

Professions, knowledge and skills

When thinking of a future profession, students often think about the work they will be doing as a lawyer, a doctor or an accountant. But to have a successful career, you must gain the necessary knowledge through study, and develop the necessary skills through training and practice. What is the difference between a profession, knowledge and skills?

Profession - a job that needs a high level of education and training.

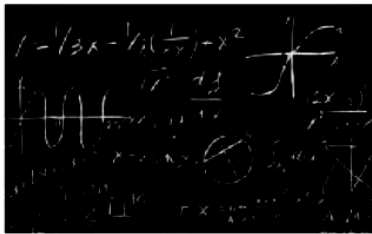
- the legal profession

- the medical profession
- the teaching profession



Knowledge - the information, skills and understanding that you have gained through learning or experience.

- knowledge of Maths
- knowledge of foreign languages



Skills - an ability to do something well, especially because you have learned and practised it.

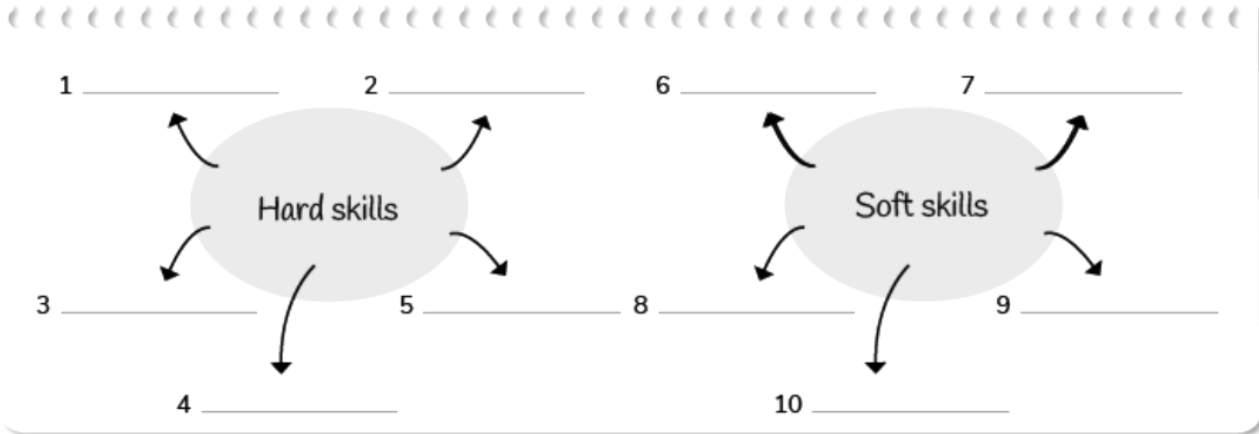
- skilled at negotiating
- skilled at writing



Skills can be described as **hard skills** and **soft skills**. Hard skills are teachable abilities such as data analytics. Soft skills are gained through experience. Soft skills are more related to interpersonal skills like dealing with people.

1 Look at the skills in the box. Put them into the correct category.

machine operation typing speed communication speaking a foreign language teamwork
 self-management computer programming problem-solving decision-making coding



2 What professions are you considering? Write 2 hard skills and 2 soft skills you need for your future career.

Hard skills

- _____
- _____

Soft skills

- _____
- _____

What are your strengths? What are your weaknesses?

Use some of these words to create your personality profile

- Adaptation
- Moody
- Hardworking
- Flexibility
- Optimistic
- Impulsive
- Problem Solving
- Teamwork
- Talkative
- Fast Decision Making
- Self-Motivated
- Straightforward

Use connectors to contrast your strengths and weaknesses

Although-But-Even though-However

Example:

Although I am not so good at organization, I am a fast learner and I can adapt.

although subject + verb

- ☞ Although it was raining, I went running.
- Although I was quite tired, I couldn't sleep.
- I ate the dessert although I wasn't very hungry.

even though subject + verb (stronger than although)

- ☞ Even though the weather was terrible, I went for a walk.
- Even though I don't feel well, I must go to work.
- He likes his job even though he's not well paid.

