

Employment

Match the terms below with their German equivalents:

1. Lebenslauf	a. unemployed
2. kündigen	b. to dismiss
3. Personalchef	c. internship
4. Arbeiter und Angestellte	d. employer
5. Lohnerhöhung	e. job application
6. entlassen	f. training
7. Lohn	g. letter of application
8. Praktikum	h. clerk
9. freie Stelle	i. fringe benefits
10.Arbeitsamt	j. to work overtime
11.Gewerkschaft	k. personnel manager
12.Überstunden machen	l. salary
13.Gehalt	n. CV or resumé
14.betriebliche Nebenleistungen	o. to give notice
15.Arbeitnehmer	p. wage
16.Arbeitgeber	q. labor union
17.Bewerbung	r. experience
18.Bewerbungsschreiben	s. vacancy
19.Fortbildung	t. pay rise
20.Beruf	u. blue and white collar worker
21.arbeitslos	v. profession, job
22.Erfahrung	w. employee
23.Büro- oder Ladenangestellter	x. job center or employment office

Notes / Vocabulary:

- **What are some of the jobs that you want to apply for after school?**
- **Do you know their English names?**
- **Speak about possible career plans that you have.**

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20.Beruf	v. profession, job
21.arbeitslos sein	a. to be unemployed
22.Erfahrung	r. experience
23.Büro- oder Ladenangestellter	h. clerk

Talking about unemployment

Reasons for:

- ✍ being fired, made redundant due to economic crisis, being dismissed,
- ✍ to resign, to give notice
- ✍ not satisfied, content, unhappy, with the old job
- ✍ too demanding, being asked too much, too stressful - underqualified
- ✍ economy in a low – depression, recession ✍ unskilled workers suffer first,
- ✍ technology makes some staff redundant
- ✍ bankruptcy of a company
- ✍ mergers, outsourcing
- ✍ money: salary too low; pay rise denied, a denied promotion,
- ✍ commuting
- ✍ workshyness

Consequences of unemployment

- ✍ material: financial: not enough money to support family,..., lower lifestyle, might lose accommodation, friends, unable to earn a living ✍ vicious circle which eventually might lead to poverty
- ✍ psychological: quite a shock; feeling useless, a failure, ✍ low self esteem, depression, boredom, isolation

What can be done against unemployment?

- ✍ unemployment benefits ✍ for a limited time
- ✍ job centers ✍ help find people new words; Internet ✍ agencies
- ✍ self-help groups
- ✍ state controlled programs, training and re-training (esp. in computer industries)
- ✍ advertising: persuade people to buy products manufactured in own country ✍ of course difficult for global economy
- ✍ earlier retirement, reduction of working hours, longer holidays ✍ wage problem
- ✍ inform school leavers about jobs for the future, career possibilities

vocab: unemployment rate – vacancy – apprenticeship – qualification – personnel department/-manager – skilled – flexitime = gleitende Arbeitszeit – job offer – stressful

Talking and writing about work experience:

Describing the job:

I worked in a ceramics studio.

I did my work experience in an advertising agency.

I worked as a graphic designer.

I worked as a personal assistant of the CEO.

I worked from _____ to _____

I started quite early and finished at noon.

My working hours were from 9 to 5.

I sometimes did overtime. I worked long hours.

My **job duties** involved completing jewellery for an exhibition.

I was responsible for the store.

The job involved drilling, carving, drawing,...

I was well paid.

I didn't get enough **money**.

The salary was quite high/ low.

I got an hourly wage of 10€.

I was paid by the hour.

The job was exhausting/ monotonous/ exciting/ challenging/ rewarding/
stressful/ boring/

I worked part time.

I worked in the artist's house/ studio/ in a factory/ in an open-plan office/

The colleagues were/ the staff was...helpful/nice/friendly /laid-back/easy-
going/strenuous/ tough/ demanding

I had to deal with lots of difficult customers.

The boss was very satisfied with my work.

I was part of a great team.

I had to do much boring paperwork.

It was a friendly place to work at.

Altogether it was a great experience.

WORK - Fill in the following words into the text below

<i>employer</i>	<i>description</i>	<i>Vacant</i>	<i>interview</i>	<i>Situations</i>
<i>employment</i>		<i>Employment Agencies</i>	<i>requirements</i>	
<i>previous</i>	<i>impression</i>	<i>vacancies</i>	<i>letter of application</i>	
<i>freeware</i>	<i>applicant</i>	<i>trade union</i>	<i>boss</i>	<i>curriculum vitae</i>

People in Britain can look for *jobs* in the _____ column of national or local newspapers. National newspapers such as "The Guardian" focus on different areas of _____ such as *media, education, social work* and *information technology* on different days.

Job _____ are also displayed at *Job Centres* and other _____ in towns and cities and on the Internet.

Before *applying* for a job, you should check that you meet the _____. These are usually specified in terms of _____ *experience, qualifications* and *personality*. To show that you are a suitable *candidate* for the *post*, it is usual to enclose a _____ with your _____. There are many computer programs that will help you produce a well designed and *professional-looking* curriculum vitae, available both from computer software retailers and as _____ on the web.

If you *make the right* _____, you will be invited to an _____; otherwise you will probably receive a letter saying: "we regret to inform you that your application has been unsuccessful." The successful _____ will probably be given a *contract of employment* which will contain the *job* _____ and the *terms and conditions*. You show your acceptance of these by *signing the contract*.

On your first day of work, you may be invited to join a _____. If so, you will probably be introduced to your *shop steward*, the trade union *official* who will represent you and your *colleagues* in negotiations with *management*. Sooner or later, you will meet your _____. The person who you *report to*, could also be called a *director*. In factories, *workers* often take their orders from a *team-leader* or *foreman*, who is an *intermediary* between the _____ and the *employees*.