

1 UNIT

Preparing for Challenges

Episode 1 Study or Work?

1

Teaching Tips:

- It is advisable for students to check the options before listening.
- Teachers can remind them that they can tick more than one item.
- After listening, students can think about other options for graduates and discuss the possibilities.
- To make this activity more interactive, teachers can ask students questions such as *Is a certificate more important than money?*

Script:

M: Hey, Helen, don't be late for the seminar this afternoon.

F: Hi, Jerry, thanks for your reminder. I almost forgot it. Have you made up your mind?

M: Yes, I am going to find a job in China Telecom.

F: Great, that's exactly your field. I still have no idea.

M: Did you talk to your supervisor?

F: Yes, she encouraged me to focus on my academic development. So, maybe a master degree.

M: Same as Charles, but he will go abroad.

F: That is gorgeous. It has been his childhood dream. I am really jealous. Hope my dream can come true one day.

Keys:

- | | |
|--|---|
| <input checked="" type="checkbox"/> Do further study | <input type="checkbox"/> Realize his / her childhood dream |
| <input type="checkbox"/> Travel around the world | <input type="checkbox"/> Study overseas |
| <input type="checkbox"/> Work abroad | <input checked="" type="checkbox"/> Find a job related to his / her major |
| <input type="checkbox"/> Run his / her own business | <input type="checkbox"/> Have no idea |

2

Teaching Tips:

- Teachers can encourage students to brainstorm extra personality adjectives and encourage someone to share with the class.
- It will be a good idea if teachers can choose some students to introduce their partner's choice.

For Reference:

I am quite energetic and sweet-tempered. Teaching will be one of the best careers for me.

3

Teaching Tips:

- Students are advised to get acquainted with the options before listening.
- It will be a good idea to have a discussion on the topic: which of the given strategies you prefer.
- Students may offer more thoughts about how to choose a good job.

Script:

There are hundreds of career options out there. How do you make a career choice when you don't really know what you want to do? Does it seem like an insurmountable task? It's not. Yes, you will have to put some time and energy into making your decision, but your effort will be well worth it in the end. Follow these strategies to making a good career choice.

1. Before you can make a career choice you have to learn about yourself. Your values, interests and skills, in combination with certain personality traits, will make some careers especially suitable for you and others particularly inappropriate. You can use self-assessment tools, often called career tests, to gather this information and, subsequently, to generate a list of occupations that are deemed appropriate.
2. Look over the lists of occupations generated through the self-assessment tools. They are probably rather lengthy. You want to come up with a much shorter list. Circle occupations you may have considered previously and that you find appealing. Write these occupations down on a separate list titled "Occupations to Explore".
3. For each occupation on your list, you will want to look at the job description, educational and other requirements, job outlook, advancement opportunities and earnings.
4. You now need to gather more in-depth information. Your best source of this information is people who have first-hand knowledge of the occupations in which you are interested. Identify who they are and conduct informational interviews with them.
5. By now you should have decided on one occupation you want to pursue. It's time to put a plan into

place so you can eventually find a job in that field, but first you will need to set some goals.

6. Now that you have set your goals, you will need to decide how to reach them. A career action plan will help guide you as you pursue your long- and short-term goals.
7. It is likely you will have to train for your new career. That could take the form of earning a degree, doing an internship or taking courses to learn some new skills.

Keys:

- | | |
|--|--|
| <input checked="" type="checkbox"/> Assess yourself | <input type="checkbox"/> Take exams to prove yourself |
| <input type="checkbox"/> Surf online for useful information | <input checked="" type="checkbox"/> Explore the occupations on your list |
| <input checked="" type="checkbox"/> Conduct informational interviews | <input checked="" type="checkbox"/> Make a list of occupations |
| <input type="checkbox"/> Make some new friends | <input type="checkbox"/> Read more professional books |
| <input checked="" type="checkbox"/> Train for your new career | <input type="checkbox"/> Keep in touch with professors |
| <input checked="" type="checkbox"/> Write a career action plan | <input checked="" type="checkbox"/> Set your goals |

Episode 2 Where Can I Find It?

1

Teaching Tips:

- Teachers may choose some students to share their ideas with the rest of the class and encourage others to ask questions.

2

Teaching Tips:

- Teachers may ask students to take notes as much as possible.
- Teachers may remind them that there are four methods mentioned in this passage.
- Teachers may ask students what is the best way of job hunting according to the speaker.
- It is advisable to ask students to put forward more sources for job hunters that they have learned.

Script:

There are many different places to look for jobs, such as employment agencies and newspaper ads. The Internet is also a huge source for job hunters, with most recruitment agencies now having some kind of website. However, in many industries the best way to hear about jobs is through word of mouth. When exploring your career options, talk to as many people as you can. Use your network of family and friends to gather information, and remember that networking is not something that's just done at stuffy business events.

Keys:

- 1) Employment agencies
- 2) Newspaper ads
- 3) Internet
- 4) Network of family and friends

3

Teaching Tips:

- Teachers may have students read the chart first.
- It's advisable for teachers to analyze the following job advertisements.
- Teachers may introduce the background of the company or may extend to other related companies.

Keys:

- 1) company
- 2) job position
- 3) job responsibilities
- 4) qualifications
- 5) salary and benefits
- 6) ways to apply

4

Teaching Tips:

- Teachers may make students scan the following ads quickly.

Keys:

Sample 1

The Company

Mott MacDonald Ltd.

