

What Kind of Job Is Right for You?

	Agree	Somewhat Agree	Disagree
1 I'd like to work in one company for my whole life.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2 I can't enjoy a job unless it is quite challenging	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3 I prefer working with other people than working alone.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4 I'd be happiest with a job that has regular hours.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5 A position with power and status is attractive to me.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6 I wouldn't like a job with too much responsibility.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7 I want a job that allows me to contribute to society.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8 My main motivation for working is to make money.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9 I'd prefer to work part time instead of full time.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10 No matter what I do, I want to have as much free time as possible.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>



Getting Ready

Complete the survey above by checking (✓) the boxes that apply to you. Then discuss the following questions with a partner.

- 1 What kinds of jobs are most popular for graduates in your country at the moment??
- 2 What jobs in your country are considered to be good jobs? Why?

Before You Read

Careers

A Match these jobs with their descriptions. Write a–h.

a animal trainer **b** archaeologist **c** biologist **d** nature conservationist
e picture editor **f** tour guide **g** veterinarian **h** wildlife photographer

- 1 ____ studies plant and animal life
- 2 ____ takes pictures of animals
- 3 ____ gives treatment and medical care to animals
- 4 ____ teaches animals how to behave and perform certain tasks
- 5 ____ protects and manages the local environment
- 6 ____ chooses images to use in a newspaper, magazine, or website
- 7 ____ someone who shows visitors around an area and gives them information
- 8 ____ studies ancient societies by examining the remains of buildings, tools, etc.

B Discuss the following questions with a partner.

- 1 Which job above would interest you? Why?
- 2 What qualities would someone need to be successful in that job?

Reading Skill

Predicting

Good readers think about what they are going to read before they actually start reading. They first skim the passage for clues to what it will be about, and then use this information to activate their background knowledge on the topic.

A Skim the article on the next two pages quickly. Read the title, subtitles, and the opening paragraph, then look at the photos and read the accompanying captions.**B The following are interview questions from the article. Based on what you read in A, what do you think Widstrand and Switzer's responses will be like? Discuss your answers with a partner.**

- 1 What did you want to be when you were growing up?
- 2 How did you get started in your field of work?
- 3 What inspires you?

C Now skim the article to see if your answers in B were close.**D Read the entire passage carefully. Then answer the questions on page 15.**

Not Your Typical 9-to-5 Job

Many people dream of **attaining** a steady job with normal work hours and a reasonable commute, perhaps in a large **cosmopolitan** city. Others desire something else. Here are two people who knew from an early age that they didn't want a typical 9-to-5 job. With determination and **tenacity**, they managed to find work in areas that they are passionate about.

Staffan Widstrand, wildlife photographer and nature conservationist

What did you want to be when you were growing up?

As a child, I remember having it all figured out: I was going to be an ice hockey star during winter, a soccer star during summer, and a pop star during spring and autumn. Later on I wanted to be an archaeologist, an explorer, and a photographer.



How did you get started in your field of work?

I was in love with the natural world from the start. I wanted to know everything about animals. At 13, I became passionate about birds, and I still am. I also became passionate about other places, other countries, other cultures, and other languages. The **horizon**, and anything beyond it felt like a promise, not a threat.

I started taking pictures at 13, but it took until I was 25 before I started my own company as a photographer. Before that, I was trained as an army officer and as a metal worker, but after a while I realized that none of that really was my thing. So I became a nature tour guide at 22, taking eco-tourists all around the world—and being paid for it! I was also a picture editor at a major book publishing company.

What inspires you?

I feel very strongly about a number of things—human rights, indigenous peoples'¹ very special rights, democracy, freedom, and **tolerance**. But the issue I have chosen to really go deep into and try to make a difference for, is nature conservation and the survival of our natural **heritage**. We must take better care of and respect this ancient heritage of ours, not only for ethical reasons, but also for pure human reasons. We need our natural heritage to lead happy lives, to feel real joy, and to be able to understand ourselves.

http://images.allmoviephoto.com/2009_Earth/2009_earth_003.jpg

FPO

What has been your favorite experience in the field?

