



# Job hunting

**Listen!****Let's Think**

1. What is your dream job?
2. Does it require any specific qualifications?

You are Lucas. You are reading a letter of advice about job hunting.

*Dear Matthew,*

*I'm so glad to hear from you! I'd like to congratulate you in advance as you're graduating from university soon! You said you would like to seek some advice on getting a suitable job. You've asked the right person indeed! I'm happy that you*

5 *remember me not only as your aunt but also as a career consultant, and I hope that you'll find my following suggestions useful.*

*Before you start looking for jobs, ask yourself whether there is a particular industry that appeals to you and decide what jobs in that industry interest you the most. For example, if you want to work in the field of education, would you like to be a school*

10 *teacher or a private tutor? Which level are you capable of teaching or which level do you feel like teaching, primary, secondary or tertiary? What difficulties may you encounter on that career path? What do you expect to gain from working in this industry? The more thoroughly you think about these questions, the clearer your career path would be.*

15 *Next, you should think about the nature of the company, institution or organisation you would like to work in. If you intend to make a big fortune, the commercial world will provide you with plenty of opportunities to achieve that. But if income stability is your major concern, you may find working in a government department a better choice.*

20 *Besides, you should think about your career prospects. How many years are you going to spend in the targeted field? What kind of experiences can you gain there? What is the outlook for the job? Are there higher positions in that industry that you can reach?*

*Finally, you should never be too particular about job offers, especially as a fresh graduate. Don't draw boundaries between what you can do and what you can't, which*

25 *will limit yourself. Just open yourself to all chances, then you will notice that you have great potential in many professions. I'm sure you will get your ideal job as you keep on exploring!*

*I sincerely hope that you would find my suggestions useful! If you have any problems, don't hesitate to write to me again. I'm always here to help you!*

30 Yours,  
Aunt Mary

(295 words)

## Part A

Answer the following questions using the information from the letter. Choose the **BEST** answers and blacken **ONE** circle only.

- The receiver of the letter is \_\_\_\_\_.  
 A. a secondary student                       B. a university student  
 C. a university graduate                       D. a career consultant
- Which of the following is **TRUE**?  
 A. Matthew got his first job offer before receiving the letter from Aunt Mary.  
 B. Aunt Mary never charges people for her career consulting service.  
 C. Working in a government department is not the most ideal option for people who want to be extremely rich.  
 D. Fresh graduates are often offered jobs with poor promotion prospects.
- According to the letter, which of the following is **NOT TRUE** about job hunting?  
 A. One should never settle for second best.  
 B. One should consider his or her long-term career goals.  
 C. One should take his or her interest and ability into account.  
 D. One should think about the potential growth of salary.
- Aunt Mary wrote this letter \_\_\_\_\_.  
 A. to remind her nephew about traps in job hunting  
 B. to persuade her nephew to learn about the job nature of a career consultant  
 C. to recommend jobs to her nephew  
 D. to advise her nephew to think carefully about what career he wants to pursue

## Grammar Corner

We use the **modal verb 'should'** to give advice.

**e.g.** *Next, you should think about the nature of the company, institution or organisation you would like to work in.*  
(Lines 15-16)

**e.g.** *Finally, you should never be too particular about job offers, especially as a fresh graduate.*  
(Lines 23-24)

## Part B

Answer the following questions using the information from the letter of advice. Write your answers in the spaces provided.

1. Look for a word in the letter of advice which is a synonym of 'prospect'.

\_\_\_\_\_

2. Why is it important for fresh graduates not to draw boundaries for themselves while job hunting?

\_\_\_\_\_  
\_\_\_\_\_

3. What are the pros and cons of working in private businesses and government departments, respectively? Fill in each blank with no more than three words.

	Private businesses	Government departments
Pros	(a) _____ chances to make (b) _____ money	steady (c) _____
Cons	income can be (d) _____	no upward mobility

4. Look for words in the letter of advice that match the definitions below.

- (a) \_\_\_\_\_ (para. 2) (v.) interests or attracts someone  
(b) \_\_\_\_\_ (para. 2) (adj.) relating to education in colleges and universities  
(c) \_\_\_\_\_ (para. 3) (v.) to have as a plan or purpose  
(d) \_\_\_\_\_ (para. 5) (adj.) not easily satisfied

5. Determine what each of the following comments is related to. If it is related to jobs in private businesses, write 'P' in the box; if it is related to jobs in government departments, write 'G'; if it is related to neither, write 'N'.

(a) *'My boss said that great incentives are offered to the most hardworking ones, and that he would appreciate it if more of us worked overtime.'*

(b) *'I can get off work punctually; my salary is adjusted annually according to the pay scale. I think I can work here until retirement.'*

(c) *'I have longed to become a pianist. But, as the breadwinner of the family, I had no choice but to put aside what interests me.'*

# Vocabulary Bank

The following are some items related to job hunting. Match each of them with the correct pictures. One of the words is not used.

casual attire    supervisor    job opening    portfolio    curriculum vitae  
 enterprise    qualification    contract    cover letter



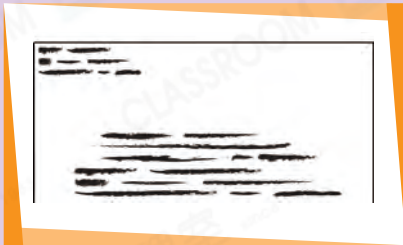
1.



2.



3.



4.



5.



6.



7.



8.



## Let's Discuss

- Do you think students should work part-time? Why?
- Have you heard about 'slash workers'? Why have so many millennials become slash workers?