the present time. (present perfect, past perfect, future perfect)



Module 1.3. Usage

Job interview conversations

Conversation 1

Mary: Good Morning, John. I am Mary.

John: Good Morning.

Mary: How are you doing?

John: I am doing fine. Thank you.

Mary: Would you like anything to drink

John: No, thanks, I am fine.

Mary: OK, John let's start the interview. First of all, let me properly introduce myself. I am the Finance Department Manager. As you know, there is an open position in my department. The new employee will have to work closely with the Accounting department. He or she will also have to deal with the bank on a daily basis.

John: What type of qualifications do you require?

Mary: I require a four-year college degree in Finance. Some working experience would be helpful. As this is an entry-level position, I do not require a lot of experience. I am willing to train the new person. Now, can you tell me a bit about yourself?

John: I just graduated from ABC University with a Bachelor degree in Finance. I have been working part-time as an accountant for the last two years.

Mary: What are you looking for in a job?

John: I hope to gain experience in Finance. At school I learned theory, and I need to have some practice.

Mary: What are your strengths? Why should I hire you?

John: I am a hard-working person and a fast learner. I am very eager to learn, and I get along fine with people.

Mary: OK. Now, let me ask you a few quick questions. Can you handle pressure?

John: Yes, I can. When I was going to school, I took quite a few courses each semester while working at least twenty hours every week. And, I handled that situation very well.

Mary: Do you have any questions for me?

John: No, I think I have a pretty good understanding of the job. I believe that I can handle it with ease, and I hope to have the opportunity to work for you.

Mary: John, nice meeting you. Thank you for coming.

John: Nice meeting you too. Thank you.



Conversation 2

Interviewer: So, you've applied for the Saturday position, right?

John: Yes, I have.

Interviewer: Can you tell me what made you reply to our advertisement?

John: Well, I was looking for a part-time job to help me through college. And I think that I would be really good at this kind of work.

Interviewer: Do you know exactly what you would be doing as a shop assistant?

John: Well I imagine I would be helping customers, keeping a check on the supplies in the store, and preparing the shop for business.

Interviewer: That about covers it, you would also be responsible for keeping the front of the store tidy. What sort of student do you regard yourself as . . . did you enjoy studying while you were at school?

John: I suppose I'm a reasonable student. I passed all my exams and I enjoy studying subjects that interest me.

Interviewer: Have you any previous work experience?

John: Yes. I worked part-time at a take-away in the summer holidays.

Interviewer: Now, do you have any questions you'd like to ask me about the position?

John: Yes. Could you tell me what hours I'd have to work?

Interviewer: We open at 9.00, but you would be expected to arrive at 8.30 and we close at 6.00 pm. You would be able to leave then.

I think I have asked you everything I wanted to. Thank you for coming along to the interview.

John: Thank you. When will I know if I have been successful?

Interviewer: We'll be making our decision next Monday, we'll give you a call.

Useful expressions for job interviews

Expressions used in the beginning of job interviews/conversations:

I am so glad

Let's start the interview.

First of all

It is nice to meet you.

Thanks for coming.



Questions asked by the interviewer:

What are your greatest strengths/weaknesses?

Why do you want to work for this company?

What are you looking for in a job?

What were your main responsibilities in your last job?

When did you start your current position?

Ending the interview:

When will I know if I have been successful?

We'll be making our decision next Monday, we'll give you a call.

Thank you for coming along to the interview.

Time-related expressions (when describing the position):

As soon as possible

Part-time work

Weekly, monthly, annually

On a daily basis



Job-related characteristics:

Hard-working person

Fast learner

I get along fine with everybody.

I've always been a team player.

I do not mind working long hours.

Exercise:

1. When did you start your current _____ ?

a/ position

b/ place

c/ work

2. I've always been a team _____.

a/ play

b/ worker

c/ player

3. I believe I'm _____ for this position.

a/ suitable

b/ comfortable

c/ acceptable



4. Tell me a little about your _____ job (= your last job).

- a/ past
- b/ finished
- c/ previous

5. What are your greatest _____?

- a/ goods
- b/ strengths
- c/ strong

6. What are you _____ for in a job?

- a/ searching
- b/ looking
- c/ seeking

7. Can you tell me what made you _____ to our advertisement?

- a/ reply
- b/ comment
- c/ call