

Job Fair Worksheet

8th Grade – Unit 10

School Year - 2017

Centro Educativo San Francisco de Asís

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Job Fair

A- Occupations:

- Actor/actress
- Administrative assistant
- Airline clerk
- Animal trainer
- Baby sitter
- Baker
- Bank clerk
- Bank teller
- Barber / hairdresser
- Beautician
- Caretaker
- Cashier
- Choreographer
- Clown
- Construction worker
- Cook
- Criminal investigator / private detective
- Customer service representative
- Decorator / interior designer
- Disc jockey
- Dog walker
- Farmer
- Film critic
- Hotel receptionist
- Janitor
- Landscaper
- Librarian
- Master of ceremonies
- Musician
- Office clerk
- Office manager
- Orderly
- Photographer
- Private tutor
- Real estate agent
- Retail salesperson
- Sales representative
- School bus driver
- Security guard
- Sports instructor
- Stock clerk
- Tailor / seamstress
- Teacher assistant
- Tour guide
- Translator / interpreter
- Travel agent
- Waiter/waitress
- Zookeeper



B- Personality Types:

Positive

- Creative
- Efficient
- Generous
- Hardworking
- Imaginative
- Level-headed
- Outgoing
- Patient
- Punctual
- Reliable

Negative

- Critical
- Disorganized
- Forgetful
- Impatient
- Moody
- Serious
- Short-tempered
- Strange
- Strict
- Unfriendly



C- Talking About Possible Occupations:

- I'd make a good/bad ... because
- I wouldn't want to be a/an ... because
- I could (never) be a/an ... because
- I wouldn't mind working as a/an ... because
- The best job for me is ... because



D- Expressing Feelings and Opinions:

- I like/love/hate/enjoy
 - I don't like/enjoy
 - I'm (not) interested in
 - I'm (not) good at
 - I don't mind
 - I can't stand
- } + (verb + ing)

E- Tasks:

- | | | |
|--|--|---|
| <input checked="" type="checkbox"/> asking for help | <input checked="" type="checkbox"/> meeting deadlines | <input checked="" type="checkbox"/> using office equipment |
| <input checked="" type="checkbox"/> being a leader | <input checked="" type="checkbox"/> selling | <input checked="" type="checkbox"/> working alone / with people |
| <input checked="" type="checkbox"/> being indoors / outdoors | <input checked="" type="checkbox"/> sitting in long meetings | <input checked="" type="checkbox"/> working late |
| <input checked="" type="checkbox"/> cleaning | <input checked="" type="checkbox"/> solving problems | <input checked="" type="checkbox"/> working long hours |
| <input checked="" type="checkbox"/> commuting | <input checked="" type="checkbox"/> speaking foreign languages | <input checked="" type="checkbox"/> working on weekends |
| <input checked="" type="checkbox"/> leading a team | <input checked="" type="checkbox"/> speaking in public | <input checked="" type="checkbox"/> working with a group / team |
| <input checked="" type="checkbox"/> making coffee | <input checked="" type="checkbox"/> talking on the phone | <input checked="" type="checkbox"/> working with animals |
| <input checked="" type="checkbox"/> making decisions quickly | <input checked="" type="checkbox"/> teaching others | <input checked="" type="checkbox"/> working with children |
| <input checked="" type="checkbox"/> managing money | <input checked="" type="checkbox"/> traveling | <input checked="" type="checkbox"/> working with my hands |
| <input checked="" type="checkbox"/> managing time / people | <input checked="" type="checkbox"/> using a computer | <input checked="" type="checkbox"/> working with numbers |

F- Agreeing with Feelings and Opinions:

- | | |
|--|--|
| <input checked="" type="checkbox"/> So do I. | <input checked="" type="checkbox"/> Neither am I. |
| <input checked="" type="checkbox"/> So am I. | <input checked="" type="checkbox"/> Neither do I. |
| | <input checked="" type="checkbox"/> Neither can I. |

G- Disagreeing with Feelings and Opinions:

- I don't.
- Really? I
- Oh, I'm not.
- I am!
- Well, I am.
- Oh, I don't mind.



Job Fair Worksheet

H- Curriculum Vitae:

Size: 8 ½ x 11

1 Copy

Curriculum Vitae

Name:

ID number:

Address:

Telephone number: Email address:

Education:

Work Experience:

Skills: **E** Qualities: **B**

Interests: **C / D / E**

I- Job Ad:

Size: 8 ½ x 11 or half a page

1 Copy

Write Name of Company Here

Is seeking for: write occupation(s) here

Requirements: xx years of experience
Punctual/reliable/responsible/etc.

Benefits and Incentives: Medical/dental
Free meals/breakfast/lunch/dinners
Free coffee and tips
xx% commissions and xx% discount on store goods.
xx week/month vacation
Free housing
Etc.

You can insert an
image or logo
here

If you're interested, please contact us at:
write your contact information here, including address, telephone number, and email.
Be ready to provide your updated résumé and two recommendation letters.

