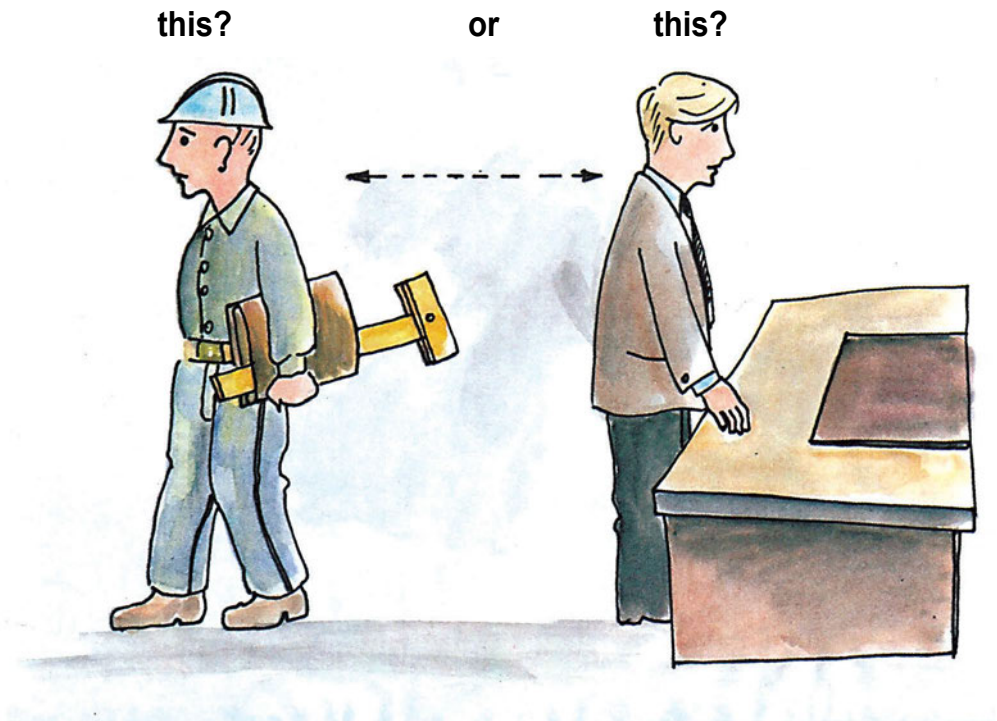


Unit 1

Getting a job



Students! What are you going to do after leaving school?



If you are going to work in the business world, here follow some of the advantages of working in an office:

- You work inside, in a usually pleasant environment.
- Your salary is fixed.
- You meet new people.
- You have fixed working hours.
- There can be promotion prospects.
- Your week-ends are free.
- Your job is creative.
- Initiative is needed.

Well! Are you interested? If so, you should keep in mind the following: One must have the ability to write clearly expressed and logically argued reports in English, regardless of the post he/she has got. Writing reports as well as letters, telex messages and memoranda, talking to a client or a visitor, recording episodes in the working lives, and telephoning can be difficult tasks. A good clerk should also be polite, efficient, willing to help, sociable, hard-working, intelligent and elegant. She/he must also have the ability to speak at least one foreign language fluently and clearly.

A. Questions

1. In your opinion, which are the most important advantages of working in an office?
2. How should reports in English be?
3. Is it an easy task to write reports or letters?
4. What qualities should a good clerk have? sociable, hardworking, intelligent, willing, polite, efficient
5. How should a good clerk speak a foreign language?
fluently and clearly

B. Exercises

1. Complete the sentences.

- a. If you can have fixed working hours and a fixed salary.
- b. If your boss wouldn't have fired you.
- c. If you won't be a good secretary.
- d. If you would meet the manager.
- e. If *you send* me the book, I or
If *you'll send* me the book, I (extreme kindness).

