



มหาวิทยาลัยราชภัฏนครปฐม

English for Job Applications 1000014

Unit 1 - Research and Preparation

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Unit 1 -Research and Preparation

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- **Listening and Reading Activities:**
Job market research and understanding roles
- **Writing and Speaking Activities:**
Drafting a personal skills outline and discussing research findings

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- **Listening and Reading Activities:**
Job market research and understanding roles

Listening Exercise: Recognize job application stages through audio examples

Reading Exercise: Identify roles and requirements in job descriptions

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Listening Exercise: Recognize job application stages through audio examples

Identify key stages in the job application process and understand associated vocabulary.

- | | |
|---|---|
| A. Researching Job Opportunities | E. Preparing for an Interview |
| B. Preparing a CV | F. Attending an Interview |
| C. Writing a Cover Letter | G. Following Up After an Interview |
| D. Submitting an Application | |

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Identify key stages in the job application process
and understand associated vocabulary.

- | | |
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| a. Researching Job Opportunities | e. Preparing for an Interview |
| b. Preparing a CV | f. Attending an Interview |
| c. Writing a Cover Letter | g. Following Up After an Interview |
| d. Submitting an Application | |

1. "I'm searching online job boards to find openings that fit my skills and qualifications."
2. "I'm drafting a cover letter to explain why I'd be a good fit for the company."
3. "I'm uploading my CV and cover letter to the company's website to apply for the position."
4. "I'm adding my latest work experience and skills to my CV to make it stronger."
5. "I'm practicing responses to common interview questions to get ready for my interview."
6. "I'm reviewing my notes and dressing professionally because my interview is later today."
7. "I'm writing a thank-you email to the interviewer to express my appreciation for the opportunity."

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pause if you need more time

Identify key stages in the job application process
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| a. Researching Job Opportunities | e. Preparing for an Interview |
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1. "I'm searching online job boards to find openings that fit my skills and qualifications."
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Answers

Identify key stages in the job application process
and understand associated vocabulary.



**Answers will be revealed in 10 seconds
pause or replay if you need more time**

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Answers

Identify key stages in the job application process and understand associated vocabulary.

1. **a. Researching Job Opportunities**
2. **c. Writing a Cover Letter**
3. **b. Preparing a CV**
4. **d. Submitting an Application**
5. **e. Preparing for an Interview**
6. **f. Attending an Interview**
7. **g. Following Up After an Interview**

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Let's Talk About The Answers

1. **Researching Job Opportunities** Keywords: "searching online job boards," "finding openings"
2. **Writing a Cover Letter** Keywords: "drafting a cover letter," "good fit for the company"
3. **Preparing a CV** Keywords: "adding work experience," "CV"
4. **Submitting an Application** Keywords: "uploading CV and cover letter," "apply for position"
5. **Preparing for an Interview** Keywords: "practicing responses," "common interview questions"
6. **Attending an Interview** Keywords: "reviewing notes," "interview is today"
7. **Following Up After an Interview** Keywords: "thank-you email," "appreciation for the opportunity"

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Reading Exercise: Identify roles and requirements in job post and descriptions

Read a short job post on the Marketing Assistant position in Bristol. Pay close attention to details about qualifications, skills, responsibilities, and benefits.

You will find 5 multiple-choice questions after reading. Choose the best answer for each question based on the information provided in the job post.

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**Reading Exercise: Identify roles and requirements
in job descriptions**

pause if you need more time

Marketing Assistant, Bristol

A leading company in international logistics, with operations in over 20 countries, is seeking a Marketing Assistant in Bristol. The position offers a salary of approximately £25K per annum. Candidates must have a degree in marketing or a related field and ideally some prior experience in a marketing department of a large company. Essential attributes include a positive attitude, strong creative skills, and the ability to work well in a team. Full training will be provided, and there are excellent promotion opportunities within the department.

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Reading Exercise: Identify roles and requirements in job descriptions

Reading Comprehension Questions

1. What is the primary qualification required for the Marketing Assistant position?

- a) Degree in marketing b) High school diploma c) No qualifications

2. Which is not mentioned as a requirement for the position?

- a) Teamwork skills b) Creative skills c) Language fluency

3. What is the approximate yearly salary for the Marketing Assistant role?

- a) £20K b) £25K c) £30K

4. What benefit is highlighted for the position?

- a) Health insurance b) Promotion opportunities c) Remote work

5. What type of company is hiring for this position?

- a) Marketing agency b) Logistics company c) Software firm



**pause if you
need more
time**

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Answers

**Reading Exercise: Identify roles and requirements
in job descriptions**



**Answers will be revealed in 10 seconds
pause or replay if you need more time**

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Answers

Reading Exercise: Identify roles and requirements in job descriptions

1. What is the primary qualification required for the Marketing Assistant position?

- a) **Degree in marketing** b) High school diploma c) No qualifications

clue: primary qualification, degree in marketing

2. Which is not mentioned as a requirement for the position?

- a) Teamwork skills b) Creative skills c) **Language fluency**

clue: not mentioned, teamwork skills, creative skills (language fluency is not listed)

3. What is the approximate yearly salary for the Marketing Assistant role?

- a) £20K b) **£25K** c) £30K

clue: approximate salary, £25K per annum (Note: per annum and yearly mean the same)

