



Job Adverts


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Key

 = BSL video

 = Text (which can be viewed separately in a .pdf file and downloaded)

 = Comprehension Exercise

Formats	Texts
  	1. Introduction
	2. Job descriptions - part one
	3. Job descriptions - part two
	4. Person specification
	5. Abbreviations
 	6. Articles
	7. Present Simple

Exercises	
1.2	Reading
5.1	Abbreviations
6.1	Articles (part one)
6.2	Articles (part two)
6.3	Articles (part three)
7	Present Simple
9	Vocabulary (part one)
1.2	Vocabulary (part two)

Vocabulary
Jobs
Workplaces
Job duties

1. Introduction

When you are looking for work, the first thing you need to do is to look at job adverts.

A job advert is an announcement informing people that a job is available.

There are many places where you can find job adverts:

- * Job Centre Plus
- * Community centres
- * Shops
- * Local business premises
- * Newspapers and magazines
- * Internet

Job adverts do not always look exactly the same but they normally contain the following basic information:

- * Job title, for example: gardener
- * Type of business, for example: local school or Springfield Primary School
- * Salary: how much the job pays per year / per hour
- * Number of hours or days for the job / full time or part-time
- * Qualifications and experience required
- * How to apply for the job

Advertising costs money and the cost is usually calculated by the number of letters used, so employers often use abbreviations to keep the text short and the cost of the advert low.

Job adverts sometimes aim to recruit more than one person. Look at the job advert carefully.

Is there only one post available or more than one?

Does it say Gardener (one post only) or Gardeners (more than one post available)?

Does it say Nurse (one post only) or Nursing Staff (more than one post available)?

If it says 'staff', it means that there is more than one job available.

1.1 Comprehension exercise

Type: True or False

Questions

1. The only place to look for job adverts is Job Centre Plus. **(False)**
2. All job adverts look the same. **(False)**
3. Job adverts contain detailed information about a job. **(False)**
4. Job adverts often contain abbreviations. **(True)**
5. Job adverts sometimes aim to recruit more than one person. **(True)**

1.2 Reading exercise

Type: Drop down menu

Instructions: Answers the questions.



1. Which job is evenings only? **Waiter**
2. Which job is mornings only? **Delivery driver**
3. Which job is weekends only? **Waiter**
4. Which job is for a few months only? **Kitchen staff**
5. Which job requires you to complete an application form? **Delivery driver**
6. Which job advert does not specify the number of hours? **Kitchen staff**
7. Which job does not require any experience? **Delivery driver**
8. Which job requires a qualification? **Kitchen staff**

2. Job descriptions - part one

Job adverts only contain basic information. For more information you need to read the job description. This is a longer text that gives more details about the job (company, salary, hours and qualification and experience required).

Read the following job description.

Job Description

Job Title and Grade: Catering Assistant, Grade 1

Job Ref: GCC/05/5521

Department: Children's Services

Section: Catering Division

Responsible to: Kitchen Manager

Normally there are brief but specific details concerning the job; the title of the job and what grade it is. Often the grade corresponds to a salary scale. It will often include the job reference number, which is very important and should be used in all correspondence. In this particular example you are informed of the department and section that you will be working in and also who your direct 'line manager' will be.

Main Purpose of Job:

- * To work as part of the kitchen team.
- * To assist with the preparation and serving of meals.
- * To ensure that customer care principles are employed at all times.

Duties and responsibilities – Specific

- * Preparation of meals in a hygienic environment.
- * Serving of meals ensuring correct portion control.
- * Cleaning of the kitchen, its surrounds and equipment.
- * Preparation of the dining area.
- * Operate tills and handle cash.
- * Ensure food hygiene and health and safety regulations are adhered to at all times.

Duties and responsibilities – General

- * To adhere to existing working practices, methods and procedures.
- * To undertake relevant training and development activities.
- * To comply with relevant health and safety legislation, policies and procedures in the performance of the duties of the post.
- * To maintain confidentiality and observe data protection and associated guidelines where appropriate.
- * To carry out any other reasonable duties and responsibilities within the overall function of the post.