2. Give the antonyms of the following words. Then write three sentences using any three of them.

- | | |
|--------------|----------------|
| a. inside | f. polite |
| b. advantage | g. efficient |
| c. following | h. willing |
| d. logically | i. sociable |
| e. difficult | j. intelligent |

PLAY HERE

3. Identify which of the words is a verb, a noun, an adjective or an adverb.

- | | |
|--------------|--------|
| a. world | (noun) |
| b. salary | |
| c. creative | |
| d. write | |
| e. logically | |
| f. argue | |
| g. reports | |
| h. messages | |
| i. efficient | |
| j. elegant | |
| k. fluently | |

4. Choose the most suitable word from the underlined ones to complete each sentence.

- Our company's clerks are paid their salary/wages/income at the end of each month.
- Some years ago they were paid their salary/income/wages every Saturday.
- Susan has just left to go to work/business/job.
- They worked very hard in the past, but now they have their own work/business/job.
- Clerks/Shop-assistants/Workers should be polite to clients.
- Writing letters, talking to clients and answering the telephone are some of a secretary's works/tasks/advantages.
- Bryan has a very good work/task/job in an international company.
- John is a very efficient/effectual/productive manager.

salary=μ	μ	,	wage=μ	μ	,	work=	,	business=	,	job=(μ)	,
clerk=						task=	-			efficient=	μ		

5. Complete each sentence from (a) to (e) with one of the endings from (1) to (5). Use each ending once only.

- If you work hard³
- You could find another job with a higher¹⁴
- The best way to find a secretary is to put an⁴
- He is afraid that in his job²
- One of the advantages of working in an office is that ...⁵.....

1 salary and better working conditions.

2 there are no promotion prospects.

- 3 the company will give you promotion to a better post.
 4 advertisement in a newspaper.
 5 you have fixed working hours.

Vocabulary

business, επιχείρηση, εμπόριο, δουλειά

advantage, πλεονέκτημα

fixed, καθορισμένος, συγκεκριμένος

promotion, προαγωγή

prospect, προοπτική

creative, δημιουργικός

initiative, πρωτοβουλία

keep in mind, έχω κατά νου, λαμβάνω υπόψη

ability, ικανότητα

argue, επιχειρηματολογώ, χρησιμοποιώ επιχειρήματα

report, αναφορά

secretary, γραμματέας

manager, διευθυντής

telex, τέλεξ, τηλετυπο

facsimile/fax, τηλεομοιοτυπία, φάξ

message, μήνυμα

memorandum (-da πληθ.), (υπενθυμητικό) σημείωμα, υπόμνημα

client, πελάτης (κυρίως γραφείων, δικηγόρων, αρχιτεκτόνων κ.λπ.)

record, καταγράφω

episode, επεισόδιο

task, καθήκον, υποχρέωση

clerk, υπάλληλος

efficient, ικανός, επαρκής

willing, πρόθυμος

sociable, κοινωνικός

intelligent, ευφυής, έξυπνος, καλλιεργημένος

elegant, κομψός, εκλεπτυσμένος

fluently, με ευφράδεια, με άνεση (στην ομιλία)



Looking for a job

The following ad appeared in the *Athens News* two days ago.

Job Vacant

Are you reliable?

clever?

efficient?

sociable?

good-looking?

Do you have a pleasant voice? Are you a pretty fast typist and an accurate shorthand writer? Are you energetic and lively? Can you easily take initiative? We are looking for a secretary in the sales department. Fascinating salary. Four weeks holiday.

If interested, send your Curriculum Vitae and any testimonials to:

Dinos Yianniotis

Sales Manager,

Ex-En Ltd,

90, Orpheos St.,

Piraeus, 17303

A. Questions

1. Where did the above ad appear? *Athens News*
2. What does it refer to? *Job Vacant*
3. What are the company looking for? *A secretary*
4. What do you have to send to the company if you are interested in the job mentioned in the ad? *send your Curriculum Vitae and any testimonials*
5. What is Mr Yianniotis' job? *Sales Manager*
6. In your opinion, which of the qualities mentioned in the ad, are necessary for a secretary? Explain why.
7. Refer to some more qualifications that a secretary should have. *reliable, clever, efficient, sociable, good-looking*
8. Does a Curriculum Vitae contain information only about your personal life?
No, it doesn't. It contains information about your education, working experience and personal interests.

B. Exercises

1. Find the words/ phrases in the text which have the same meaning as the following:

- a. seeking
- b. trustworthy
- c. intelligent
- d. working well, quickly and without waste of time
- e. with a nice appearance
- f. quick
- g. active
- h. exciting

PLAY HERE

2. Rewrite the sentences using the prompts given.

- a. Is he a reliable person?
Mary asked me...
- b. Can she easily take initiative?
Tom wanted to know...
- c. We are looking for a sales manager.
They told her...
- d. The ad appeared in the paper last week.
He said that...

