

Employability and Citizenship Assignment

1. Match the words and pictures.

shop assistant

school cook

secretary

classroom assistant



1.....

3.....

2.....

4.....

2. Read the newspaper adverts. What jobs are they for? Write a number.

Secretary

Can you type?

Can you use a computer?

Can you speak 3
languages?

Call: 0207 502 5200

School Cook

Can you cook? Can you
understand English? Do you like
children?

Can you work Monday to Friday?

Phone: 0208 501 8888

Shop Assistant

Can you use a computer?

Are you good with money?

Can you speak any languages?

Can you work at weekends?

Phone: 0208 262 0088

Classroom Assistant

Do you like children?

Do you like playing and reading
with children?

Can you speak English?

Can you speak any languages?

Can you use a computer?

Call: 0207 266 0000

3. What jobs are with children?

4. What jobs use computers?

5. What job is Monday to Friday?

Numbers:

Numbers:.....

Number:

Reading - 2

1. Read the form.

What job is it for?

	Cashco Supermarket Job Application
First name	Amina
Family name	Ali
Date of Birth	24 / 02 /66
Address	Flat 1 56 Brixton Hill London SW2 1QS
Telephone	020 7501 0000
Nationality	Somali / British
Language	Somali, Arabic and English.
Skills	I can use a computer. I am good with money. I am hard-working.
Hobbies	I like talking to people.

2. Read the sentences. Are they true (✓) or false (✗)?

1. Her name is Amina Ahmed.
2. She lives in London.
3. She can speak Somali, Arabic and English.
4. She can use a computer.
5. She likes reading.

Reading and writing – 3

1. Read and complete the form with information about you.

Job Application	
First name	
Family name	
Date of Birth	
Address
Telephone	
Nationality	
Language	
Skills
Hobbies	

Reading, Writing, Listening and Speaking – 4

1. What can Amina do? Put (✓) for yes and (✗) for no.

1. Use a computer.
2. Cook.
3. Speak English.
4. Speak Somali.
5. Speak Arabic.
6. Work on Sundays.
7. Work on Fridays.



2. Read and complete the interview.

Interviewer Hello Ms Ali, come in. Please sit down.

Amina Hello. Good afternoon.

Interviewer So you want to work at Cashco?

Amina Yes, do.

Interviewer Can you use a computer?

Amina Yes, I

Interviewer And money. Are you good with money?

Amina Yes, I

Interviewer And languages. Can you speak any languages?

Amina Yes. I I can speak English, and Arabic.

Interviewer Do you like talking to people?

Amina Yes I

Interviewer And can you work at weekends?

Amina Yes I can. I work on Saturdays and
but I can't work on

2. Practice in pairs. Give answers that are true for you.

3. Do more interviews. Tape them.