# 10 Types of Work



## **Job Listings**

Needed: a certified accountant at Greenville Accounting. This is a permanent, full-time job opportunity.

Contact Janet at 419-555-0928.

Harris Inc. is seeking a part-time receptionist. The position is temporary, with a possibility to transition to permanent after one month. Applicants need at least 1 year's experience in customer service. Contact humanresources@harrisinc.org.

The Daily Universe newspaper is accepting freelance articles. We are looking for experienced writers. Please contact John at john\_h@dailyuniv.com.

River College is looking to consult with a financial aid expert. Need experience in government funding.
Contact Bruce at 802-555-0087.

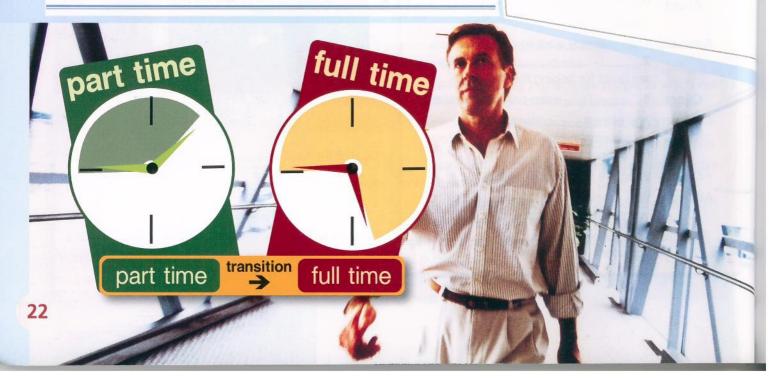
The City of Manchester seeks parking attendants for summer festival. Pay is **per diem**. To apply, email city\_man@ny.org.

#### Get ready!

- Before you read the passage, talk about these questions.
  - 1 What are some different types of work?
  - 2 What are some pros and cons of different types of work?

#### Reading

- Read the job listings. Then, choose the correct answers.
  - 1 Which company is seeking an employee for long-term employment?
    - A Greenville Accounting
    - B The City of Manchester
    - C River College
    - D The Daily Universe
  - Which of the following is NOT a type of work mentioned above?
    - A permanent
- C per diem
- B full time
- D seasonal
- 3 Which position may become full time later?
  - A financial aid expert
  - B certified accountant
  - C receptionist
  - D parking attendant



#### Vocabulary

3 Match the words (1-8) with the definitions (A-H).

1 \_\_ per diem 5 \_\_ part time
2 \_\_ temporary 6 \_\_ permanent
3 \_\_ full time 7 \_\_ freelance
4 \_\_ consult 8 \_\_ transition

- A requiring a full shift
- B to seek the advice or counsel of another source
- C requiring less hours than a standard shift
- D offering payment on a day-to-day basis
- E working for different companies at different times with no permanent attachment
- F intended to last for a long time or indefinitely
- G to move from one position or status to another
- H intended to last only for a short time
- 4 Choose the sentence that uses the underlined part correctly.
  - 1 A This opportunity for a job is too good to pass up.
    - **B** My boss wants me to work <u>full-time</u>, so I am only working 1 hour a day.
  - 2 A Jody just accepted a <u>permanent</u> position as a doctor.
    - **B** As a <u>freelance</u> writer, Mike has a permanent position at the newspaper.
- 5 Solution Listen and read the job listings again. Which jobs are not permanent?

#### Listening

- 6 Solution Listen to a conversation between an interviewer and an applicant. Mark the following statements as true (T) or false (F).
  - 1 \_\_ The woman is interviewing for the receptionist position.
  - 2 \_ The position is full-time.
  - 3 \_\_ The company will not hire candidates without experience.

Conversation.
Listen again and complete the conversation.

Interviewer:	Hello, Ms. Green. You're here for the 1 position, right?
Applicant:	Yes. It sounds like a 2
Interviewer:	What 3 you about it?
Applicant:	I saw that it might 4 from part time to full time.
Interviewer:	Well, that depends on how the 5 goes.
Applicant:	I understand. I'm sure my previous  6 will help me.

### **Speaking**

8 With a partner, act out the roles below based on Task 7. Then, switch roles.

#### **USE LANGUAGE SUCH AS:**

You are applying for ...
I like ...
Well, that depends on ...

**Student A:** You are interviewing an applicant for a job. Talk to Student B about:

- what job he or she is applying for
- what he or she likes about the job
- what experience he or she has

**Student B:** You are applying for a job. Talk to Student A about the job details.

#### Writing

Use the conversation from Task 8 to complete part of a job application.

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Name:

Are you looking for a permanent or temporary position?

What kind of hours would you like to work?

Does transitioning from part time to full time interest you?