

Think!

1 a Match the jobs with the right job descriptions.

fruit picker

This is a young person who lives with a family in a foreign country in order to learn the language. He/She helps in the house and takes care of the children.

maid / male maid

This is a person who for example works for wine growers on a vineyard (= *Weinberg*) during grape harvest (= *Traubenernte*).

au pair

This is a person who for example organises hiking trips through the countryside and shows tourists around interesting places.

waiter / waitress

This is a person who serves customers at their tables in a restaurant. He/She takes their orders and serves them food and drinks.

tour guide

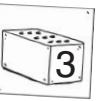
This is a person who does the housework. He/She vacuums, dusts, cleans and mops every room in the house.

- b Write down three job descriptions like the ones in exercise 1a in your exercise book. You can use your English book or a German-English dictionary.
- c Choose three jobs you would be interested in doing abroad. Give reasons for your choices and name advantages and disadvantages of these jobs. The phrases in the box will help you.

Helpful phrases:

- I'd be interested in...
- I've always wanted to...
- I really enjoy...
- I think a great advantage / disadvantage of this job is... because...
- In my opinion...





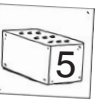
c Write down advantages and disadvantages of Kathy's work experience and of work experience abroad in general.



advantages	disadvantages

d Think of your own work experiences. Write down a text about one of your jobs. Use adjectives to describe your work experience. Answer the following questions in your text:

- Where did you work at?
- What did you do?
- What did/didn't you like?
- How did you feel?
- Would you recommend this work experience? Why or why not?



- 4 What do you know about the job of a “fruit picker”? Design a mind map in your exercise book.
- 5 a Read the job description and mark the most important information.

Fruit picker

Fruit picking is one of the most popular ‘work and travel’ jobs when it comes to countries like Australia and New Zealand. Both countries welcome thousands of travellers each and every year who finance their travelling by taking



seasonal jobs. The job of a fruit picker is one of those seasonal jobs. New Zealand is well known for its great vineyards (= *Weinberge*) and the fantastic white wines they produce. Therefore they have many vineyards and wine growers who are happy to employ young and hard-working travellers who want to see and explore their beautiful country.

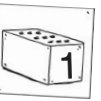
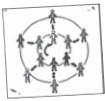
A successful fruit picker is motivated to work hard and likes to work in a team. He/She needs to be physically fit and shouldn't have any pollen allergies (= *Pollenallergien*) because the job is an outside job and pollen attacks are granted. It might also be very dusty depending on the weather. If it's a very dry summer your clothes won't have any other colour apart from grey at the end of the day. So a successful fruit picker should be able to cope with dirt. During hot summers the work as a fruit picker can be even harder than usual because you always have to wear sturdy footwear, long pants, a long-sleeved shirt and a hat for sun protection.

You always have to work long hours because it's important to harvest the grapes right on time. Apart from working long hours it's also possible that a fruit picker works for 15 to 20 days in a row without a day off. How hard and how much you'll have to work always depends on Mother Nature.

Apart from the hard work, fruit picking is a very lucrative job. Accommodation is often provided as well as drinking water during working shifts. The pay rate varies between \$15 and \$17 per hour plus holiday pay in case your contract lasts long enough for a holiday pay.

If you want to apply for the job as a fruit picker you do not need any work experience. You will be taught correct picking techniques. All applicants must have the right to work in New Zealand which means they need a “work and travel”-visa.

- b Read the text again and write down short notes in your exercise book.
- c Find a partner who has got the same text and talk about the job of a fruit picker.



1 a Personal qualities: Read the adjectives in the chart and translate them into German. Use your English book or a German-English dictionary if necessary.

English	German	English	German
accurate		selfish	
easy-going		mature	
self-confident		stubborn	
clumsy		cheerful	
enthusiastic		energetic	
single-minded		ignorant	
professional		careless	
strong		easily bored	
provocative		punctual	
fashionable		friendly	

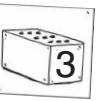
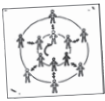


- b** Some of the adjectives in 1a are positive and some are negative. Colour positive adjectives green and negative ones blue.
- c** Find four to eight more positive and negative adjectives to describe personal qualities. Add them to your list.
- d** Use the adjectives and take notes about your own personal qualities in your exercise book. Write at least five sentences including some negative qualities which you would like to turn into something positive. This example might help you:

Sometimes I'm a little bit clumsy but I'm good in repairing broken things.