3. Fill in the blanks:

Adjective	Adverb
clever	a.
efficient	b.
pleasant	c.
fast	d.
accurate	e.
easy	f.

4. Match the following so as to form eight pairs of antonyms.

- a. reliable
- b. clever
- 1. foolish; stupid
- 2. slow

PLAY HERE

- | | |
|-----------------|------------------------------|
| c. efficient | 3. with difficulty |
| d. sociable | 4. unreliable; untrustworthy |
| e. good-looking | 5. introvert; unsociable |
| f. fast | 6. dull |
| g. easily | 7. incompetent; inefficient |
| h. fascinating | 8. ugly |

5. Write a similar ad in which you offer a job to a salesman. Use the following words: persuasive, competent, long hours, involves, driving licence, travelling, promotion prospects, satisfactory salary, sociable, energetic.



Listen and answer

1. What is Lilian Manou's post in EX-EN Ltd?
2. Why has Maria visited her?
3. What did Lilian say about the kind of job Maria is interested in?
4. What will Maria's duties be, if she gets the job?
5. Is Maria familiar with the operation of the telex and telefax?
6. What other course has Maria attended?
7. Do the company have any computerised data storage system?
8. Has Maria got any previous experience in computers?
9. What else does Maria have to attach to her application form?
10. Does Maria have any other qualifications?

Vocabulary

look for, ψάχνω, ζητώ
job, επάγγελμα, δουλειά
following, παρακάτω, κατωτέρω
ad (advertisement), αγγελία, διαφήμιση
appear, εμφανίζομαι, παρουσιάζομαι
vacant, κενός, διαθέσιμος
reliable, αξιόπιστος
clever, έξυπνος
efficient, ικανός, καλός (στη δουλειά)
sociable, κοινωνικός
good-looking, εμφανίσιμος
pleasant, ευχάριστος
voice, φωνή
pretty (+adj.) πολύ, αρκετά

typist, δακτυλογράφος
accurate, ακριβής
shorthand writer, στενογράφος
energetic, ενεργητικός, δραστήριος
lively, ζωντανός, δραστήριος
initiative, πρωτοβουλία
secretary, γραμματέας
sales department, τμήμα πωλήσεων
fascinating, ελκυστικός, γοητευτικός
salary, μισθός
interested, ενδιαφερόμενος
Curriculum Vitae, Βιογραφικό Σημείωμα
testimonial, συστατική επιστολή
sales manager, διευθυντής πωλήσεων

Applying for a job

In reply to the advertisement that appeared in the "Athens News", Maria Petrou sent an application for the post of the secretary in the Sales Department of the "EX-EN Ltd."

37, Metsovou st.,
Athens, 178 89
17th October, 1995

Mr. Dinos Yianniotis
Sales Manager,
EX-EN Ltd.,
90, Orpheos st.,
Piraeus, 1703

Dear Mr Yianniotis,

With reference to your advertisement for a secretary in the Sales Department, I should be grateful if you would consider my application for this job.

I enclose a full curriculum vitae, together with a copy of my Diploma from the A.B. School of Commerce and a testimonial from Mrs Helen Collins, the principal of my school, who will be willing to give you any further information you may wish to have about my character or my work.

I am most anxious to supplement my theoretical knowledge with practical experience, and should be very grateful for a favourable consideration of my application.

Yours sincerely,



MARIA PETROU

A. Questions

1. What do you think the "Athens News" is? **newspaper/magazine**
2. What post did Maria send her application for? **secretary in the Sales Department of the "EX-EN Ltd"**
3. Who is the letter addressed to? **Mr. Yianniotis**
4. What did Maria enclose with her letter of application? **curriculum vitae, copy of Diploma, testimonial**
5. Has Maria got any previous experience of working in an office?
How do you know? **No.**

B. Exercises

1. Match the following to make eight pairs of synonyms.

- | | |
|----------------------|---------------------------------------|
| a. in reply to | 1. examine/look into |
| b. post | 2. headmaster |
| c. with reference to | 3. concerning |
| d. consider | 4. complete |
| e. principal | 5. answering |
| f. supplement | 6. position |
| g. experience | 7. expressing approval |
| h. favourable | 8. skill which has come from practice |

PLAY HERE

2. Fill in the blanks with a suitable preposition.

.....¹ reply to the "EX-EN Ltd." advertisement that appeared² the «TIMES», George sent an application³ the post⁴ the sales representative.