CONTRAST CONNECTORS

Sentence 1 + , + BUT + Sentence 2:

I am tired, but I am going out. (*pero*)

Sentence 1 + . / ; + However / Nevertheless / Yet + Sentence 2:

I love animals. However, I don't have a pet. (*Sin embargo*)

Sentence 1 + while / although / even though + Sentence 2 OR

While / Although / Even though + Sentence 1 + , + Sentence 2:

I love music although I can't play any instruments =

Although I can't play any instruments, I love music. (*aunque*)

Mary loves football while her brother hates it =

While Mary loves football, her brother hates it. (= *mientras que*)

Job advertisements

1 CHEMIST REQUIRED FOR

PHARMA MANUFACTURING COMPANY

Young, unmarried with Good Academic background in Analytical Chemistry. Good emoluments. Test to Pass.

PLEASE COURIER HAND-WRITTEN APPLICATION WITH CERT./EXP. TO:

Mr. Kamran, Office No.233-Y, Commercial Zone, Lahore.

Job Opportunity

A prestigious Public Private partnership company is looking for competent, self-motivated and dynamic candidate to fill the following position:

Officer/Assistant Manager

Required qualification & experience:

- Degree in Business Administration/Finance/Economics.
- Minimum 03 years of work experience in coordination.
- He/she will be responsible to give support in the area of administration.
- He/she must be proficient in MS Office.

To apply visit the website: www.Rozee.uk.

2 TEACHERS REQUIRED FOR

English, Physics, Chemistry, Biology, History, Geography.

Education: At-least Master's degree in related subject.
Experience: At-least 3 years in some good school.

candidates should be passionate about teaching.



For Applying go to internet /website
web: www.americanlyceum.com/jobs and fill form

For any help contact: 0322-4753677, 0322-4772705
AMERICAN LYCEUM

A leading Restaurants Company seeks for a

Call Center Manager

- 3-5 years Managerial experience within the Call Center Operations
- Fluent in English (Oral & Written)
- IT skills: MS Office, PowerPoint, Project Planning
- Initiative: Self motivated, result oriented and team player.

Interested Candidates may send their CV to:

bhr@americana-food.com

or Fax: 17272883



Job Opportunities

Association for Academic Quality (AFAQ) is a nationwide organization looking for highly energetic personnel for Lahore & Sialkot.

Graphic Designer

Qualification: Graduation
Experience: 2 years experience in Coral Draw, Adobe, and Inpage

Interested candidates are invited to send their resume at :
236-B Johar Town Lahore before 20 June
Apply Online www.afaq.edu.pk

Complete the chart with
data from the ads above.

	Position	Employer	Skills and qualifications	Personality	Method of application
1					
2					
3					
4					
5					

Making a C.V.

MATCHING

Directions: Match the word to the correct definition.

- | | |
|-----------------------------|--|
| 1 _____ Career Goals | A. list of the schools you have attended |
| 2 _____ Resume | B. A list of your jobs |
| 3 _____ Education | C. A summary of your personal information |
| 4 _____ Work History | D. What type of job you would like to be doing in the future |

- | | |
|-------------------------------------|--|
| 1 _____ Summary | A. What type of person you are |
| 2 _____ References | B. A short list covering the main points |
| 3 _____ Personal Information | C. A list of people who will say a good word about you |
| 4 _____ Character | D. Your name, address and phone number |

Curriculum Vitae

Personal information

First name(s) / Surname(s)
 Address
 (House number, street name,
 postcode, city, country)

Telephone(s)
 E-mail

Mobile:

Nationality

Date of birth

Gender

Desired employment / Occupational field

Work experience

Dates
 (starting from the most recent)
 Occupation or position held
 Main activities and
 responsibilities
 Name and address of employer
 Type of business or sector

Work experience

Dates
 (starting from the most recent)
 Occupation or position held
 Main activities and
 responsibilities
 Name and address of employer
 Type of business or sector

Education and training

Dates
 Title of qualification awarded
 Principal subjects/occupational
 skills covered
 Name and type of institution
 Level in national or international
 classification

A Job Interview

1) Look at the list below. Do you think they are good or bad things to say in an interview? Put **G** (Good) or **B** (Bad) in each sentence.

