- 1. Click printer icon (top right or center bottom).
- 2. Change "destination"/printer to "Save as PDF."
- 3. Click "Save."





RW2. Job Hunting

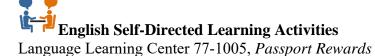
RW2. Job Hunting

| Student Name: | Student ID Number: | | |
|--|--|-----------------|---|
| Instructor: | | _ Level: | Date: |
| | vity, visit <u>the LLC ESI</u> number to see all the | | site for Upper Level SDLAs. Find finish your SDLA. |
| | Section 1: I | ntroduction | |
| Which factor is most crucial when left from 1 (most important) to 8 (least i | _ | ? Rank the foll | lowing points in terms of importance |
| opportunities for promotion o | or advancement | vaca | ntion days |
| interest level | | benef | fits such as health and life insurance |
| working hours | | pens | sion plan |
| salary | | sick o | or maternity leave |
| - | _ | · | not every company will be able to offer p you choose what jobs to apply for. |
| | Section 2: V | • | 1 |
| correct vocabulary word. Use the Le | | | omplete each sentence below with the ed help. |
| Experience Salary Network 1. It is important to have the sp | Freelance Skills Benefits secial skills, experien | ce, and knowle | Contract Qualifications Responsibilities edge when applying for a job because a |
| company will hire the person | n with the best | | for the position. |
| 2. When you start a new job, yo | ou are expected to do | many new du | ities, or |

English Self-Directed Learning Activities Language Learning Center 77-1005, Passport Rewards

RW2. Job Hunting

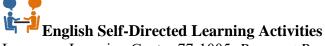
| 3. | She was offered a | of \$50,000 each year, but she did not accept the job because | |
|----|--|---|--|
| | she wants to get paid more. She ho | pes to find a job that pays \$60,000 each year. | |
| 4. | His company provides many great | such as vacation time, health insurance, and | |
| | a retirement 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 op | portunities 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 ve | ry important when applying for a job. You need to make sure that | |
| | your previous job positions have gi | ven 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 | www.indeed.com | |



Job Chart

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

2. 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.



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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 importal 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 I need to practice. | | | | |

Good job!

Now go to the <u>LLC Tutoring Website</u> and make an appointment with a tutor. Visit the <u>Virtual LLC</u> at the time of your appointment.

Congratulations! Keep going.

ready to continue to the next.

You have successfully completed this SDLA and are

Tutor Signature:

RW2. Job Hunting

Section 5: Practice with a Tutor!

Meet with a tutor. Share this activity with he 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 | Good Job | Excellent Work |
|-------------------|---|--|---|
| | ••• | | |
| | (0-1 Point) | (2-3 Points) | (4-5 Points) |
| Content | 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. |
| Skill: Speaking | 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. |
| Oral Fluency | 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 re | Possible Points: / 15 | | |
| Tutor Comments: | | | |
| | | | |

Work on this more.

You have not yet mastered this SDLA. It is

recommended that you complete it again.

Date: _____