He wrote:

".....⁵ reference⁶ your advertisement⁷ a secretary⁸ the Sales Department, I would be grateful if you would consider my application⁹ this job. I enclose a curriculum vitae, together¹⁰ a copy of my Diploma.

I should be very grateful¹¹ a favourable consideration¹² my application."

3. Read Maria's application again starting like this:

Maria wrote that, with reference to their advertisement for a secretary in the sales department, she would be grateful...

4. "I should be grateful **if you would consider** my application for this post". (Extremely polite form used instead of "I should be grateful **if you considered** my application")

Rewrite the following sentences in an extremely polite way.

- I should be pleased **if you had** an interview with me.
- I should be obliged **if you sent** me a brochure.

- c. I should be glad **if you gave** my letter an immediate reply.
- d. We should be grateful **if you informed** us about your latest prices.

5. Fill in the blanks with the right form of the words in capitals at the end of each sentence.

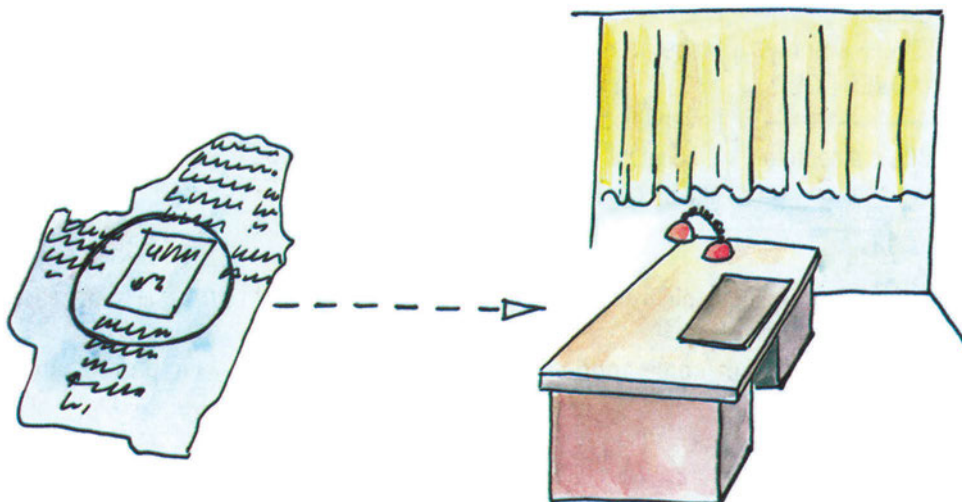
- a. You have to fill in an **application** form if you are interested in getting the job. (APPLY)
- b. Every Monday a large number of **advertisements** appear in the newspapers. (ADVERTISE)
- c. **Appearance** isn't everything in life. (APPEAR)
- d. She is a secretary with 5 years' **experience**. (EXPERIENCE)
- e. We shall give your request careful **consideration**. (CONSIDER)
- f. With **reference** to your letter, we inform you that your offer has been accepted. (REFER)
- g. He wanted to supplement his theoretical **knowledge** with practical experience (KNOW).
- h. You'd better get some food **supplement**, because your diet is poor. (SUPPLEMENT).