1. _____
2. _____
3. _____
4. _____
5. _____

e Use your notes to talk to your classmates in a double circle and tell them about your own personal qualities. Then listen to it.

**2 PARTNER B**

- a** Read the text and mark the most important information. Look up unknown words in a German-English dictionary.

Au pair wanted – mum needs help

Hello, my name is Lucy (32) and in the picture you can see my little family including my son Josh (10) and our cat Mimi (3).

As you've probably already guessed I'm a single parent. I have a full-time job therefore I cannot spend a lot of time with my son during the day. At present we spend our little free time learning for school. Josh can't do that while I'm at work because no one is home to support him. As you probably know learning with a parent often ends in a fight but I want to enjoy the little time I have with him. So your tasks would basically be to prepare a snack for Josh after school and sit beside him while he does his homework. When he needs to learn for a test, I'd be glad if you could support him in doing so. Josh would also love to invite friends to our house and have playdates. That hasn't often been possible yet because there wasn't an adult around. So it might happen that you have to take care of two or more children at a time. You should have a driver's license so you could drive Josh to playdates as well. You'd also have some free time which you would have at the weekends, because I have the weekends off.

There are no special requirements for this job. Your English skills should be on a basic level but you'll improve it quickly due to daily routine. During your stay you will be a fully integrated part of our family. I hope you like cats because little Mimi is a family member, too. You'll have your own bed- and bathroom. Unfortunately I won't be able to give you any pocket money.

If you want to be part of our little family, I'd be happy to receive an email from you. Tell me something about yourself and ask further questions.

My contact details are: Lucy-Josh-Mimi@schneider.com

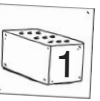


- b** Think of personal qualities and skills which the potential candidate needs? Make notes in your exercise book. These questions will help you.

Helpful questions:

- Which job is advertised?
- Which tasks do you need to do?
- Which personal qualities do you need?
- How long are the working hours?
- How much do you get paid?
- Do you need to have any work experience?

- c** Talk to a partner who has got the same text and discuss your notes.
- d** Talk to your classmates in a double circle and tell them about the job advertisement. Then listen to it. How does their job description differ from yours?



- 1 a** Read the job advertisement which was published on the website „Going abroad“. Look up unknown words in a German-English dictionary.

Going abroad

You've finished school and you don't know what to do next? Don't panic we'll find something for you!

We welcome thousands of people who want to work and travel every year. They gather (= *sammeln*) work experiences and do part time jobs to be able to afford their travelling. As a nice side effect they improve their language skills in a natural and casual way by using it every day. Does that sound interesting to you? Then keep on reading. Here are our job advertisements.

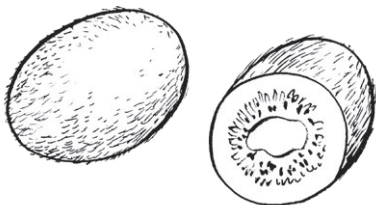
Barista

We are looking for a friendly coffee junky who can never get enough of coffee. We have small coffee shops all over New Zealand and we are always hiring staff for our great teams. You have to make and serve great coffees and prepare snacks like sandwiches and bagels. You should be able to place orders and handle payment transactions. So catering and math skills are required. It would be great if you already have work experience in this field of work but we provide a free one-week barista training, too. Your English language skills should be on an appropriate level but they will improve quickly due to daily routine. We need flexible and reliable baristas for shifts from Monday to Sunday.



Fruit picker

You love to be outside, working in a team and eating kiwi fruits? Then this will be the perfect job for you. New Zealand is famous for its delicious golden kiwi fruit. So we need you: a hard-working and reliable fruit picker. You should be in good physical shape and love to work outside even if it's raining. During kiwi season there is always a lot of work. So we will start at 8 a.m. and finish at 5 p.m. (some breaks included). You'll work together with people from all over the world, so do not

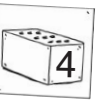


worry about your language skills. They will improve quickly. There is no previous work experience required but you need to bring your own working clothes which include sturdy footwear, long pants, a long-sleeved shirt and a hat for sun protection.

Are you interested in one or the other job? Then apply and join our team.

Send your letter of application and a CV to:

Going abroad New Zealand
13 Kiwi Street
Wellington 6011



- b** Find a partner and prepare a detailed checklist for writing a letter of application in your exercise book. Use the chart below and add further information concerning: form (style), structure of the text, addresses/date, greetings, introduction, main body, closing and ending.



