

UNDERSTANDING JOB ADVERTISEMENTS TEACHER'S NOTES

Aim

To look at job advertisements and understand the qualifications and skills required for specific job targets.

Time

60 minutes.

Preparation

Make one copy of the worksheet for each student in the class.

Make one classified section of an English language newspaper available per person or per pair / group.

There will need to be a supply of scissors and glue.

Procedure

- 1 Using the board, elicit from the students what is meant by "job target." If they need help, have the students start by eliciting the meaning of the two words separately to see if they can work it out. Then they work in pairs or small groups for exercise A.
- 2 Once students have understood the importance of their job target, they work in pairs to look at the two example job advertisements in exercise B and decide about the qualifications and skills needed to do the job through discussion.
- 3 Students then select the jobs they would like to do from a newspaper and list the qualifications and skills that they possess in exercise C.
- 4 These skills need to be looked at in closer detail. Students work with their partner to decide which of the skills they can do or have done in exercise D.