



## Unit 1: JOBS

### WORKSHEET 3 /DATE: JUNE 15<sup>th</sup> /19<sup>th</sup>

Name: \_\_\_\_\_

#### INSTRUCTIONS

**THIS WORKSHEET CONTAINS SPECIFIC CONTENTS ABOUT UNIT 1 “JOBS”, AND YOU SHOULD CONSIDER THESE OPTIONS:**

**A.-** Print this worksheet, answer it, paste it in your notebook and send pictures to my email. **(IMPRIMIR, RESPONDER, PEGAR EN EL CUADERNO Y ENVIARME FOTOS COMO EVIDENCIA A MI CORREO)**

**B.-** Write only the answers in your notebook (with the specific number of questions) and send pictures of it to my email. **(ESCRIBIR SOLO LAS RESPUESTAS EN EL CUADERNO, ESPECIFICANDO EL NUMERO DE PREGUNTA Y ENVIARME FOTOS COMO EVIDENCIA A MI CORREO)**

**C.-** Answer in the same Word file and send it to my email. (I will check it) **(RESPONDER EN EL MISMO ARCHIVO WORD Y REENVIARMELO A MI CORREO PARA POSTERIOR REVISIÓN)**

My email is [krosales@cosanber.cl](mailto:krosales@cosanber.cl) . If you have any question or anything you need, write as soon as possible, please!

**You will have 1 week to work on this worksheet.**

**(1 SEMANA PARA TRABAJAR EN ESTA GUÍA)**

**REMEMBER TO WRITE THE MENU IN YOUR NOTEBOOK AS USUAL 😊**


**MENU:** **OBJECTIVE:** IDENTIFY, USE AND ORGANIZE WRITTEN VOCABULARY ABOUT THE WORLD OF WORK, USING THE ESTEPS IN WRITING (ORGANIZE IDEAS, DRAFTING, REVISING, EDITING, PUBLISHING) TO CREATE TEXTS, SUMMARIES AND POEMS WITH THE SUPPORT OF EXAMPLES AND THE USE OF PICTONARY.


1. VOCABULARY IN CONTEXT
2. STEPS FOR WRITING ACTIVITY
3. MIND MAP
4. POEMS ACTIVITY

## WRITING SKILLS

### ACTIVITY 1: GETTING READY

- a) Before you start, analyze the job advertisements below.
- Identify and **underline** what each applicant must do and the skills he / she must have.

**I**  
**SHOP ASSISTANT**  
Busy London flower shop - suitable for a student  
Category: Marketing and similar  
Salary: £ 200 per week  
Location: London  
Start date: Immediately  
Contact name: Sandra  
Telephone: 2779565572  
Contact e-mail: daffodils@flowershop.co.uk  
Working hours: Part-time, Monday to Friday, 9 am - 1 pm or 1 pm - 5pm  
Requirements: Must be good with people, no experience required  


**II**  
**ECOURIER**  
eCourier - www.ecourier.co.uk - is the UK's premier same-day delivery service  
Category: Courier jobs  
Salary: £ 1,500 per month  
Location: Manchester  
Start date: November 2020  
Contact name: Christian  
Telephone: By e-mail only  
Contact e-mail: fasttravel@gmail.com  
Working hours: Shifts (day / night) Monday to Sunday  
Requirements: Must be over 18 with a motorcycle licence  


- b) Think about a job or an occupation (**usual or unusual**) you would like to have.
- Use the prompts below to collect information about it.

Occupation / Profession / Job title:

- Primary responsibility: What do people in this occupation do?
- Requirements: What are the most important skills and abilities required?  
What type of personality is important for this occupation?
- Educational preparation: Is a program of studies or special training required? Which one?
- Job characteristics: Working hours?  
Indoors / outdoors occupation?
- Positive features: Mention two positive aspects of this occupation.
- Negative features: Mention two negative aspects of this occupation.

## Let's Write!

### DRAFTING

- Use the previous information to write some sentences about the job you would like to have. Follow the example below.

THE PEOPLE IN THIS OCCUPATION ARE CALLED \_\_\_\_\_ THEY \_\_\_\_\_

THE SKILLS FOR THIS JOB ARE \_\_\_\_\_

POSITIVE FEATURES OF THIS JOB ARE \_\_\_\_\_

NEGATIVE FEATURES ARE \_\_\_\_\_

### REVISING

- Put the sentences together into a paragraph.
- Use connectors to link your ideas and add words to make the paragraph more attractive to read.
- Look at the example and key words.

**Example:** The People in this occupation are called farmers and they are well organized and hard workers. The most important skills that people need for this job are interpersonal skills, but they also need to be efficient, productive and committed because farmers are an important part of the survival of our society by providing food. It is an important job but there is no 8-5 on the farm, they work long hours.

Key words: but – and – because – most important – that people need

The people in this occupation are called...

