



Looking for work

Tutor Resources for the AMEP

Work

Beginner

Tutor Resources for the AMEP

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Theme:

Work

Topic:

Looking for work

Task	Language focus	Learning activities	Resources
1. Can complete personal information on a form	<p>Vocabulary title, sex, marital status, country of birth, nationality, date of arrival, qualifications, signature, qualified, unqualified, abbreviations</p> <p>Structure Does a ___ (doctor, taxi driver etc) need to go to university? <i>Yes he does. This is a qualified job.</i> <i>No he doesn't. This is an unqualified job.</i> Do you have a qualified job? <i>Yes I do.</i> <i>No I don't.</i> What are your qualifications?</p>	<p>Match words to questions</p> <p>Match words to information</p> <p>Understands the difference between qualified and unqualified jobs</p> <p>Match words to abbreviations</p> <p>Complete forms</p> <p>Complete an application form</p>	<p>Worksheet 1: Personal ID</p> <p>Worksheet 2: About Linh</p> <p>Worksheet 3: Qualified and unqualified jobs</p> <p>Worksheet 4: Abbreviations</p> <p>Worksheet 5: Forms</p> <p>Worksheet 6: Application form</p>

Theme:

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Task 1: Can complete personal information on a form

Vocabulary: title, sex, marital status, country of birth, nationality, date of arrival, qualifications, signature, qualified, unqualified, abbreviations

Language structure: Does a ___ (doctor, taxi driver etc) need to go to university?
Yes he does. This is a qualified job.
No he doesn't. This is an unqualified job.
 Do you have a qualified job? *Yes I do. No I don't.*
 What are your qualifications?

Activity instructions

Match words to questions

📄 Worksheet 1: Personal ID
 Ask the questions on the worksheet and learner answers orally.
 Learner reads the words in the box and then reads the questions.
 Learner writes the words next to the corresponding questions.

Match words to information

📄 Worksheet 2: About Linh
 Learner reads the words in the box.
 Ask questions to ensure understanding of the words: What is your nationality?
 Where do you live?
 How old are you?
 Do you have any qualifications? (Did you go to university in your country?)

Learner reads the sentences.
 Learner writes the words next to the corresponding sentences.

Understand the difference between qualified and unqualified jobs

Discuss the meaning of 'qualified' and 'unqualified'.

📄 Worksheet 3: Qualified and unqualified jobs
 Read and discuss the information on the worksheet.

Ask questions: Does a ___ (taxi driver, a doctor etc) need to go to university?
 Model language: Yes he does. This is a qualified job.
 No he doesn't. This is an unqualified job.

Assist learner to write the jobs in the correct column.

Answers

Qualified: dentist, teacher, doctor, mechanic, plumber, nurse
 Unqualified: cleaner, taxi driver, gardener, factory worker, cook, waiter

Ask questions: Do you have a qualified job? Learner responds: *Yes I do. No I don't.*
 What are your qualifications?

Match words to abbreviations

Discuss the meaning of 'abbreviations' and the reason why abbreviations are used on forms etc.

📄 Worksheet 4: Abbreviations

Assist the learner to match the words to the abbreviations.

Complete forms

📄 Worksheet 5: Forms

Learner reads the information on each person and completes the simple forms.

Complete an application form

📄 Worksheet 6: Application form

Learner completes the form with their own personal information.

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Worksheet 1: Personal ID

Look at the words in the box. Write the words next to the correct question.

address	phone number	surname	sex
given name	country of birth	title	

1. What's your first name? given name
2. What's your family name? _____
3. Are you male or female? _____
4. Mr, Mrs, Ms or Miss? _____
5. What's your address? _____
6. Where were you born? _____
7. What's your telephone number? _____

date of birth	nationality	marital status
date of arrival	qualifications	signature

1. What is your date of birth? _____
2. Are you married or single? _____
3. Can you sign your name here? _____
4. When did you arrive in Australia? _____
5. What is your nationality? _____
6. Do you have any training? _____

Worksheet 2: About Linh



*Read the words in the box.
Read the sentences.
Write the words from the box next to the correct sentences.*

Nationality	Address	Age	Date of arrival
Qualifications	Given name	Marital status	Country of birth

- My name is Linh. _____
- I come from Vietnam. _____
- I'm Vietnamese. _____
- I came to Australia in 1990. _____
- I'm 56. _____
- I am married. _____
- I have a Diploma in teaching. _____
- I live in Springvale. _____

Worksheet 3: Qualified and unqualified jobs

Read and discuss.

In Australia plumbers must have a certificate. They must study for four years. This is a **qualified** job.

Teachers must study at university for four years. This is a **qualified** job.

Cleaners do not need to study. This is an **unqualified** job.

Write the jobs in the correct column.

dentist	cleaner	taxi driver	teacher
gardener	doctor	mechanic	factory worker
plumber	cook	nurse	waiter

Qualified jobs	Unqualified jobs
dentist	

Worksheet 4: Abbreviations

Words on forms are often **abbreviated**. An **abbreviation** is a short form of a word.

For example,

Telephone number: Tel

Match the word with its abbreviation.

Word	Abbreviation
Telephone number	COB
Date of arrival	Tel
Country of birth	M/F
Date of birth	DOA
Mobile number	DOB
Sex	Mob

Worksheet 5: Forms

Read the stories and fill in the forms.



I'm Sonja Maljkovac. I'm 32, married and I live at 18 Lynch Street Epping. My husband and I come from Russia and we arrived in Australia on the 4th October 2007.

Given name _____	Nationality _____
Age _____	Marital status _____
Suburb _____	DOA _____



I'm Indian. I come from India. I was born on 2 February 1954. I came to Australia on the 30th June 2005. I'm a teacher, and I have a Bachelor of Science from the University of the South Pacific.

Nationality _____													
COB _____													
Occupation _____													
Qualification _____													
DOB	<table border="1"> <tr> <td> </td><td> </td><td> </td><td> </td><td> </td><td> </td> </tr> <tr> <td colspan="2">Day</td> <td colspan="2">Month</td> <td colspan="2">Year</td> </tr> </table>							Day		Month		Year	
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Day		Month		Year									

Worksheet 6: Application form

Complete the form.

PLEASE USE BLOCK LETTERS							
Mr/Mrs/Ms/Miss <i>(Circle correct title)</i>	Surname _____ Given names _____						
Address	_____ _____						
	State _____ Postcode _____						
	Tel No _____ Mob No _____						
Date of birth	<table border="1"><tr><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td></tr></table> Age _____ Day Month Year						
Sex	<i>(Tick correct box)</i> M <input type="checkbox"/> F <input type="checkbox"/>						
Place of birth	_____						
Date of arrival	<table border="1"><tr><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td></tr></table> Day Month Year						
Qualifications	e.g. Fork lift driver's certificate, Certificate III in Child Care _____ _____ _____ _____						
Marital status	_____						
Signature	_____						