



Introduction to Job Descriptions

Read the following text and answer the questions:

A job description is a written statement that outlines the responsibilities, duties, and requirements of a particular job. It is essential to understand job descriptions to succeed in your future career.

1. What is a job description?

2. Why is it essential to understand job descriptions?

3. Can you think of a job you would like to have in the future? What skills and qualifications do you think you need to have for that job?

Job Description Matching

Match the job titles with their corresponding descriptions:

Job Title	Description
1. Doctor	a) A person who teaches students in a school
2. Teacher	b) A person who designs and builds roads and bridges
3. Engineer	c) A person who promotes and sells products
4. Marketing Manager	d) A person who treats patients in a hospital

Workplace Vocabulary

Read the following text and answer the questions:

Workplace vocabulary refers to the language and terminology used in professional settings. It is essential to learn workplace vocabulary to succeed in your future career.

1. What is workplace vocabulary?

2. Why is it essential to learn workplace vocabulary?

3. Can you think of a word related to job descriptions that you have learned recently?

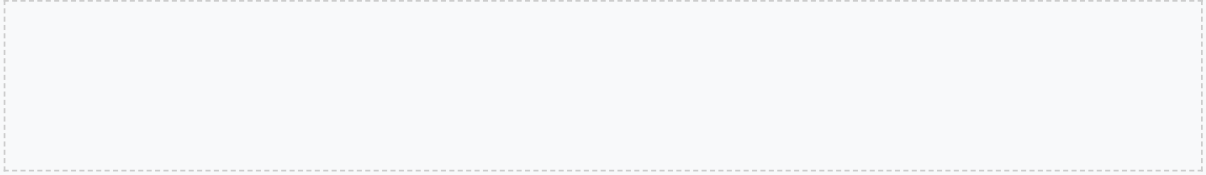
Vocabulary Building

Complete the sentences with the correct vocabulary word:

1. The company is looking for a candidate with excellent _____ skills.

2. The job requires a degree in _____.

3. The employee is responsible for _____ the team.



Job Search Strategies

Read the following text and answer the questions:

Job search strategies refer to the methods and techniques used to find a job. It is essential to tailor your resume and cover letter to the job description to increase your chances of getting hired.

1. What are some common job search strategies?

2. Why is it essential to tailor your resume and cover letter to the job description?

3. Can you think of a job search strategy that you have used before?

Resume Building

Create a resume for a job you would like to have in the future. Include the following sections:

- Summary statement
- Work experience
- Education
- Skills

[Space for resume]

Career Development

Read the following text and answer the questions:

Career development refers to the process of planning and managing your career. It is essential to set career goals to achieve success in your future career.

1. What is career development?

2. Why is it essential to set career goals?

3. Can you think of a career goal you would like to achieve in the next five years?

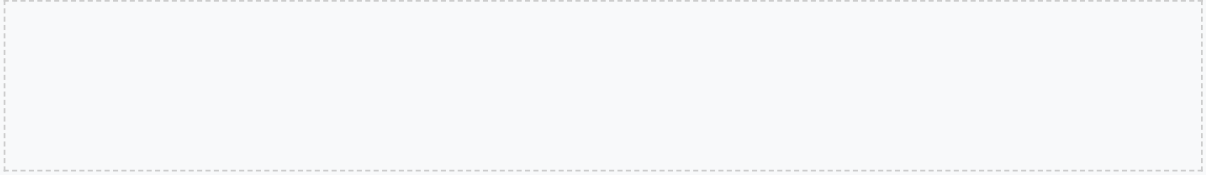
Career Research

Research a career of your choice and answer the following questions:

1. What are the job responsibilities?

2. What skills and qualifications are required?

3. What are the salary and benefits?



Job Interview Preparation

Read the following text and answer the questions:

A job interview is a conversation between a job applicant and a representative of the company. It is essential to prepare for a job interview to increase your chances of getting hired.

1. What is a job interview?

2. Why is it essential to prepare for a job interview?

3. Can you think of a question you would ask in a job interview?

Role-Play Interview

Practice a job interview with a partner. Take turns asking and answering questions related to the job description.

[Space for role-play interview]

Cultural Awareness

Read the following text and answer the questions:

Cultural awareness refers to the understanding of cultural differences in the workplace. It is essential to adapt to different cultural norms and practices in the workplace.

1. What is cultural awareness?

2. Why is it essential to understand cultural differences in the workplace?

3. Can you think of a cultural difference that you have experienced in a workplace setting?

Cultural Awareness Discussion

Discuss the following questions with a partner:

1. What are some cultural differences that you have experienced in a workplace setting?

2. How can you adapt to different cultural norms and practices in the workplace?

Job Description Analysis

Analyze a job description and answer the following questions:

1. What are the job responsibilities?

2. What skills and qualifications are required?

3. What are the salary and benefits?

Vocabulary Review

Complete the sentences with the correct vocabulary word:

1. The company is looking for a candidate with excellent _____ skills.

2. The job requires a degree in _____.

3. The employee is responsible for _____ the team.

Career Research

Research a career of your choice and answer the following questions:

1. What are the job responsibilities?

2. What skills and qualifications are required?

3. What are the salary and benefits?

Career Presentation

Create a presentation about a career of your choice. Include the following information:

- Job responsibilities
- Skills and qualifications required
- Salary and benefits

[Space for presentation]

Conclusion

Reflect on what you learned in this welcome pack. Write a short essay about what you learned and how you can apply it in your future career.

[Space for essay]

Reflection

Reflect on what you learned in this welcome pack. Answer the following questions:

1. What did you learn about job descriptions and workplace vocabulary?

2. How can you apply what you learned in a real-life scenario?