## EDITING

- Read what you wrote and check for upper/lower case use, punctuation, and spelling.
- Evaluate your writing using the prompts in the box.

☐

I filled in the form according to the instructions.

☐

I included all the relevant information.

☐

I used words, structures and ideas from the lesson.

☐


I checked and corrected grammar, punctuation and spelling mistakes.

(Source: Adapted from 1<sup>st</sup> Graders' Student's Book)

## ACTIVITY 2: GETTING READY

- a) Read these two poems and write as many characteristics of the jobs mentioned as you can find.

For example: *Give less and expect more.*

| POEM   |   |
|--|---|
| <p><b><i>I am an educator</i></b><br/>(Jo Eaton)</p>  <p>Give me less and expect more,<br/>Increase the number of students<br/>To where they sit out the door,<br/>But I'll exceed; I'm an Educator.</p> | <p>Give me less and expect more,<br/>Test them, test them, and increase<br/>the score,<br/>My soul, my heart I'll outpour.<br/>You see, I am an educator.</p> <p>No time free, lots of material to store,<br/>Lesson plans and classes, don't be a bore,<br/>Demands, deadlines-still they ask for more<br/>But I'll succeed. I'm an educator.</p> <p>Meetings, uncertainties like never before,<br/>Bigger classes, more to do, demands<br/>galore<br/>Test scores, vouchers, merit pay,<br/>issues soar,<br/>But I'll succeed; you see I'm an educator.</p> <p><small>Adapted from: Eaton, J. (n.d.) <i>Poem From A Teacher, I Am An Educator</i>. Retrieved May 13, 2016, from <a href="http://www.familyfriendpoems.com">http://www.familyfriendpoems.com</a></small></p> |

(Source: Taken from 1<sup>st</sup> Graders Teacher's Book)

# What is a good boss?

(Hollie Davis)

A good boss comes in early and stays late.  
A good boss is someone  
Who says the nice things to cheer us up  
And the bad things to settle us down.  
A good boss is a tour guide,  
Always pointing things out;  
The landmarks to the left and right,  
Like this is your workspace and this my works  
A good boss is a teacher,  
Even when they think we act like little kids  
They still treat us like college graduates  
Or the professionals we still are not!  
A good boss is a circus ring leader,  
Even when the lions try to eat us for lunch,  
They crack their whip and say,  
"Come here, then! The show must go on!"  
A good boss is a weather forecaster;  
When a day looks cloudy  
They still can predict sunshine for tomorrow  
To give us things to look forward to.



Adapted from: Davies, H. (n. d.) What Is A Boss? Retrieved May 13, 2016, from <http://www.familyfriendpoems.com>

## Jobs' characteristics

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(Source: Taken from 1<sup>st</sup> Graders Teacher's Book)

b) Now, list good and bad things about these two jobs in the poems.

- You can ask your parents or discuss with a friend to add extra information.

| Good things | Bad things |
|-------------|------------|
|             |            |
|             |            |
|             |            |
|             |            |
|             |            |

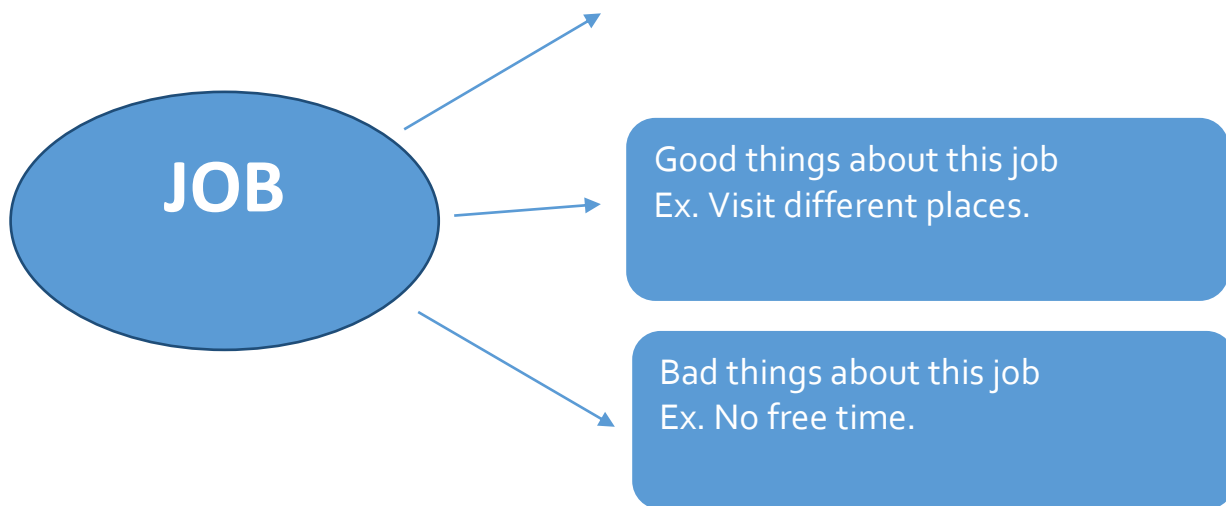
(Source: Adapted from 1<sup>st</sup> Graders Teacher's Book)

### **DRAFTING: WRITE YOUR OWN ACROSTIC POEM**

c) You can easily write an acrostic poem!

