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## SW04. Job Hunting

Student Name: \_\_\_\_\_ Student ID Number: \_\_\_\_\_

Instructor: \_\_\_\_\_ Level: \_\_\_\_\_ Date: \_\_\_\_\_

For media links in this activity, visit [the LLC ESL Tutoring website for Upper Level SDLAs](#). Find your SDLA number to see all the resources to finish your SDLA.

### Section 1: Introduction

Which factor is most crucial when looking for a new job? Rank the following points in terms of importance from 1 (most important) to 8 (least important).

\_\_\_\_\_ opportunities for promotion or advancement

\_\_\_\_\_ vacation days

\_\_\_\_\_ interest level

\_\_\_\_\_ benefits such as health and life insurance

\_\_\_\_\_ working hours

\_\_\_\_\_ pension plan

\_\_\_\_\_ salary

\_\_\_\_\_ sick or maternity leave

All of these factors are important when looking for a new job. Because not every company will be able to offer everything you are looking for, these can be the deciding factors to help you choose what jobs to apply for.

### Section 2: Vocabulary

Here are some terms to know or review before you start this SDLA. Complete each sentence below with the correct vocabulary word. Use [the Learner's Dictionary online](#) if you need help.

Experience

Freelance

Contract

Salary

Skills

Qualifications

Network

Benefits

Responsibilities

1. It is important to have the special skills, experience, and knowledge when applying for a job because a company will hire the person with the best \_\_\_\_\_ for the position.

2. When you start a new job, you are expected to do many new duties, or \_\_\_\_\_.





## English Self-Directed Learning Activities

Language Learning Center 77-1005, *Passport Rewards*

SW04. Job Hunting

3. She was offered a \_\_\_\_\_ of \$50,000 each year, but she did not accept the job because she wants to get paid more. She hopes to find a job that pays \$60,000 each year.
4. His company provides many great \_\_\_\_\_ such as vacation time, health insurance, and a retirement plan.
5. Anne's new job is temporary; the \_\_\_\_\_ she signed requires her to finish work by the end of the year.
6. Nadia is a \_\_\_\_\_ writer, so she works for many different employers doing many different jobs.
7. It is very important to \_\_\_\_\_ and get connected with people whose jobs are similar to yours so that you can get career opportunities and advice.
8. If you want to get a job that you apply for, it is essential that you have the ability to do the job; that is, you need the necessary \_\_\_\_\_ that are listed on the job posting.
9. \_\_\_\_\_ is also very important when applying for a job. You need to make sure that your previous job positions have given you the necessary skills or knowledge to be successful at the new job.

### Section 3: Job Charting

1. **Find a job:** Use job search websites to complete the chart below. You do not need to use complete sentences when completing the chart. You want to complete all boxes in the chart, so you might need to look at more than one job description to get all the necessary information. Choose two of the jobs below to complete the chart. You may also choose to search for a different position that you are interested in.

Job Title	Website
Registered Nurse	www.monster.com
Accountant	www.careerbuilder.com
Administrative Assistant	www.indeed.com
Your choice	





### Job Chart

<b>Job Title/Location:</b> <i>Administrative Assistant/Folsom, CA</i>	<b>Job Title/Location:</b>	<b>Job Title/Location:</b>
<b>Job Responsibilities:</b> <i>Sales and marketing, advertising, communication with buyers, paperwork</i>	<b>Job Responsibilities:</b>	<b>Job Responsibilities:</b>
<b>Job Qualifications:</b> <i>Great customer service, computer knowledge, administrative and clerical skills, outstanding communication skills, basic math skills</i>	<b>Job Qualifications:</b>	<b>Job Qualifications:</b>
<b>Job Schedule:</b> <i>Monday - Friday 9:00am-6:00pm plus occasional weekend availability</i>	<b>Job Schedule:</b>	<b>Job Schedule:</b>
<b>Salary:</b> <i>\$50,000 - \$100,000 (commission)</i>	<b>Salary:</b>	<b>Salary:</b>
<b>How to Apply:</b> <i>Submit resume and cover letter to: M&amp;M Real Estate BRE Lic# 01938720 9008 Elk Grove Blvd. Elk Grove, Ca 95624</i>	<b>How to Apply:</b>	<b>How to Apply:</b>





- Which job is the best?** Read each job description above and decide which position you think is the best. Be prepared to explain your reasons with the tutor. You can make some notes for yourself in the space below.





**Section 4: Student Self-Assessment**

Complete this table BEFORE meeting with a tutor.

Communication Skill	I can't do this YET. 	I can do this WITH help. 	I can do this WITHOUT help. 	I can TEACH this to a classmate. 
I can determine the most important factors when applying for a job.				
I can use job-related vocabulary in context.				
I can search for jobs using different job search websites.				
I can read internet job postings and organize the information in a chart.				

Here are some words/phrases I need to practice.

**Good Job!**

Now make an appointment

with a tutor on the LLC ESL Tutoring Website

[www.mtsac.edu/llc/passportrewards/llctutoring](http://www.mtsac.edu/llc/passportrewards/llctutoring)








**Section 5: Practice with a Tutor!**

Meet with a tutor. Share this activity with the tutor. You will talk about the jobs you researched in Section 4. You may also ask the tutor any questions that you might have.

**Grading Rubric**

Possible Points	Need Practice  (0-1 Point)	Good Job  (2-3 Points)	Excellent Work  (4-5 Points)
<b>Content</b>	Not enough information provided in responses and often does not use correct vocabulary.	Provides most important information in responses and some of the time uses correct vocabulary.	Provides all necessary information in responses and most of the time uses correct vocabulary.
<b>Skill: Speaking</b>	More than 6 mistakes saying words; needs guessing more than 3 times.	Not more than 5 mistakes saying words; needs guessing on 1-2 words or sentences.	Not more than 2 mistakes saying words; needs no guess about meaning.
<b>Oral Fluency</b>	Speaks mostly in phrases, individual words; many pauses.	Sometimes speaks in complete sentences; several pauses.	Speaks in complete sentences; a couple pauses okay.

\*Students must receive at least 10 points to move on

Possible Points: \_\_\_\_\_ / 15

Tutor Comments:

**Congratulations! Keep going.**

You have successfully completed this SDLA and are ready to continue to the next.

**Work on this more.**

You have not yet mastered this SDLA. It is recommended that you complete it again.

Tutor Signature: \_\_\_\_\_

Date: \_\_\_\_\_