There have been so many—human experiences, cultural experiences, natural experiences—camping among lions, touching a wild polar bear's nose, sleeping in the rain forest, and waking up to monkeys.

CAPTION TK

¹ **Indigenous people are** ethnic groups that have existed in an area prior to colonization or the formation of a nation state.

Shannon Switzer, writer and water conservationist

What did you want to be when you were growing up?

When I was little, I actually wanted to be an animal. I would **literally** run around on all fours pretending to be a dog, horse, cheetah, dolphin—I morphed into different animals all the time. By the time I got to middle school and high school, I had moved on to wanting to be a zoo veterinarian or trainer at SeaWorld.²

How did you get started in your field of work?

I've always loved the outdoors, the mountains and ocean alike, and growing up in San Diego allowed me to explore both of these diverse ecosystems. I doubled³ in Environmental Studies and Biological Sciences, which gave me ample opportunity to get out in the field.

What inspires you?

The **ironic** part about my dedication to conserving fresh water is my love for its salty cousin. Don't get me wrong. I love exploring rivers, lakes, and waterfalls, and I know that fresh water is our most precious and limited resource on Earth. That alone is enough reason to be dedicated to preserving it.

However, the true driving force behind my obsession with keeping fresh water clean is my desire to keep the ocean clean. My belief that we should be able to enjoy spending time in our rivers, lakes, and oceans without worrying about it **adversely** affecting our health is what motivates me daily.

What has been your favorite experience in the field?

A moment that will always be frozen in time for me occurred when I was photographing whale sharks. I had been following a shark who suddenly disappeared down to the depths. I brought my head up out of the water to determine where the rest of my small team had gone. When I put my head back in the water, I discovered another whale shark directly beneath me.

We swam together for nearly 20 minutes. Fortunately, he was headed in the direction of my team. Once we had nearly reached them, he paused. He stared at me with his curious round eye and then turned and headed in the direction from where we had just come.

There's always something **surreal** about spending time with a wild animal that has chosen to approach and hang out on its own terms. In this case, I felt like I'd made a new friend.



² If a university student **doubles** (short for “double major”) in two fields, he or she satisfies the requirements of two Majors in a single degree programme.

³ **SeaWorld** is a marine-based theme park in San Diego, California, USA.

Reading Comprehension

Check Your Understanding

A Complete the following sentences with information from the article.

- 1 When he was younger, Widstrand saw the future not as a threat but as a(n) _____.
- 2 Widstrand's first brush with environmental work involved him being a tour guide for _____ before running his own business doing _____.
- 3 In terms of social issues, Widstrand is most concerned about _____ and saving our _____.
- 4 Because she grew up in San Diego, Switzer was able to explore both _____ and _____.
- 5 According to Switzer, the Earth's most precious and limited resource is _____.
- 6 After Switzer had swum with the whale shark for 20 minutes, it stopped, _____ at her, and then turned around.

B Read the following statements. Check (✓) whether they are true for Staffan Widstrand (W) and/or Shannon Switzer (S).

This person...	W	S
1 knew at an early age that he/she didn't want a 9-to-5 job.		
2 is a conservationist .		
3 wanted to be an animal as a child .		
4 wanted to be athlete as a child.		
5 loves animals.		
6 worked as an editor.		
7 is passionate about human rights and democracy.		
8 describes his/her experience photographing a whale shark.		

C Discuss the following questions with a partner.

- 1 What would be the advantages and disadvantages of the types of jobs that Widstrand and Switzer do, compared to a regular 9-to-5 job?
- 2 How would you describe Widstrand and Switzer? Do you think you have any similar qualities?



