

**CAREER
PATHS**

Business English

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Express Publishing

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15 Skills and qualifications



Get ready!

1 Before you read the passage, talk about these questions.

- 1 Should jobs that require special skills pay more than unskilled jobs? Why or why not?
- 2 Do you think that skilled workers work harder than unskilled workers? Why or why not?

Reading

2 Read a job advertisement from a newspaper. Then, choose the correct answers.

- 1 What is the passage mostly about?
A the daily tasks of open job positions
B several vacancies at a research company
C the need for more skilled workers
D an opportunity to train workers
- 2 A research assistant at Bio Labs must
A be able to enter data.
B have studied biology.
C be familiar with computers.
D be available for day and night shifts.
- 3 Which of the following is NOT true of maintenance jobs?
A Training is provided on the job.
B Applicants must have experience.
C Some maintenance employees work at night.
D They require fewer qualifications than research assistants.

Bio Labs seeks both SKILLED and UNSKILLED workers.

Skilled Positions: We need skilled **research** assistants. **Qualifications** required include a degree in biology and research experience in a laboratory setting. Computer skills are **desirable**, but a **training course** is available for new employees.

Unskilled Positions: We also need workers for maintenance positions and basic data entry. Experience is not **necessary** for **applicants** to be considered. These positions have **on the job** training. Maintenance positions are available for both day and evening **shifts**.

To set up an interview, please contact Alice Behan. Call 555-765-9875 between the hours of 9 am and 5 pm, Mondays through Fridays.

Vocabulary

3 Match the words (1-5) with the definitions (A-E).

- | | |
|-----------------|------------------|
| 1 ___ unskilled | 4 ___ necessary |
| 2 ___ desirable | 5 ___ on the job |
| 3 ___ skilled | |
-
- | |
|---|
| A needed |
| B not requiring special training |
| C wanted, but not needed |
| D requiring special training or education |
| E happening while someone is at work |

4 Write a word that is similar in meaning to the underlined part.

- 1 What period of work are you scheduled for?
_ _ _ f _
- 2 John doesn't meet the requirements.
_ _ _ l _ _ _ _ _ o _ s
- 3 Do scientific studies on how the business is performing.
r _ _ _ _ r _ _
- 4 People trying to get an available job should send their resume to the address below.
a _ _ _ _ _ _ _ s
- 5 An educational class is available.
t _ _ _ n _ _ _ _ _ r _ _

5 Listen and read to the advert again. Who should you call to arrange an interview?

Listening

6 Listen to a conversation between an applicant and a manager. Mark the following statements as true (T) or false (F).

- 1 The applicant has experience as a research assistant.
- 2 The manager started her career at Bio Labs.
- 3 The applicant has used computers during lab research.

7 Listen again and complete the conversation.

Manager: Good morning. Thanks for coming in.

Applicant: I'm **1** _____ . I'd love to work at Bio Labs.

Manager: Well, it's a great place to start a career in science. Now, let's talk about your **2** _____ .

Applicant: Well, I was a **3** _____ assistant in my biology professor's lab.

Manager: And for how long were you there?

Applicant: For about two years.

Manager: Great. So did you **4** _____ his data through **5** _____?

Applicant: No. He liked to **6** _____ by himself.

Speaking

8 With a partner, act out the roles below, based on the dialogue from Task 7. Then switch roles.

USE LANGUAGE SUCH AS:

Thanks for coming in.
It's a great place to start a career in ...
And how long were you there?

Student A: You are interviewing an applicant. Ask Student B about:

- experience
- length of experience
- computer use

Student B: You are applying for a job. Answer Student A's questions. Make up your length of experience.

Writing

9 Use the conversation from Task 8 to complete the manager's notes from the interview. Use your own name.

Bio Lab Interview Notes

Applicant Name: _____

Position Wanted: _____

Applicant has degree? Y / N

Previous Experience: _____

Length of Experience: _____

Computer Skills: _____

Suggested for hire? Y / N