

# **Course: Business English**

## **Level 3**

Day №11

## UNIT 6 Human resources

### 6.1 Importance of job qualifications



**What jobs are popular in your country?  
What qualifications do you need for them?**

**Look at the requirements in the box and the list of jobs.**  
**Choose the requirements for each job.**

<b>Personality</b>	easy to work with    energetic    cheerful    quiet hard-working independent    friendly    intelligent quick-thinking    helpful kind    efficient    motivated
<b>Qualifications</b>	vocational school diploma    Bachelor's degree Master's degree    Professional qualification    high school diploma
<b>Experience</b>	experience in related business no experience required experience in any field

- \*taxi driver    \*sales manager    \*school teacher    \*receptionist
- \*flight attendant    \*bank clerk    \*marketing executive    \*computer programmer

## Let's read

**Employee 1:** Ok we have two new staff members joining us next month. They were both recruited by the main office and have been there for a week, getting their orientation.

**Employee 2:** What positions are they filling?

**Employee 1:** Jane Cooper is joining us as a new sales representative and John Chase is our new accountant.

**Employee 3:** Do you know anything about them?

**Employee 1:** Yes. I've talked to the HR department at the main office. They say that Jane has a very lively personality. She's really friendly and easy to work with. Ideal qualities for a sales rep I'd say.



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**Employee 2:** Sounds good. What about John?

**Employee 1:** Well they say John is a little shy. They suggest we try to involve him in as many group activities as possible so that he can become familiar with everyone.

**Employee 3:** OK. That's no problem.

**Employee 1:** He's very intelligent, apparently. I thought we could invite him to join our quiz team!

**Employee 2:** Good idea.

**Employee 1:** I've got their resumes if you want to take a look.

**Employee 3:** No, that's Ok. Could you just give us an idea of their qualifications and experience?

**Employee 1:** Sure. Jane's just graduated from college with a degree in marketing. She doesn't really have any experience apart from summer jobs. We'll need to give her specific training for her job. John on the other hand is very experienced. He's worked for top firms in New York for more than twenty years. His wife relocate down here, so he came too. He's also a CPA.

Some employees are talking about two new hires who will be starting in the office next month.

Make notes about the new staff.

	Jane Cooper	John Chase
Position		
Personality		
Experience		
Qualification		

# UNIT 6 Human resources

## 6.2 Finding the right job fit



**What is your personality type?**

**Do you think your personality is well-suited to your career?**

**Is it important when making career choices?**

- sociable
- shy
- serious
- ambitious
- diplomatic
- dominant
- introverted

- solitary
- confident
- flippant
- unambitious
- blunt
- submissive
- extroverted

## Find the information in the box in the job ad.

job title    job description    location    experience required  
qualifications    required    how to apply

### Senior accounts clerk

Department: Finance & Credit Management

Location: Cambridge, UK

The Finance department is looking for a senior accounts clerk.

The senior accounts clerk will be responsible for contracts, liaising with our customers and the maintenance of the database. You will also assist in the day- to- day operations of the department, such as collection and sorting of mail, general data entry, and resolving problems.

Previous experience is not necessary as training will be given. You will be a university graduate (any subject), be numerate, have good communication skills at all levels, be self motivated.

Possess strong time management skills and be able to work on tight deadlines.

The opportunity to study accounting will be given.

To apply, please complete the application form and send the form with a cover letter to the Human Resources director.

**Interviews will be held the week of August 11.**

**THIS IS A PERMANENT POSITION.**

1. Your company needs a regional sales manager. The responsibilities include supervising local sales teams traveling to countries within the region and visiting customers.
2. Write a job ad for the position of regional sales manager.

**Personal profile**

Position \_\_\_\_\_

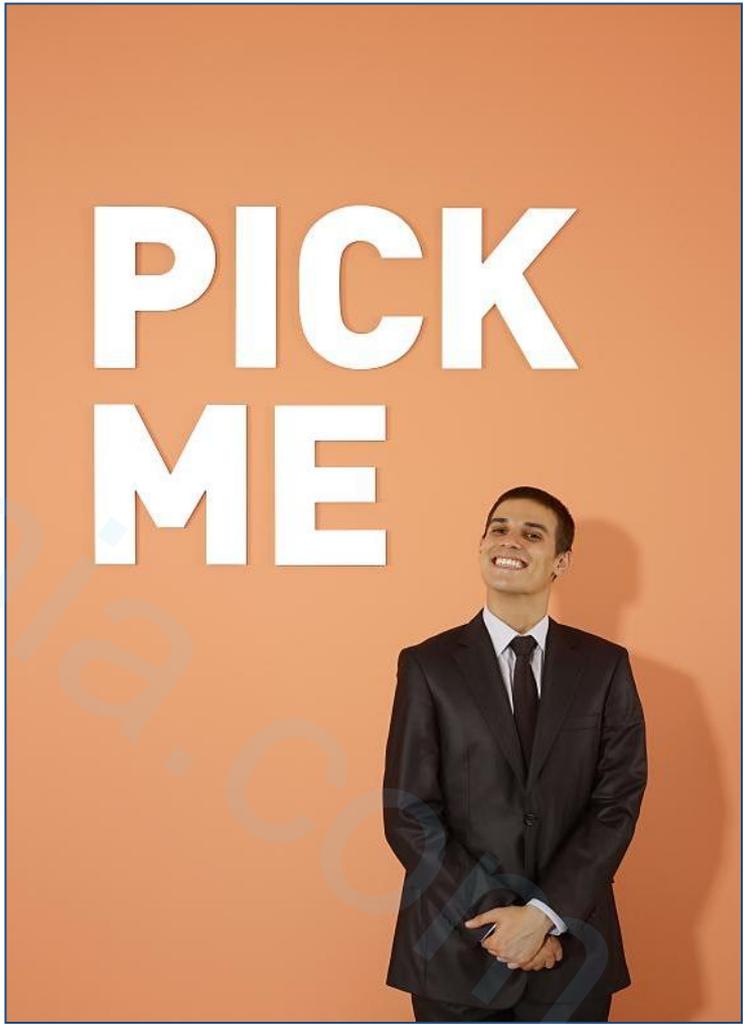
Personality \_\_\_\_\_

Experience \_\_\_\_\_

Qualifications \_\_\_\_\_

Skills required. \_\_\_\_\_

Future plans. \_\_\_\_\_



**Look at the details of the three candidates.  
Describe who is the most suitable for the job. Why?**

	Linda Lewis	Dorothy Lee	Ruth Martinez
Personality	<ul style="list-style-type: none"><li>• hard working</li><li>• intelligent</li><li>• efficient</li><li>• motivated</li></ul>	<ul style="list-style-type: none"><li>• energetic</li><li>• friendly</li><li>• helpful</li><li>• quick-thinking</li></ul>	<ul style="list-style-type: none"><li>• independent</li><li>• efficient</li><li>• helpful</li><li>• cheerful</li></ul>
Experience	<ul style="list-style-type: none"><li>• 2 years as a manager in a similar company</li></ul>	<ul style="list-style-type: none"><li>• 3 years as a manager in a different industry</li><li>• 3 years as a manager in the same industry</li></ul>	<ul style="list-style-type: none"><li>• 12 years as a manager in a similar company</li></ul>
Qualifications	2 years as a manager in a similar company	Sales and marketing degree	BBA

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***Thank you for  
today!***

***I'm looking forward to  
seeing you again!***