J- Recommendation Letter:

Size: 8 ½ x 11

2 Letters / 1 Copy Each

You can insert a letterhead here

Date

Name

Title

Company Name

Address

City

State, Zip Code

or: To Whom it May Concern (centered) // See: Salutation

Salutation

If you are writing a personal letter of reference, include a salutation (Dear Mr. Johnson, Dear Dr. Jameson, etc.). If you are writing a general letter, say "To Whom it May Concern".

First Paragraph

The first paragraph explains your connection to the person you are recommending, including how you know them and why you are qualified to recommend the person for employment.

Second Paragraph

The second paragraph contains information about the individual you are writing about, including why they are qualified, what they can contribute, and why you are recommending them. If necessary, use more than one paragraph to provide details.

Third Paragraph

The letter should include information on how the person's skills match the position they are applying for. Write here all the important and relevant skills the person has.

Summary

This section contains a brief summary of why you are recommending the person. State that you "strongly recommend" the person or you "recommend without reservation" or "XX has my highest recommendation" or something similar.

Conclusion

The concluding paragraph contains an offer to provide more information. Include a phone number and email address.

Sincerely,

Write your name here

Title

K- Employer Sheet

Size: 8 ½ x 11 or half a page

2 Copies

	Applicant Information		
Name of Applicant			
Experience			
Skills			
Good Points			
Bad Points			

L- Questions to Ask Applicant:

- What's your name? Could you spell your last name please?
- What kind of experience do you have?
- Do you have any special skills?
- What are your best qualities and biggest flaws?
- How would you describe yourself?
- What are your interests? What don't you like?
- Why did you leave your last job?
- Why did you choose this career?
- How well do you work with people? Do you prefer working alone or in teams?
- Why should I hire you?
- What makes you qualified for this position?
- Do you have any hobbies? What do you do in your spare time?
- Do you consider yourself a leader?
- In what kind of work environment are you most comfortable?
- Are you good at ...?
- Why did you decide to seek a position in this company?
- What two or three things are most important to you in your job?
- Do you speak any other languages?



M- What a Company Offers:

Job Salary: \$xx/year / \$xx/hour /

Promotions and Raises: xx% raise every year / Promotion to senior researcher after five years /
xx% raise after 6 months / Manager after 5 years / None

FYI:

- You have to be interviewed at least 5 times.
- You have to interview at least 5 people.
- You have to hire minimum 1 maximum 2 people.
- You have to bring additional materials to enrich your presentation.
- Extra points for additional materials and for being hired.

- Now say who you want to hire and why. Minimum 1, maximum 2.
- The employees have to take notes of the job offers they got, then choose 1 and say why.
- You have to make sure your company hires at least one person. Make offers, promises, offer raises, etc.
- You have to make sure you get a job. Present a good image to your interviewers.

Job Fair Worksheet

Assessment:

NAME: _____ TOTAL POINTS: 60 / OBTAINED POINTS: _____

I PART - Written - 40 pts (an average of 10 points for each task)

1- CV	2- Ad	3- Letter 1	4- Letter 2	Total

Components:	Points:				Evaluation Criteria:
	1	2	3	4	
- First and final drafts were presented on time.					2 = Yes
- Both drafts had good presentation.					1 = Partially
- First and final drafts were presented with all the information requested.					0 = No
- Both drafts included the language expected according to unit 10.					
- Final draft was brought in a folder the day of the presentation.					

II PART - Oral - 20 pts

	5	4	3	2	1	Total
Grammar	There are few grammatical mistakes or none. Sentences show grammatical variety.	Mistakes in grammar are not a problem for communication, though, some improvement is needed.	Grammatical mistakes do not obscure meaning, but they evidence the need for harder work and more practice.	There are mistakes in grammatical patterns that are relevant for comprehension of content.	There are many and relevant grammatical mistakes that cause misunderstanding and / or confusion. Patterns remain Spanish-like.	
Pronunciation	Pronunciation is clear and intelligible. Mistakes in pronunciation do not cause confusion.	There are some pronunciation mistakes that hardly cause confusion.	Pronunciation mistakes occasionally lead to confusion or repetition.	Pronunciation mistakes cause confusion and / or must repeat frequently in order to be understood.	There are many and relevant problems in pronunciation that cause confusion and / or misunderstanding. Patterns are too Spanish-like.	
Fluency	Speech is natural and effortless. Brakes are minimal.	Speech is generally fluent with occasional interruptions while thinking about meaning or the correct way to express ideas.	Sometimes stops because of different reasons, though, not a problem for communication.	Constantly breaks fluency, that it is difficult to understand what is said.	Speech is halting and choppy. It is difficult to determine where a sentence starts or ends.	
Vocabulary	Word choice is correct. Sentences are very descriptive. The topic is well managed.	There are minimal vocabulary inadequacies; though, sentences are very descriptive (regular management of topic).	There are some mistakes in word choice and limitation in vocabulary but do not affect understanding or communication. Harder work is needed.	Vocabulary limitations make communication very difficult. Sentences are poor in descriptions.	There is use of Spanish translation. Word choice is limited or inadequate. Sentences are poor in description.	

Notes: _____