The Job Position

Civil Engineer

The Job Responsibilities

- Preparation of design and technical specifications for current and new projects
- Work closely with other departments in feasibility studies and design for all projects
- Preparation of drawings and tender documents

The Qualifications

- Possess at least a degree in civil engineering
- Preferably with at least two years of work experience

- Must be fully conversant with LTA and HDB design standards
- Familiar with external Civil Works / Authority Submissions
- Able to work independently without supervision
- Experience in road alignment, sewer and drainage design will be an advantage

The Salary and Benefits

Commensurate with qualifications and experience

The Ways of Application

Mott MacDonald Ltd.

901 North Glebe Road, Arlington, Virginia, 22203

Contact Person: Annie Lim

Contact Number: +1 571-451-0886

Contact Email: annie.lim@mottmac.com

Sample 2

The Company

N / A

The Job Position

iOS Software Engineers

The Job Responsibilities

Work on some of the most ambitious projects iOS has ever seen

The Qualifications

Fundamentals:

- You must live and breathe Apple technology.
- You must have an understanding of Objective-C and the Cocoa API.
- You must be able to drive Xcode (Yes, that includes Xcode 4).
- You must take pride in your work, and care about the details (In an almost OCD way).
- You must be self motivated and have the ability to quickly learn new things independently.
- You must play nice with others.

This would be awesome:

- A deep knowledge of relational database systems (SQLite, MySQL, PostgreSQL)
- An unhealthy obsession with Core Animation.
- Documentation level written English skills.

And if you really want to seal the deal:

- Magical abilities in crafting super automated iOS software testing and verification systems.

The Salary and Benefits

N / A

The Way of Application

Send your resume to jobs@polarbearfarm.com

Sample 3

The Company

N / A

The Job Position

Beach Lifeguard Assistants

The Job Responsibilities

Assist the lifeguards in August, provide supervision during beach activities and observe swimmers

The Qualifications

Lifeguard qualification and experience desirable but not essential as training will be given

The Salary and Benefits

Good hourly rates

The Way of Application

Write to the lifeguard manager

Sample 4**The Company**

Impex Consult

The Job Position

Transaction Specialist

The Job Responsibilities

Prompt processing of incoming cash funds and their transfer to account indicated by our managers

The Qualifications

- Master's degree
- Above 25 years old
- Experience of handling money remittances (appreciated)
- Knowledge of principle electronic payment instruments
- Confident computer skills

The Salary and Benefits

- Speedy career progress
- High earnings plus performance result bonus

The Way of Application

N / A

Sample 5**The Company**

Karachi Aero Club (G) Ltd.

The Job Positions and Qualifications

	The Job Positions	The Job Qualifications
01	Aircraft Maintenance Engineer (Cat "X" Electrical / Instrument)	Having valid AME licence for certification of Cessna
02	Sr. Technician (Aerospace) (Airframe / Engine)	Work experience in small aircraft engineering. Should be able to work on Cessna 150 / 152 aircraft independently.

	The Job Positions	The Job Qualifications
03	Sr. Technician (Avionics) (Electrical / Instrument)	Work experience in small aircraft engineering. Should be able to work on Cessna 150 / 152 aircraft independently.
04	Sr. Technician (Electronics) (Radio / Radar)	Work experience in small aircraft engineering. Should be able to work on Cessna 150 / 152 aircraft independently.
05	Store Keeper	Work experience in running an aviation technical store independently.

The Job Responsibilities

N / A

The Salary and Benefits

N / A

The Way of Application

Send the CV with complete documents to the following address:

The Karachi Aero Club (G) Ltd.
301 Hanger, General Aviation Area, JIAP, Karachi
Contact Number: 302-206-6838

Episode 3 To Whom It May Concern

1

Teaching Tips:

- Teachers may introduce the functions of a cover letter to students.

Keys:

- A cover letter introduces you and your resume to the employer.
- A cover letter is as important as a resume.
- A cover letter demonstrates your writing skills.
- A cover letter can be sent to all employers.
- A cover letter gives factual information and details about your career so far.

2

Teaching Tips:

- Teachers may have students know the structure of a cover letter.

Keys:

- | | |
|------|------|
| 1) B | 2) A |
| 3) C | 4) D |

Episode 4 An Impressive CV

1

Teaching Tips:

- Teachers may ask students the following questions:
 - 1) Do you have any experience of writing a resume? If you have, can you talk about your experience?
 - 2) What are the necessary elements in a Chinese CV?
- It is advisable to have students get acquainted with the terms in the box before they read the sample CV.

Keys:

- | | |
|-------------------------|-------------------------|
| 1) Personal Information | 2) Objective |
| 3) Education | 4) Professional Service |
| 5) University Service | 6) Honors and Awards |
| 7) Skills | 8) References |

2

Keys:

- | | | |
|------|------|------|
| 1) C | 2) B | 3) C |
|------|------|------|

For Reference:

By comparison, the difference mainly lies in the work experience and qualifications. For the college graduate whose work experience mostly consists of part-time jobs and internships, more work-related extracurricular activities are listed in Sample 1.

As for qualifications, honors and skills, such as scholarships, awards and various certificates, are the major concerns for college graduates, while for currently employed people, qualifications mainly refer to the work-related certificates.

3

Teaching Tips:

- After students read sample 1 and sample 2, teachers could summarize tips for writing a CV according to the notes for each part.

4

Teaching Tips:

- Teacher could assign this writing task as homework and check it during the next class.