Vocabulary Comprehension

Definitions

A Match the words in the box to the correct definitions. Write a–j. The words are from the passage.

a cosmopolitan b tenacity c horizon d tolerance e heritage
f literally g ample h ironic i adversely j surreal

- _____ willingness to accept attitudes and beliefs different from your own
- _____ badly or unfavorably
- _____ having people from many parts of the world
- _____ where the earth and sky appear to meet
- _____ enough or more than enough
- _____ very strange or unusual; like a dream
- _____ determination
- _____ in a way that uses the ordinary or usual meaning of the word
- _____ objects and qualities that have been passed down from previous generations
- _____ using words that mean the opposite of what you really think, especially to be funny

B Complete the following sentences using the words from A. You might have to change the form of the word.

- Many business leaders feel the key to success is _____.
- The new law aims to promote more _____ and respect among different members of the community.
- I have _____ taken over 500 photographs in the past week.
- We lit a campfire after the sun went below the _____.
- There is _____ seating at the lecture hall for today's talk.
- My mother belongs to a committee that aims to preserve our town's cultural _____.
- London is a very _____ city, with people of many races and nationalities living and working together.
- It was _____ to meet my childhood idol in person.
- Isn't it _____ that Jeff is a technology specialist, but he doesn't own a computer or phone?
- Without a doubt, arriving late for your interview will _____ affect your chances of getting the job.

Motivational Tip: Start with the question *why*? Successful readers are always able to answer the question *why*? *Why* am I reading this material? *Why* am I doing this? *Why* do I want to be a better reader? When we understand why we are engaging in a task, we are able to maintain our motivation when things get difficult. Write down two reasons *why* you want to be a better reader and share them with your classmates/

- A** Complete the words below using the root words *ten* or *tain*. Then write the part of speech and a simple definition, using your knowledge of prefixes and suffixes. You may use a dictionary to help you.

Word	Part of Speech	Definition
1 abs_____		
2 un_____able		
3 de_____		
4 at_____		
5 re_____		
6 con_____er		
7 sus_____able		
8 _____ant		
9 _____ure		
10 main_____		
11 ob_____		
12 _____acious		

Vocabulary Skill

The Root Word *ten/tain*

In this chapter, you read the words *attain* and *tenacity*. Both are formed using the root word *ten* or *tain*, which comes from the Latin word *tenere*, meaning *hold on* or *persist*. *Ten* or *tain* can be combined with prefixes, suffixes, and other root words to form many words in English.

- B** Complete the following sentences using the correct form of the words from **A**.

- How long are the police allow to _____ suspected criminals without charging them with a crime?
- Gary was surprised to see that the _____ the villagers were using to store water in were old oil drums.
- Paul has decided to _____ from caffeine to see if he sleeps better.
- I want to rent out my basement to a new _____. The person living there now is too noisy.
- Anna wants to work as a photojournalist in Thailand but is having trouble _____ a work permit.

- C** Now write four more sentences using any of the remaining words from **A**. Share your ideas with a partner.

- _____
- _____
- _____
- _____

Before You Read

You're Hired!

A Discuss the following questions with a partner.

- 1 Have you ever had a job interview? What job was the interview for?
- 2 What types of interviews have you heard of or have gone through? Which are common in your country?
- 3 Is there any interview type you prefer or you think you

B Match the following expressions with their definitions.

- | | |
|----------------------------------|--------------------------------------|
| 1 ____ have a say in | a write down quickly and simply |
| 2 ____ jot down | b be part of an action or decision |
| 3 ____ win others over | c remove what isn't needed or wanted |
| 4 ____ weed out | d gain the approval of people |
| 5 ____ take something personally | e assume something is an insult |

Reading Skill

Skimming for Content

Skimming for content is a useful skill that can help you read and comprehend faster. You can get a good idea of the content of a passage without reading every word or sentence. By skimming quickly over the text, you can pick up on the main idea and main points of the passage.

A Do you know about the different types of job interviews? Circle the correct word or phrase to complete the following sentences.


