INTRODUCTION TO BUSINESS ENGLISH:
Job Information

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- Study the unit in pairs (10 minutes)

Vocabulary:

- It's a very **challenging** job: meaning?
- Head-hunters
- Flexitime/flextime
- Takeover
- Turnover
- The company really **looks after** its people.

Pronunciation

- Retire – retirement
- Compulsory redundancies
- recruit- - recruitment

Answers to Practice:
Total score: 7 + 10 + 9 + 7 + 9 + 7 + 8 =57

1. Crossword puzzle: 7

Living, excellent, mix, retirement, jobs, level, medical

1. Sentence form: 10

Redundant, development, insurance, retire, stressful, **owners**, leadership, promotion, challenging, **responsibilities**

3. Matching: 9

a, i, b, f, g, d, j, c, h

4. Sentence Completion: 7

For, to, of, for, about, of, of

5. Puzzle: 9

Across: agency, takeaway, canteen, weekly, cost

Down: graduate, allowance, takeover, so

6. Matching: 7

f, a, b, e, c, g, d

8. So/neither: 8

Neither did I, so did I, neither am I, so do I, neither do I, neither was I, so was I, so am I

Part 4

a. for,

b. to,

c. of,

d. for,

e. about,

f. of,

g. of

7. g, 8. d

Total score: 7 + 10 + 9 + 7 + 9 + 7 + 8 =57

- Do the exercises in Practice in pairs (time: 20 minutes)

Job advertisement: 3 groups A: 1 groups B; 2 groups	Job application: 4 groups/@2 A for cover letter B: for CV	Job interview (2 groups)
A. **The company which put the ad** **Sample coverage** • **Structure** • **What to include** • **Tips for making/creating an interesting and informative job ad** • **Samples** B. **The respondent to the ad** **Sample coverage** • **What to look for in the ad** • **Tips (e.g. something to be aware of)** • **Samples (plus the analysis)**	Sample Coverage • Types of application letters (e.g. CV, Cover Letters) • Differences among structures from different countries (UK, US and Indonesian Styles) • Structures • Tips for making/creating an interesting and informative job application • What companies are looking for in the job application letters • Samples	Sample Coverage • Structure for a job interview • tips for the interviewees: e.g. Tips for making/creating an impression to the interviewers • Tips for the interviewers: What to look for in the interviewees • Samples of script and video

- I2BE A: 9 groups-3 = 6 groups left?
- I2BE B: 1+4 (2@ CV and CL) +2? = 3 groups left
- Make the presentation into group paper. Give more details or examples for the parts, or comparison between good and bad versions (e.g. credible vs not credible job statements). Add a commentaries on the analysis or samples (e.g. good enough ad-why, what part makes it good enough)