Type the checklist on a computer and save it, so you can print it as often as you need it.



checklist: letter of application		✓	x
form (style)	<ul style="list-style-type: none"> • Don't use abbreviations. (I'm → I am, She'd → She would ...) • Don't use slang. → Only use formal language. • Don't make spelling or grammar mistakes. • ... 		
structure of the text	<ul style="list-style-type: none"> • Use paragraphs. • Separate different paragraphs with a blank line. • ... 		
addresses/ date	<ul style="list-style-type: none"> • sender <ul style="list-style-type: none"> – in the right top corner – street name, postal code, county • addressee <ul style="list-style-type: none"> – ... • date <ul style="list-style-type: none"> – on the right side, underneath the sender 		
greetings	<ul style="list-style-type: none"> • Use "Dear Sir/Madam" if you don't know the name of the contact person. • ... 		
...			

- c** Write a letter of application for the job as a fruit picker you read about in exercise 1a. Use the sample letter, your checklist and the sheet "Help phrases – letter of application" for writing your letter of application. You can use a German-English dictionary if necessary.



Remember:

- Write in a formal style (no abbreviations, no slang).
 - Use a formal structure.
 - Check your spelling and grammar.
- d** Ask your partner to check your letter of application and check his/her letter. Use your checklist and the sheet "Help phrases – peer conference" for writing your comments on your partner's letter of application.
 - e** Read your partner's comments and corrections and improve your letter of application.
 - f** Ask your partner to check your letter of application again and check his/her improved letter of application.



- 3 a** Read the curriculum vitae (CV) of Carina Schmitt who applied for a job as a barista.

Carina Schmitt

Maibachweg 12, 60311 Frankfurt, Germany
telephone: 0049 69 123456 | mobile: 0049 135 98765432
email: Carina@Schmitt.de

Personal statement

I am a confident polite and stress-resistant person with good communication and problem solving skills. I am looking forward to improving my language and service skills in the work place.

Key skills and personal qualities

- friendly and confident
- good at foreign languages
- strong team member
- good at organising things

Education

2011 to present Gesamtschule Niedereschbach, Frankfurt
2007–2011 Grundschule Harheim, Frankfurt

Work experience

coffee shop: serving customers food and beverages,
operating the cash desk, preparing snacks

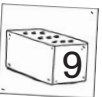
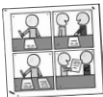
hair dresser: washing customers hair, applying hair colours,
cleaning the salon, arranging appointments,
ordering supplies

Hobbies and interests

My hobbies include travelling, reading books in English, playing tennis, meeting friends and having a good talk. My favourite subjects are English and Physical Education. I am also a member of the school cooking club.

References

Mr Theodor (class teacher), Lukas@Theodor.de
Mrs Braun (coffee shop manager), coffeeshop@managment.de

**4 a** Read the job advertisement.**We are looking for a child-oriented person to join our kitchen staff!**

We are looking for hard-working, friendly, enthusiastic, child-oriented and reliable people to support our kitchen staff and our childcare assistants before and during lunch time.

We are a small kindergarten with 25 to 35 children. Part of our business philosophy is it to take care of the children's health. Therefore we buy all the food, we serve, at the market from local farmers, we trust. The meals are cooked by our chef who takes care that the children eat healthy. If you like what we do and want to be part of our great team, we are looking forward to your application.

Your tasks include: going to the market and picking up our orders, preparing the food with the chef, serving the children and helping the childcare assistants to take care of the children while they are eating. After lunch helping to clean the lunchroom and the kitchen is your last task of the day.

We need you to work from 7.30 a.m. to 3.30 p.m. on weekdays.
Your pay will be \$15 per hour.

Send your letter of application and your CV to:
Rainbow Kindergarten
105 The Terrace
6011 Wellington
New Zealand

- b** Read the job advertisement again and make notes about what you should include in your letter of application and in your CV for the job as kitchen staff.
- c** Write a letter of application and a CV. Use your checklists.
- d** Ask your partner to check your letter of application plus your CV and check his/her letter of application plus his/her CV. Use your checklists and the sheet "Help phrases – peer conference" for writing your comments.
- e** Read your partner's comments and corrections and improve your letter of application and your CV.
- f** Ask your partner to check your letter of application plus your CV again and check his/her improved letter of application plus his/her CV.