- 1 Unqualified candidates are eliminated early at a (screening / one-on-one) interview.
- 2 Notes are (unnecessary / a good idea) in a telephone interview.
- 3 Salary issues are best (dealt with / avoided) in a telephone interview.
- 4 Rescheduling surprise interviews is probably a (good / bad) idea.
- 5 If you are required to attend a one-on-one interview, you (might get / have probably already gotten) the job.
- 6 If you are at a lunch interview, you should order (whatever you like / what the interviewer suggests).
- 7 Employees see how candidates interact with each other at a (committee / group) interview.
- 8 An interviewer might purposely fall silent at a (group / stress) interview.

B Spend one minute skimming the passage on the next two pages. Then review your answers in A and change any that you think are incorrect.**C Now read the entire passage carefully. Then answer the questions on page 21.**

http://heinle.asr.com/interviews

Job Interview Types

If you are going to apply for a job in the United States, be prepared in advance for the types of interviews you can expect during the hiring process. Here are the major ones, and tips on how to handle them.



Screening Interview

A screening¹ interview is meant to weed out unqualified candidates. Interviewers will work from an outline of points they want to cover, looking for **inconsistencies** in your résumé and challenging your qualifications. Provide answers to their questions, and never volunteer any additional information; this could work against you. One type of screening interview is the telephone interview.

Telephone Interview

Telephone interviews are merely screening interviews meant to eliminate poorly qualified candidates so that fewer people will need to be brought in and interviewed in person. You might be called out of the blue,² or a telephone call to check on your résumé might turn into an interview. Your mission is to be invited for a personal face-to-face interview.

Here are some tips for telephone interviews:

- **Anticipate the dialogue.** Write a general script with answers to questions you might be asked. Focus on skills, experiences, and accomplishments. Practice until you are comfortable.
- **Keep your notes handy.**³ Have any key information, including your résumé and notes about the company, next to the phone. You will sound prepared if you don't have to search for information. Make sure you also have a notepad and pen so you can jot down notes and any questions you would like to ask at the end of the interview.
- **Be prepared to think on your feet.** If you are asked to participate in a role-playing situation, give short but **concise** answers. Accept any criticism with **fact** and grace.⁴
- **Avoid salary issues.** If you are asked how much money you would expect, try to avoid the issue by using a delaying statement, or give a very broad range. At this point, you do not know how much the job is worth.
- **Push for a face-to-face meeting.** Sell yourself by closing with something like: "I am very interested in exploring the possibility of working in your company. I would appreciate an opportunity to meet with you in person. I am free either Tuesday afternoon or Wednesday morning. Which would be better for you?"
- **Try to reschedule surprise interviews.** If you were called unexpectedly, try to set an appointment to call so you can be better prepared by saying something like: "I have a scheduling conflict right now. Can I call you back tomorrow after work, at 6 p.m.?"

One-on-One Interview

In a one-on-one interview, it has already been established that you have the skills and education necessary for the position. The interviewer wants to see if you will fit in with the company, and

¹ To **screen** someone or something is to look carefully in order to evaluate it.

² Something that happens **out of the blue** happens suddenly or without warning.

³ To keep something **handy** is to have it nearby or ready for reference.

⁴ To accept or handle something with **grace** is to do it with good humor or goodwill.

how your skills will **complement** the rest of the department. Your goal in a one-on-one interview is to establish **rappor**t with the interviewer and show him or her that your qualifications will benefit the company.

Lunch Interview

The same rules apply in lunch interviews as in those held at the office. The setting may be more casual, but remember, it is a business lunch and you are being watched carefully. Use the lunch interview to develop common ground⁵ with your interviewer. Follow his or her lead in both selection of food and in etiquette.

Committee Interview


Committee interviews are a common practice. You will face several members of the company who have a say in whether you are hired. When answering questions from several people, speak directly to the person asking the question; it is not necessary to answer to the group. In some committee interviews, you may be asked to demonstrate your problem-solving skills. The committee will outline a situation and ask you to formulate a plan that deals with the problem. You don't have to come up with the ultimate solution. The interviewers are looking for how you apply your knowledge and skills to a real-life situation.