2.1 Comprehension exercise

Type: True or False
Questions

1. A job advert only contains basic information. **(True)**
2. This particular job involves preparing and serving food as well as cleaning the kitchen.
(True)
3. The job does not involve the handling of cash. **(False)**
4. You are expected to do further training. **(True)**
5. You may be asked to do duties not listed in the job description. **(True)**

3. Job descriptions - part two

A Job description is often presented as a list of bullet points and if you read it too quickly you may overlook important information. Take your time and study the text. You need to carefully read all the duties that are listed and make sure you understand exactly what the job is. You also need to ask yourself if you have the personality, experience and skills to be able to do them.

Look at the following bullet points taken from the previous job description (catering assistant).

- * To work as part of the kitchen team.

To discuss specific duties or solve problems you will need to be able to communicate efficiently with other members of the team.

This means being able to respect the opinions of others and being able to give your own views in a calm manner.

You will need to comply with decisions that have been made even if you disagree with them.

You will need to do the duties that you have been given to you but also cooperate with other members of the team.

So, are you a team worker? Or do you prefer to work on your own?

- * To ensure that customer care principles are employed at all times

Customer care means looking after your customers, in this case school pupils aged 5-11.

Here this means that the job is not just preparing and serving food but preparing food that is good for children and is served in a way that is safe and friendly to them.

Do you have these skills?

Can you communicate well with children?

Do you have patience to deal with difficult behaviour?

Would you be able to interact with pupils with special needs?

Do you understand different dietary choices (religious, vegetarian or vegan) or dietary requirements (medical conditions or allergies)?

- * Preparation of the dining area

This means setting up the area where the pupils have their meals. The area needs to be safe from anything that may cause an accident. This task may involve moving tables and chairs.

Do you know about health and safety in dining areas?

Are you fit enough to move furniture around?

* To undertake relevant training and development activities

To attend courses or workshops related to the job. These can be linked to food hygiene, health and safety, communication with young people, dealing with difficult behaviour or anything that would improve your confidence and skills for doing the job.

Are you comfortable with the idea of going on a course?

Do you want to do more training?

3.1 Comprehension exercise

Type: True or False

Questions

1. Job adverts are often presented as a list of bullet points. **(True)**
2. To work as part of a team you will need to respect other people's opinions. **(True)**
3. Customer care is not an important aspect of the catering job. **(False)**
4. Health and safety is not an important aspect of this job. **(False)**
5. The successful applicant will be expected to do more training. **(True)**

4. Person specification

Catering Assistant

After reading the job description, you may feel that you can do the job but it is important to also read the Person Specification if there is one. This is a list of the qualifications, personal qualities and skills that an employer wants. If you do not fit the description, it is not worth applying for the job as you will be rejected. However, if you are doing a course related to any of the qualifications or skills required, it is probably worth applying.

PERSON SPECIFICATION - CATERING ASSISTANT GRADE 1

	Detail	Examples
Qualifications and experience	Specific qualifications & experience	Experience of the preparation and cooking of collective meals Experience of serving customers at the counter Experience of all aspects of cleaning equipment (light and heavy), walls and floors, fixtures and fittings, cooking utensils, cutlery, glassware etc Basic level of education
	Literacy	Basic reading and writing skills
	Numeracy	Basic numeracy skills
	Communication	Verbal Ability to exchange routine verbal information clearly with children and adults Ability to consult with colleagues
Working with children	Behaviour management	Understand and implement the school's behaviour management policy
	SEN (Special Educational Needs)	Understand and support the differences in children and adults and respond appropriately
	Child development	Basic understanding of the way in which children develop