Vocabulary

apply for a job, κάνω αίτηση για να προσληφθώ σε δουλειά
reply, απάντηση
advertisement, αγγελία, διαφήμιση
appear, εμφανίζομαι
application, αίτηση
post, πόστο, θέση
secretary, γραμματέας
sales, πωλήσεις
sales department, τμήμα πωλήσεων
sales manager, διευθυντής πωλήσεων
reference, αναφορά, μνεία
with reference to, αναφερόμενος σε, αναφορικά με
grateful, ευγνώμων
consider, μελετώ προσεκτικά, σκέπτομαι
enclose, εσωκλείω
full, πλήρης

curriculum vitae, βιογραφικό σημείωμα
copy, αντίγραφο
diploma, πτυχίο
commerce, εμπόριο
testimonial, συστατική επιστολή
principal, διευθυντής (σχολείου)
willing, πρόθυμος
further, περαιτέρω, επιπλέον
information, πληροφορίες
be anxious to, ανυπομονώ να
supplement, συμπληρώνω, συμπλήρωμα
theoretical, θεωρητικός
knowledge, γνώση, γνώσεις
practical, πρακτικός
experience, εμπειρία, πείρα
favourable consideration, ευνοϊκή αντιμετώπιση
yours faithfully, μετά τιμής, με τιμή

Filling in curricula vitae



Curriculum Vitae

Name	Maria Petrou
Address	37, Metsovou st., Athens 178 89
Marital Status	Single
Date of birth	16 June, 1976
Education	Technical Lyceum and the AB School of Commerce
Qualifications	Fluency in English, reading knowledge of French and German, Diploma of the AB School of Commerce; shorthand : good, typing : very good, book keeping : very good, English : very good.
Experience	None
Interests	Travelling
Referee	Mrs Helen Collins, Principal of the AB School of Commerce, 3 Stadiou St., Athens 170 85

Exercise

Find the words in the curriculum vitae having the meaning of the following:

- a. the place where a person lives **address**
- b. a condition that determines one's formal or family position **marital status**
- c. the ability to understand, but not speak a language perfectly **reading knowledge**
- d. the quality of speaking and writing a language in an easy smooth manner **fluently**
- e. an official paper showing that a person has successfully finished a course of studies and/or passed an examination **diploma**
- f. the act of keeping the accounts of money of a business company, a public office, etc. **book-keeping**

Activity 1

You have resigned your previous job because there were no promotion prospects and better pay. You have fluency in English and a diploma from the University of Commerce in Athens. Write an application letter and a full curriculum vitae for the post of the Chief Accountant in the "Cargo Shipping Co." who have advertised in the "Morning News". Use an address of your own for the company.

Activity 2

WANTED URGENTLY

A secretary for an International Travel Agency. Must speak English fluently and either French or German, be prepared to work long hours with extra money for overtime work. Single, young persons preferred. Apply P.O. Box 9893

Read the advertisement on the left and fill in the form of the curriculum vitae that follows, trying to make sure that the information you will mention will help you get the job.

(In the last line, under the subheading "GENERAL IMPRESSION", you have to refer to your character and/or personality.)

NAME:
 AGE:
 MARITAL STATUS:
 EDUCATION:
 PRESENT JOB:
 REASON FOR LEAVING:
 LANGUAGES:
 OTHER QUALIFICATIONS:
 PREVIOUS EXPERIENCE:
 GENERAL IMPRESSION:



Listen and answer

1. Where does Susan work? What is her job?
2. Who is ringing? What is she ringing for?
3. Why has she called?
4. What kind of job is it?
5. Are there any promotion prospects?
6. What kind of qualifications should the person who will get the job have?
7. Has Christine got any experience in the computer?
8. Has she got any experience in the telex?
9. What will the company do, if she is chosen for the post?
10. When is Christine going to be interviewed?

Vocabulary

Curriculum Vitae (C.V.), Βιογραφικό Σημείωμα
status (marital status), οικογενειακή κατάσταση

single, άγαμος

birth, γέννηση

qualification, προσόν, τίτλος (σπουδών)

fluency, ευχέρεια (λόγου)

knowledge, γνώση, γνώσεις

diploma, δίπλωμα

commerce, εμπόριο

School of Commerce, Εμπορική Σχολή

shorthand, στενογραφία

typing, δακτυλογραφία

book-keeping, κράτηση/τήρηση λογιστικών βιβλίων

experience, εμπειρία, πείρα

interest, (το) ενδιαφέρον

referee, αυτός που δίνει συστάσεις για κάποιον άλλο

principal, ο επικεφαλής, διευθυντής (σχολείου)

Testimonial

=

The A.B. School of Commerce 3, Stadiou st., Athens, 17085

TO WHOM IT MAY CONCERN

Miss Maria Petrou, aged 19, attended a commercial course at this school from 1st September, 1994 to 30th June, 1995. She was awarded the school's Diploma, in which she gained particularly good results in typing, book-keeping and English.