- Select a topic for your poem.
- You can think about any job, profession, or occupation.
- For example: teacher, journalist, doctor or any other you like.
- Use the pictionaries provided in the previous worksheets!

- d) Use this word map to identify important characteristics of the selected job.



(Source: Adapted from 1<sup>st</sup> Graders National Syllabus)

## REVISING

- e) Write the topic word vertically in the box. Be sure to capitalize each letter of the word.
- f) Start each line of the poem with the capital letters you wrote.
- g) Each line of the poem should consist of a word or phrase related to the topic. See the example below using the word poem.

Play with words  
Open your mind  
Everything is possible  
My, what a great poem I wrote!

## Try your own acrostic poem!



## EDITING

- Read what you wrote and check for upper/lower case use, punctuation, and spelling.
- Evaluate your writing using the prompts in the box.

|                          |   |
|--------------------------|---|
| <input type="checkbox"/> | I filled in the form according to the instructions.                 |
| <input type="checkbox"/> | I included all the relevant information.                            |
| <input type="checkbox"/> | I used words, structures and ideas from the lesson.                 |
| <input type="checkbox"/> | I checked and corrected grammar, punctuation and spelling mistakes. |

(Source: Adapted from 1<sup>st</sup> Graders' Student's Book)

## SPONGE ACTIVITY

- Read these two emails, one is formal and the other informal.
- Circle the correct answer.

|  |
|--|
| <p><sup>5</sup><u>Bye/Hi</u> Dave,</p> <p><sup>6</sup><u>It's/There's</u> about the party. Can you bring your CD player and some CDs?</p> <p><sup>7</sup><u>See/Speak</u> you soon.</p> <p><sup>8</sup><u>Yours sincerely/Cheers,</u></p> <p>Elena</p> |
|--|

|   |
|---|
| <p><sup>1</sup><u>Dear/Hi</u> Mr Yevgeny,</p> <p>I am writing <sup>2</sup><u>about/for</u> the advertisement for a hotel cleaner that I saw in <i>Jobs Monthly</i>. I have attached my CV.</p> <p>I look forward to <sup>3</sup><u>hear/hearing</u> from you.</p> <p><sup>4</sup><u>Yours sincerely/Bye</u> for now,</p> <p>Milly Clapton</p> |
|---|

(Source: Adapted from Speakout pre-intermediate workbook by Antonia Clare & JJ Wilson)

## Extra Pictionary



**COURIER**



**RETAIL**



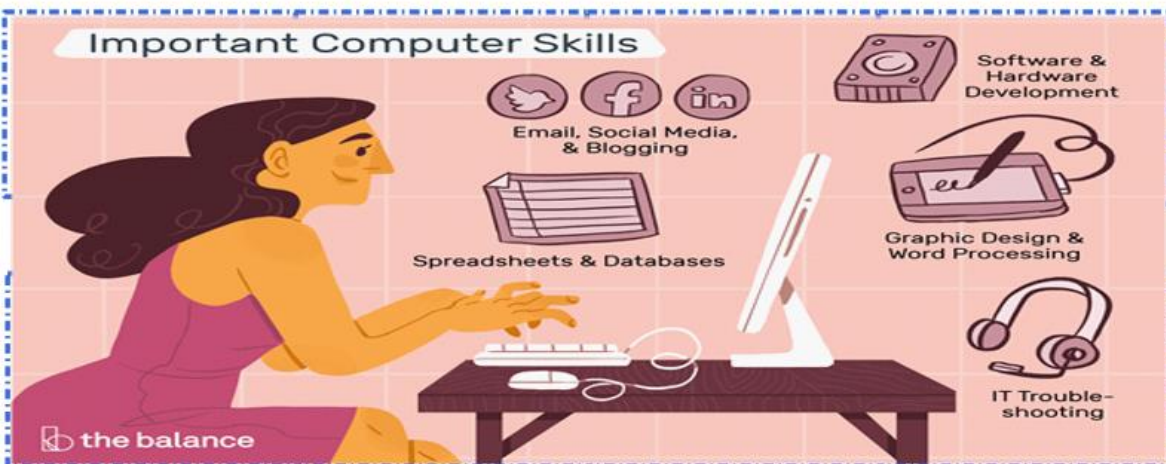
**OFFICE**



**TOURISM**



**MARKETING**



**IT SKILLS**



**PUNCTUAL**



**RELIABLE**



**INDOOR**



**OUTDOOR**



**RESPONSIBLE**



**CONFIDENT**



**HONEST**



**PROACTIVE**