	Detail	Examples
Working with others	Team work	Ability to work effectively with other adults in the school
	Relationships	Ability to establish rapport and respectful and trusting relationships with children, their families, carers and other adults
Responsibilities	Organisational skills	Good organisational skills
	Time management	Ability to manage own time effectively
General	Health & Safety	Basic understanding of Health & Safety
	Child protection	Understand and implement child protection procedures
	Confidentiality/ Data protection	Understand procedures and legislation relating to confidentiality
	Professional development	Be prepared to develop and learn in the role

4.1 Comprehension exercise

Type: True or False Questions

1. A person specification is a list of qualifications, personal qualities and skills that an employer wants. **(True)**
2. There is no point in applying for a job if you do not fit the description. **(True)**
3. You will be expected to work with children who have SEN. **(True)**
4. You will not be expected to clean. **(False)**
5. You will not be expected to have basic math skills. **(False)**

Grammar and punctuation

5. Abbreviations

An abbreviation is a shortened version of a word. Advertising costs money and the cost is usually calculated by the number of letters used. Employers have to pay to display job adverts so they often use abbreviations to keep the text short and the cost of the advert low.

Here are some examples:

Ad = Advertisement

Influenza = Flu

Acquired immune deficiency syndrome = AIDS

5.1 Abbreviation exercise

Type: Drag and Drop

Instructions: The three job adverts above contain the following abbreviations – match them with their meanings.



Abbreviation	Meaning
Mon – Fri	Monday to Friday
am	anti meridian (in the morning)
pm	post meridian (in the afternoon)
w/e	weekend
incl.	including
Jun – Sep	June to September

* Note: The correct answers are presented in the table (and in all following tables/lists) but when presented on-line these answers will be 'scrambled'.

6. Articles

A / An / The (uppercase)

or

a / an / the (lowercase)

They are used in front of nouns. A noun can be singular (one) or plural (more than one).

A / an: these are called 'indefinite articles'. They are used only with singular nouns to talk about one out of several, for example: **a** teacher / **an** accountant.

- * We use a before a noun that start with a consonant, for example a waiter.
- * Generally, we use an before a noun that starts with a vowel (a,e,i,o,u),for example: an optician.

There are exceptions based on pronunciation for words that start with the letter **u** but these are not included here.

The: this is called the 'definite article'. It can be used before singular or plural nouns to talk about something specific.

- * We say the teacher (singular) to refer to a specific teacher, for example: the teacher who taught me or my child's teacher.
- * We say the teachers (plural) to refer to a specific group of teachers, for example: the teachers who worked in my school.

6.1 Articles exercise

Type: Text insert

Instructions: Choose the correct article (a or an) for each noun.

1. teacher (**A**)
2. architect (**An**)
3. accountant (**An**)
4. surgeon (**A**)
5. chef (**A**)
6. optician (**An**)
7. usher (**An**)
8. doctor (**A**)
9. engineer (**An**)
10. hairdresser (**An**)

*Note - this exercise is not concerned with the correct use of capital letters....but it can easily be adapted to test this aspect.

6.2 Articles exercise

Type: Text insert

Instructions: Choose the correct articles.*

1. ___ mechanic works in ___ garage. **(A / A)***
2. ___ usher works in ___ theatre. **(AN / A)**
3. ___ secretary works in ___ office. **(A / AN)**
4. ___ hairdresser works in ___ salon. **(A / A)**
5. ___ chef works in ___ kitchen. **(A / A)**
6. ___ cabin attendant works in ___ airport. **(A / AN)**
7. ___ artist works in ___ studio. **(AN / A)**
8. ___ teacher works in ___ school. **(A / A)**
9. ___ undertaker works in ___ funeral parlour. **(AN / A)**
10. ___ waiter works in ___ restaurant. **(A / AN)**

*Note - this exercise is not concerned with the correct use of capital letters....but it can easily be adapted to test this aspect.