Group Interview

A group interview is usually designed to uncover the leadership potential of prospective managers and employees who will be dealing with the public. The front-runner⁶ candidates are gathered together in an informal, discussion-type interview. A subject is introduced and the interviewer will start off the discussion. The goal of the group interview is to see how you interact with others and how you use your knowledge and reasoning powers to win others over. If you do well in the group interview, you can expect to be asked back for a more extensive interview.

Stress Interview

Stress interviews are a **deliberate** attempt to see how you handle yourself. The interviewer may be **sarcastic** or argumentative, or may keep you waiting. Expect this to happen and, when it does, don't take it personally. Calmly answer each question as it comes. Ask for **clarification** if you need it and never rush into an answer. The interviewer may also become silent at some point during the questioning. Recognize this as an attempt to unnerve you. Sit silently until the interviewer **resumes** the questions. If a minute goes by, ask if he or she needs clarification of your last comments.



⁵ The phrase "**common ground**" is used to an agreement or understanding between people.

⁶ The **front-runner** is the leading contender for a job or competition.

Reading Comprehension

Check Your Understanding

A Choose the correct answer for the following questions.

- 1 What is the main purpose of the article?
 - a to prepare employers for interviews
 - b to give a list of the best companies to interview for
 - c to explain which type of interview is best
 - d to inform job seekers about different types of interviews
- 2 Which type of interview is NOT mentioned in the article?
 - a a screening interview
 - b a committee interview
 - c a candidate interview
 - d a stress interview
- 3 What is the purpose of a screening interview?
 - a to identify unqualified candidates
 - b to invite the candidate to a telephone interview
 - c to make a final decision about the candidate
 - d to find the most qualified candidate
- 4 What is the main goal of a job-seeker during a telephone interview?
 - a to get information about the company
 - b to be invited for a personal face-to-face interview
 - c to further explain your resume
 - d to find out who else is applying for the job
- 5 What should you do if an interviewer stops talking during a stress interview?
 - a clarify the last point you made
 - b use this as an opportunity to ask questions
 - c thank the interviewer and prepare to leave
 - d wait quietly until the interviewer starts talking again

B Complete the following sentences with the correct answer.

- 1 One purpose of a one-on-one interview is for the employer to see how your _____ will complement those of the other employees.
- 2 A _____ interview may appear casual, but remember you are being _____ carefully.
- 3 The objective of a committee interview is to see if you can handle issues in a(n) _____ using your knowledge and _____ skills.
- 4 One purpose of a group interview is to identify your _____ potential.
- 5 When you are asked questions during a stress interview, respond to them _____, even if the interview is sarcastic or argumentative.

C Discuss these questions with a partner.

- 1 Which type of interview do you think is the easiest for the candidate? Which is the easiest for the interviewer?
- 2 Do you think any of the interviewing techniques are unfair to job candidates? Why, or why not?



Vocabulary Comprehension

Odd Word Out

A Circle the word or phrase that does not belong in each group. The words in blue are from the passage.

- | | | | | |
|----|-------------------|-----------------|-------------|--------------------|
| 1 | similarities | inconsistencies | variations | conflicts |
| 2 | act spontaneously | react quickly | plan ahead | think on your feet |
| 3 | concise | wordy | short | brief |
| 4 | sensitivity | crude | tact | courtesy |
| 5 | complement | supplement | enhance | clash |
| 6 | empathy | disagreement | rapport | understanding |
| 7 | deliberate | purposeful | hasty | planned |
| 8 | mean | mocking | sarcastic | pleasant |
| 9 | clarification | disorganization | disorder | misunderstanding |
| 10 | start over | resume | begin again | overdo |

B Complete the sentences using the words in blue from A. You might have to change the form of the word.

