

# 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](tel: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](mailto: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](mailto: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](tel:802-555-0087).

The City of Manchester seeks parking attendants for summer festival. Pay is **per diem**. To apply, email [city\\_man@ny.org](mailto:city_man@ny.org).

## Get ready!

1 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

2 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
- 2 Which of the following is NOT a type of work mentioned above?
  - A permanent
  - B full time
  - C per diem
  - 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 full-time, so I am only working 1 hour a day.
- 2 A Jody just accepted a permanent position as a doctor.  
 B As a freelance writer, Mike has a permanent position at the newspaper.

### 5 Listen and read the job listings again. Which jobs are not permanent?

## Listening

### 6 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.

Job Application

### 7 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

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

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?  
 \_\_\_\_\_