6.3 Articles exercise

Type: Text insert

Instructions: Insert **a** or **the** in the following sentences.*

1. When I grow up, I want to be ___ teacher. **(A)**
2. Billy is behind with his reading. ___ teacher says he needs to practice at home. **(The)**
3. I had an eye test yesterday and ___ optician told me I need to wear glasses. **(The)**
4. I need to get advice from ___ solicitor about my financial problems. **(A)**
5. ___ doctor gave me a week off work because I am not feeling well. **(The)**
6. When I arrived at the hotel, ___ nice porter helped me with my bags. **(A)**
7. Your hair looks nice. ___ hairdresser did a good job. **(The)**
8. The food was delicious but ___ waiter was quite rude. **(The)**
9. I know ___ car mechanic who can fix your car cheaply. **(A)**
10. ___ police officer said hello to me in the street this morning. **(A)**

*Note - this exercise is not concerned with the correct use of capital letters....but it can easily be adapted to test this aspect.

7. Present Simple

There are two ways to talk about an action that is happening in the present.

Look at the two examples below:

Kadim **is playing** football. This means Kadim is playing **now**.

Kadim **plays** football. This means Kadim plays football but it doesn't tell us **when**. He may play regularly, for example every Sunday.

In the first example, the verb **play** is in the Present Continuous (**is playing**) to say that the action of playing football is taking place now.

In the second example, the verb **play** is in the Present Simple (**plays**) to say that the action of playing football is repeated or done regularly.

How to use the Present Simple

The form of the verb is not always the same:

Personal Pronoun	Verb
I	play
You	play
He	plays
She	plays
It	plays
We	play
You	play
They	play

You can see that in the above example the verb ends with 's' for the personal pronouns:

He / She / It

He and **she** can be a name: **Paul – he / Sarah – she**.

He and **she** can be expressed with a noun.

For example:

the postman	–	he
the teacher	–	he or she
my neighbour	–	he or she

To describe what someone does in their job, we use the Present Simple.

For example:

A baker makes bread. We are talking about what a baker does in their job **every day**. This is an action that is repeated. We are not talking about what the baker is doing **now**.

Spelling rules

For some verbs, adding 's' affects the spelling.

Verb ending	Spelling	Example
consonant	add 's'	work - works
'e'	add 's'	write - writes
consonant + 'y'	add 'ies'	study - studies
'o'	Add 'es'	do - does
sh /ch / tch / x / z / ss	Add 'es'	fish – fishes teach – teaches dispatch – dispatches fix – fixes buzz – buzzes miss - misses

7.1 Present Simple exercise

Type: Text insert

Instructions: Type the correct form for the verbs in the sentences.

A doctor _____ patients. (treat) **(treats)**

A secretary _____ letters. (type) **(types)**

An administration officer _____ (photocopy) documents. **(photocopies)**

A kitchen porter _____ (do) the washing up in a restaurant. **(does)**

A mechanic _____ (fix) cars. **(fixes)**

An optician _____ (check) people's eyesight. **(checks)**

A teacher _____ (teach) children. **(teaches)**

A nurse _____ (look after) patients in hospital. **(looks after)**

An architect _____ (draw) building plans. **(draws)**

A zoologist _____ (study) animals. **(studies)**

Other exercises

8. Vocabulary - jobs and workplaces

Type: Drag and Drop

Instructions: Match the jobs to the workplaces.

Job	Workplace
teacher	school
nurse	hospital
cabin attendant	airport
chemist	pharmacy
secretary	office
mechanic	garage
retail assistant	shop
fitness instructor	gym
midwife	maternity hospital
support worker	care home

9. Vocabulary - jobs and duties

Type: Drag and Drop

Instructions: Match the jobs with the corresponding duties.

Job	Duties
architect	draws building plan
chef	cooks in a restaurant
optician	checks people's eyesight
doctor	treats patients
hairdresser	cuts people's hair
teacher	teaches children
mechanic	fixes cars
lollypop lady	helps children cross roads
scientist	does research
immigration officer	checks passports at airports