- 1 When you give someone feedback, avoid being _____ or giving highly negative remarks.
- 2 The trial dragged on because there were many _____ in the witness's statement.
- 3 The reason Cynthia got the job was because she quickly developed an excellent _____ with the interviewer.
- 4 If you are asked to criticize anything in an interview, be sure to use _____. You don't want to appear rude or insensitive.
- 5 Quick decisions are critical in an emergency situation; as a manager you are expected to be able to _____.
- 6 The hurricane brought the city to a halt; people only _____ working three weeks later.
- 7 I'm afraid that your report was very confusing, and several points required _____.
- 8 Michael claimed he spilled coffee on Jun's papers by accident, but we all know that it was _____.
- 9 Our office staff consists of a small and varied group of people, but we all have skills that _____ each other very well.
- 10 My manager asked me to write a(n) _____ report of the incident so she would read it quickly.

Motivational Tip: Preparing a learning contract with your teacher. One way that motivated learners make progress is to prepare a written learning contract with their teacher. Identify three or four things that you want to improve in your classroom behavior and/or your reading ability. Write a contract and give it to your teacher. Follow up with your teacher in two or three weeks to report on your progress and completion of the contract.

- A** Look at the definitions for the words *complement* and *compliment*. Complete the following sentences using the correct word.

complement \ˈkɒm-plə-,ment\ v. to complete or enhance by providing something additional

compliment \ˈkɒm-plə-,ment\ v. to express respect, affection, or admiration

- 1 The famous painters Diego Rivera and Frida Kahlo were excellent partners because they truly _____ each other.
- 2 I must _____ you on the dinner tonight. You're a really good cook!

- B** Write the definitions for the following homophones. Then write an example sentence for each word. You may use a dictionary to help you.

- 1 *council*: _____
Example: _____
counsel: _____
Example: _____
- 2 *lesson*: _____
Example: _____
lessen: _____
Example: _____
- 3 *principal*: _____
Example: _____
principle: _____
Example: _____
- 4 *led*: _____
Example: _____
lead: _____
Example: _____

Vocabulary Skill

Homophones

In this unit, you read the word *complement*. There is another word, *compliment*, that is pronounced similar to *complement*, and is spelled almost the same, but has a different meaning. Words like these are called *homophones*.

Real Life Skill

Reading Job Ads

Besides using the Internet, you can also find job ads in newspapers and magazines. Because advertising is expensive and space is limited, the ads often contain many abbreviations. It is important to understand the meaning of these abbreviations when looking for a job that fits your experience, skills, and educational background.

A Read the following job ad. Match each abbreviation with its definition.

BOOKKEEPER

Imm opening in large medical office. Exp only. Req strong background in payroll, invoices, w/ knowledge of BookkeeperPro or similar software. Flexible PT sched, some wknds req. Excellent salary (neg) plus full benefits. **Call Sara at 555-0011.**

- | | |
|-----------------|--|
| 1 ____ neg | a Saturdays and Sundays |
| 2 ____ exp only | b working hours |
| 3 ____ imm | c not full-time |
| 4 ____ wknds | d this is necessary |
| 5 ____ w/ | e we will discuss this |
| 6 ____ req | f right now |
| 7 ____ PT | g only people who have done this work before |
| 8 ____ sched | h having |

B Discuss your answers in A with a partner. Example: *exp only* stands for “experienced only”

C Read the following ad. With a partner, discuss and write a definition for each abbreviation.

INTERNATIONAL SALES: Office Equipment

For Asia/Australia/NZ. Extensive travel. Base salary (up to \$30K neg) + excellent commission. Req four-yr degree, computer literate, excellent spoken/written English (other langs a plus). Imm start. **Send res to: phil@globalhireonline.net**

- 1 NZ: _____
- 2 K: _____
- 3 yr: _____
- 4 langs: _____
- 5 res: _____

What do you think?

- 1 What did you want to be when you were young? Did you always want to be the same thing, or did it change over time?
- 2 Do you think social media websites (e.g. LinkedIn) are important tools in modern day job-hunts? Why, or why not?
- 3 Phrases such as “live to work” and “work to live” are used to describe different attitudes towards work. What do you understand by these phrases? What is the difference in meaning between them?