

# A job in Melbourne

## 1 (READING) Read the job ad and the application.

**Receptionist, Waterfront Hotel** ★★★★★

We are one of the largest hotels in Melbourne, one of the most amazing cities in the country.

**Are you able to:**

- work in a team,
- work with guests from different cultures,
- work efficiently and communicate well,
- work weekends and holidays?

**We expect:**

- work experience in a hotel,
- good computer skills,
- a native speaker or a Certificate in Advanced English.

We offer good wages.  
Send your CV and letter of application to Dan Pitt:  
[dan.pitt@thewaterfront.au](mailto:dan.pitt@thewaterfront.au)

**B Notes for my CV:**

Personal statement  
Education  
Skills  
Work experience  
Interests  
References

**CULTURE**

Lebensläufe im englischsprachigen Raum enthalten häufig eine persönliche Stellungnahme, aber kein Bewerbungsfoto (siehe S. 151). Wie sehen Lebensläufe in Deutschland aus?

## C E-MAIL

Dear Mr Pitt,

I would like to apply for the job as receptionist at the Waterfront Hotel. I have one and a half years of work experience. As a student in Cork, Republic of Ireland, I worked part-time in a B & B. We had guests from all over the world, so I can work well with people from different countries. At the moment I am working in Australia as a receptionist at the Flying Emu Lodge, where I welcome guests and work in a small team. Now I am looking for a more permanent job in a larger team.

I can communicate well and I am good at organizing things. I also have very good computer skills. I think that because of my work experience, I work more efficiently than most other young people. Please find my CV attached. I look forward to hearing from you.

Yours sincerely,  
Amy Wynner

## 2 Make a checklist.

- a) Compare Amy's application with the job ad. What's missing in Amy's letter? → p.88
- b) Would you apply for the job of a receptionist? Say why (not).

Job ad	Amy	You
Work in a team	✓	
Work with guests from different cultures		

## 3 Name these jobs.

- a) Match the pictures with the right job. → p.89
- carpenter   chef   hairdresser   electrician   nurse   travel agent



## b) Match the sentence parts to make definitions. → V Jobs, p.183

- A preschool teacher ...
  - A physiotherapist ...
  - A plumber ...
- A repairs pipes in buildings.  
B is a teacher for young kids.  
C works with patients who have had an accident.

Hör dir in einem Online-Wörterbuch die Aussprache an.

## 4 (SPEAKING) What do you think?

a) What's important for the jobs in Ex. 3? Copy and complete the table.

	Be on time	Communicate well	Be reliable	Work well in a team	Be motivated	Pay attention to detail
Chef	✓		✓	✓	✓	✓
...						

## b) Talk to a partner.

- A: I think it's important to be motivated in every job.
- B: You're right. For a hairdresser and a travel agent it's also important to communicate well.
- A: Yes, but that's also important for a nurse. ...

## 5 (LISTENING) Listen to the phone call and complete the notes. → S5, p.140

**HAIR HOUSE**

Date: 12 Oct 2017      Time: 11:20

Taken by: Sarah White      Name: —

Reason(s) for calling: — job certificate and — years' experience can work —, has own — → will send her —

**LISTENING SKILLS**

Normalerweise nennt man zu Beginn eines Telefongesprächs seinen Namen. Versuche zuerst, diesen herauszuhören. Schreibe dir während des Hörens Stichpunkte auf (z.B. Name und Nachricht).

Language → G2, p. 168

Melbourne is one of the most amazing cities in the country.  
The Waterfront Hotel is one of the longest hotels in Melbourne.  
It is larger than the Flying Emu Lounge.  
The job is more permanent.

Wie steigertest du  
- kurze Wörter?  
- lange Wörter?

6 (SPEAKING) Compare the working conditions.

a) Look at this table and compare the working conditions. Make notes. → p. 89

7/5a)



	Helen, waitress	Lisa, shop assistant	Derek, electrician
Long journey to work?	15 minutes	45 minutes	30 minutes
Large team?	4 people	10 people	2 people
High wages?	A\$30,000	A\$40,000	A\$45,000
Expensive train ticket?	A\$90.72 per month	A\$131.04 per month	A\$103.72 per month

A: Lisa has the longest journey to work.  
Derek has a longer journey to work than Helen.  
B: Lisa works in ...  
A: Derek gets ...  
B: Lisa has got ...

The longest journey:  
1. Lisa  
2. Derek  
3. Helen

b) Talk about the jobs from a). interesting difficult hard

7/5b)

I think the job of a(n) ... is more interesting than ... A(n) ... has got the most interesting job.

7 How did Greg get a job as an adventure guide?

8/6

Complete the sentences with more and most.

- I prepared — carefully for the job interview than the last time.
- Five people answered the questions in the interviews — successfully. I was one of them.
- We had to do some tests on an island. I made a fire — quickly.
- I swam — strongly than the others in the race.

GRAMMAR → G2, p. 168

efficiently - more efficiently - (the) most efficiently  
fast - faster - (the) fastest  
well - better - (the) best

b) Complete the sentences. best faster harder

- I was only second in the mountain race. A woman from Sydney ran — than me.
- I worked — than the other four people to build our island camp.
- I worked — in a team.

8 Compare the people who applied for a travel agent's job in Perth.

	Oliver	Emily	Jack
Confident	***	*	**
Reliable	**	*	***
Works efficiently	***	*	**
Speaks Chinese fluently	*	**	***
Communicates well	*	**	***

a) Look at the interviewer's table and complete the sentences. → p. 90

8/7

- Jack is more confident than Emily, but Oliver is —.
- Oliver is — than ..., but ....
- Jack works — than ..., but ....
- Emily speaks Chinese — than ..., but ....
- Emily communicates — than ..., but ....

b) Who would you give the job to? Discuss with your partner.

8/8

A: I would give the job to ... because he / she is ... and he / she works ....  
B: Yes, but ... doesn't / isn't ... I would give the job to ... because ...

9 YOUR TURN) An application and a CV → V Jobs and qualities, p. 186 → S13-14, pp. 150-151

9/9  
11/1-2

- Read the ads.
- Make a list: What are you good at? What are you less good at?
- Choose one of the jobs.
- Write your letter of application and your CV.

We are looking for a BIKE COURIER.

Working hours are at lunchtimes and in the evenings, also at weekends.  
You must have your own bike and your own phone. You should be fit and know the city well. Experience as a courier is helpful.  
We offer good wages.

Please send your application to:  
Eastern Tiger Restaurant  
Mr Wong



We are looking for a CALL CENTRE TELEPHONIST.

Can you communicate well? Do you have good German and English language skills and good computer skills? Are you able to work well with customers? Are you able to work in the evenings and at weekends?  
We offer good wages.

Please send your application to:  
TeleView Call Center  
Mrs Smith



Ich kann eine Bewerbung schreiben. ✓