4. What benefit is highlighted for the position?

- a) Health insurance b) **Promotion opportunities** c) Remote work

clue: benefit, promotion opportunities, full training

5. What type of company is hiring for this position?

- a) Marketing agency b) **Logistics company** c) Software firm

clue: type of company, leading company in international logistics

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Let's Talk About The Answers

1. What is the primary qualification required for the Marketing Assistant position?

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clue: primary qualification, degree in marketing

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Writing and Speaking Activities:

- Drafting a personal skills outline and discussing research findings

Writing Exercise: Outline personal skills and job goals

Speaking Exercise: Present skills and discuss goals with clarity

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Writing Exercise: Outline personal skills and job goals

This activity focuses on identifying how personal skills and career goals are effectively written. By analyzing short paragraphs and answering questions, participants will recognize how skills connect to career aspirations. The final task encourages clear and structured writing about individual career goals.

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Writing Exercise: Outline personal skills and job goals

Effective writing is to clearly stating personal skills and career goals in a structured way.

- *Personal Skills – Abilities that help in a job, such as teamwork, leadership, and problem-solving.*
- *Career Goals – The job role a person wants to pursue and why it fits their skills.*

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Example 1

"I am a detail-oriented person with strong problem-solving skills. I enjoy analyzing data and finding patterns to make informed decisions. My goal is to become a data analyst because I have a passion for working with numbers and interpreting complex information. I hope to use my analytical thinking to help businesses make strategic decisions."

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Example 1 Exercise

- 1.What personal skills are mentioned?
- 2.What is the writer's career goal?
- 3.How does the career goal relate to the personal skills?

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Answer for Example 1 Exercise

1. Personal Skills: Detail-oriented, problem-solving, analytical thinking.
2. Career Goal: Data analyst.
3. The goal requires strong analytical skills, which the writer demonstrates through problem-solving and attention to detail.

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Example 2

I have excellent communication and leadership skills. I enjoy guiding and motivating others to work toward a common goal. My career goal is to become a human resources specialist because I want to support employee growth and create a positive work environment. I hope to apply my teamwork and leadership abilities to help organizations succeed.

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Example 2 Exercise

- 1.What personal skills are mentioned?
- 2.What is the writer's career goal?
- 3.How does the career goal relate to the personal skills?

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Answer for Example 2 Exercise

1. Personal Skills: Communication, leadership, teamwork.
2. Career Goal: Human resources specialist.
3. The goal requires guiding and supporting others, which matches the writer's leadership and communication skills.

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Writing Task

Complete the Paragraph

To apply what has been learned, complete the following paragraph by filling in the blanks with a personal skill and a matching career goal.

"I am a _____ person who enjoys _____. I have strong _____ skills, which help me _____. My goal is to become a _____ because I want to _____. I believe my skills in _____ will help me succeed in this career."

This exercise allows for practical application while ensuring that personal skills and career goals are clearly connected.

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Possible Answer

"I am a creative person who enjoys making designs. I have strong graphic design skills, which help me share ideas through pictures and designs. My goal is to become a graphic designer because I want to make designs that people enjoy. I believe my skills in designing and paying attention to details will help me succeed in this career."

This paragraph highlights both the personal skill of creativity and graphic design and connects them with the career goal of becoming a graphic designer.

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Speaking Exercise: Present skills and discuss goals with clarity

The goal of this activity is to help you practice speaking clearly and emphasizing important words when talking about your career goals and personal skills.

In this activity, you will talk about your future career and the skills you have that will help you succeed. You will focus on two things:

- 1.Emphasizing important words, like your skills and career goal, to make your message stronger.
- 2.Speaking clearly so your audience can understand you easily.

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**Listen closely and notice how the
important words are emphasized**

**"Hello! I am Jane Scott. I am a very creative
person, and I love designing. My goal is to become
a graphic designer because I want to create
beautiful designs that people enjoy. I believe my
skills in attention to detail and problem-solving
will help me succeed in this career."**

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**Listen closely and notice how the
important words are emphasized**

**"Hello! I am Jane Scott. I am a very creative
person, and I love designing. My goal is to become
a graphic designer because I want to create
beautiful designs that people enjoy. I believe my
skills in attention to detail and problem-solving
will help me succeed in this career."**

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**Listen again and remember the words
that needs emphasis**

**"Hello! I am Jane Scott. I am a very creative
person, and I love designing. My goal is to become
a graphic designer because I want to create
beautiful designs that people enjoy. I believe my
skills in attention to detail and problem-solving
will help me succeed in this career."**

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Remember

In speaking we emphasize these words because they are the most important parts of the sentence. They show the speaker's key skills (creative, attention to detail, problem-solving) and career goal (graphic designer, beautiful designs). By emphasizing these words, we make sure the listener understands what the speaker is passionate about and what they want to achieve. This helps make the message stronger and easier to follow.

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Practice Speaking and Replace with your own information

**"Hello! I am _____. I am a very _____ person,
and I love _____. My goal is to become a _____
because I want to create _____ that people
enjoy. I believe my skills in _____ and _____
will help me _____ in this career."**



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