- I'm looking for new challenges.
- I'm really nervous.
- How much will I earn?
- My weakness is that I work too hard.
- In the short-term, I want to develop my sales skills and gain more experience.
- I really need this job!
- My current boss is horrible.
- Can you tell me more about the day-to-day obligations of this job?
- No, I don't have any questions.
- I work well under pressure. I find it very motivating.

2) Now, *complete* the article with statements from *activity 1*. Do you agree with the article?

3) Here are some *tips* for a successful job interview, *complete* the infographic and *add* two more tips.

				
				
_____	_____	_____	_____	_____

- Be punctual.
- Be yourself and show your personality.
- Bring copies of your CV.
- Bring pen and paper.
- Dress appropriately.
- Know the company/business you're applying for.
- Know your strengths/weaknesses.
- Prepare your answers to common job interview questions.
- Silence your phone.
- Take care with your body language.

Never say these things in a job interview

1
If you don't know your potential salary, you should not ask about it too early in the interview. If you do this, they will think you are only interested in money. Leave salary negotiations for later.

2
Companies don't want to hire someone who does not have any confidence. So, if you are nervous, try not to show it.

3
If the interviewer asks about your weaknesses, you should not reply with a hidden strength. Instead, tell the employer about a real weakness, but one that isn't so important for the job.

4
Try not to show that you are desperate for the job. Desperation is a sign of weakness.

5
Never criticize a previous boss or company. It's not classy, and it makes you sound negative and resentful.

6
When they ask if you have any questions, don't say "no". This makes you look not interested in the job.

Write 3 more tips for a successful job interview

4) There are four types of interview questions. Match the type of question with the explanation below.

<p>Personal a</p> <ul style="list-style-type: none"> • Professional goals. • Qualifications • Work style • Interest in the company 	<p>Out-of-the-box b</p> <ul style="list-style-type: none"> • Creativity • Critical thinking • World view 	<p>Situational c</p> <ul style="list-style-type: none"> • Decision-making • Confidence • Hypothetical situations 	<p>Behavioral d</p> <ul style="list-style-type: none"> • Past behavior • Attitude & motivation • Work ethics 
<p>These questions present the candidate with an imaginary situation and ask them what they would do.</p>	<p>These questions invite the candidate to recall a past experience and describe how they handled it.</p>	<p>These questions give insight in the candidate's personality, motivations and interest in the position.</p>	<p>These questions give an idea about a candidate's creativity and thought processes.</p>

Classify these 1- Can you sell me this pen? ____ 3- Tell me about a time when you had to solve a difficult problem. ____
examples: 2- Can you list your strengths? ____ 4- What would you do if there was a blackout in your shop? ____

Questions to prepare for:

1. Tell me about yourself.

TIP: The most often asked question in interviews. Talk about things you have done and jobs you have held that relate to the position you are interviewing for.

2. Why did you leave your last job?

Never complain of supervisors, co-workers or the organization. Keep smiling and talk about leaving for a positive reason such as a great opportunity.

3. What experience do you have in this field?

Talk about specifics that are relevant to the position. In case of little relevant experience, get as close as you can.

4. What do you know about this organization?

Do some research on the organization before the interview. What are the current issues and who are the major players?

5. Why do you want to work for this organization?

This should be based on the research you have done on the organization. Sincerity is extremely important here.

6. What have you done to improve your knowledge in the last year?

Have some positive self-improvement activities handy to mention.

7. What kind of salary are you looking to get?

A nasty little game that you will probably lose if you answer first. So, do not answer it. Instead, say something like, "That's a tough question. Can you tell me the range for this position?" If there's no way out of showing your cards, say that it depends on the details of the job, and give a wide range.

8. Are you a team player?

Of course, you are a team player. Be sure to have examples ready to give good evidence of your team attitude.

9. Tell me about your ability to work under pressure.

You thrive under certain types of pressure. Give an example

10. Explain how you would be an asset (=a useful tool) to this organization

Highlight your best points as they relate to the position being discussed.

11. Why should we hire you?

Point out how your assets meet what the organization needs.