Miss Petrou has always been a polite and willing student showing good manners and respect for others. She took a keen interest in school activities, and I am confident that she will make an energetic, reliable and pleasant secretary.

HELEN COLLINS



Principal

A. Questions

1. What sort of business course has Maria attended? **a commercial course**
2. What was she awarded? **She was awarded the school's Diploma**
3. Which subjects did she gain particularly good results in? **typing, book-keeping and English**
4. Has Maria been an impolite and unwilling student? **. She was polite, willing showing good manners and respect.**
5. Was Maria interested in school activities? **Yes.**
6. According to Mrs Collins' opinion, what kind of secretary will Maria make? **energetic, reliable and pleasant**
7. ~~What would you say about yourself as a school student?~~ **secretary**

B. Exercises

1. Write the questions to the answers which are in boldface.

- a. She is **19 years old**.
- b. She attended **a commercial course** at the A.B. School of Commerce.
- c. She gained particularly good results in **typing, book-keeping and English**.
- d. She has always been **a polite and willing student**.
- e. She will make **an energetic, reliable and pleasant** secretary.

2. Write the opposites of these words.

- | | |
|--------------------|-------|
| a. suitable | |
| b. glad | |
| c. good | |
| d. keen (interest) | |
| e. confident | |
| f. energetic | |
| g. reliable | |
| h. pleasant | |

PLAY HERE

3. Complete the following sentences putting the verbs in the passive tenses suggested.

- a. She (**be award**) the School Diploma. Past simple
- b. The teachers must (**respect**) by the students. Infinitive
- c. Maria (**teach**) to be willing and polite. Pr. Perf. Simple
- d. Tom (**send**) to a school of commerce. Future Simple
- e. Their daughter (**give**) very good manners and an excellent education. Pres. Perfect Simple

4. Use the verbs **do** or **make** correctly.

- a. She will **make** an excellent teacher.
- b. I can't **make** out what he is trying to do.
- c. Why can't you **make** him **do** his job?
- d. There's nothing to **do** here.
- e. Will you **do** me a favour?
- f. **Make** up your mind (about) what you want to **do**

5. Study the meaning of the following and then use each verb, at least once, in the correct form to complete the sentences.

attend: to give attention and be present at

μ (. μ)

follow: to understand clearly

watch: to keep eyes fixed on something or someone

/

observe: to watch carefully

- a. Will you **watch** the candidate there, and see how she fills in the application form for the vacant job?
- b. Our company's personnel will **attend** a lecture about marketing.
- c. I can't **follow** your reasoning.
- d. ~~The manager by the staff of his department.~~
- e. Do not visit my boss tomorrow at 10.00 a.m. He **will be attending** a meeting.
- f. You have to **watch** your words when you talk to the manager.
- g. They were **observed** entering the bank.

6. a) to whom it may concern b) gain good results in c) show respect for
d) take a keen interest in e) be confident that;

Use the above in sentences of your own, so that their meaning is clear.

Vocabulary

testimonial, συστατική επιστολή

to whom it may concern, για κάθε ενδιαφερόμενο /προς όποιον αφορά

attend, παρακολουθώ (μαθήματα, διαλέξεις κ.λπ.)

commercial course, κύκλος εμπορικών μαθημάτων

award, απονέμω, ανταμείβω

diploma, δίπλωμα

gain, παίρνω, αποκτώ, κερδίζω

particularly, εξαιρετικά, ειδικά
result, αποτέλεσμα
typing, δακτυλογραφία, δακτυλογράφηση
book-keeping, κράτηση/τήρηση βιβλίων
polite, ευγενικός
willing, πρόθυμος
manner, τρόπος (συμπεριφοράς)
respect, σεβασμός
keen, οξύς, σημαντικός

take a keen interest in sth, δείχνω μεγάλο ενδιαφέρον για κάτι
activity, δραστηριότητα
be confident, έχω την πεποίθηση
make, γίνομαι
energetic, δραστήριος, ενεργητικός
reliable, αξιόπιστος
principal, διευθυντής (σχολείου, κολλεγίου κ.λπ.)

