

The background of the slide is a light cream color with a pattern of scattered dots in two colors: a muted orange and a dark purple. The dots vary in size and are distributed across the entire page. On the right side, there is a dark purple rectangular box with rounded corners and a thin white border. Inside this box, the word "careers" is written in a white, serif font at the top. Below it, there is a short white horizontal line, and at the bottom, the text "Unit 12" is written in a white, sans-serif font.

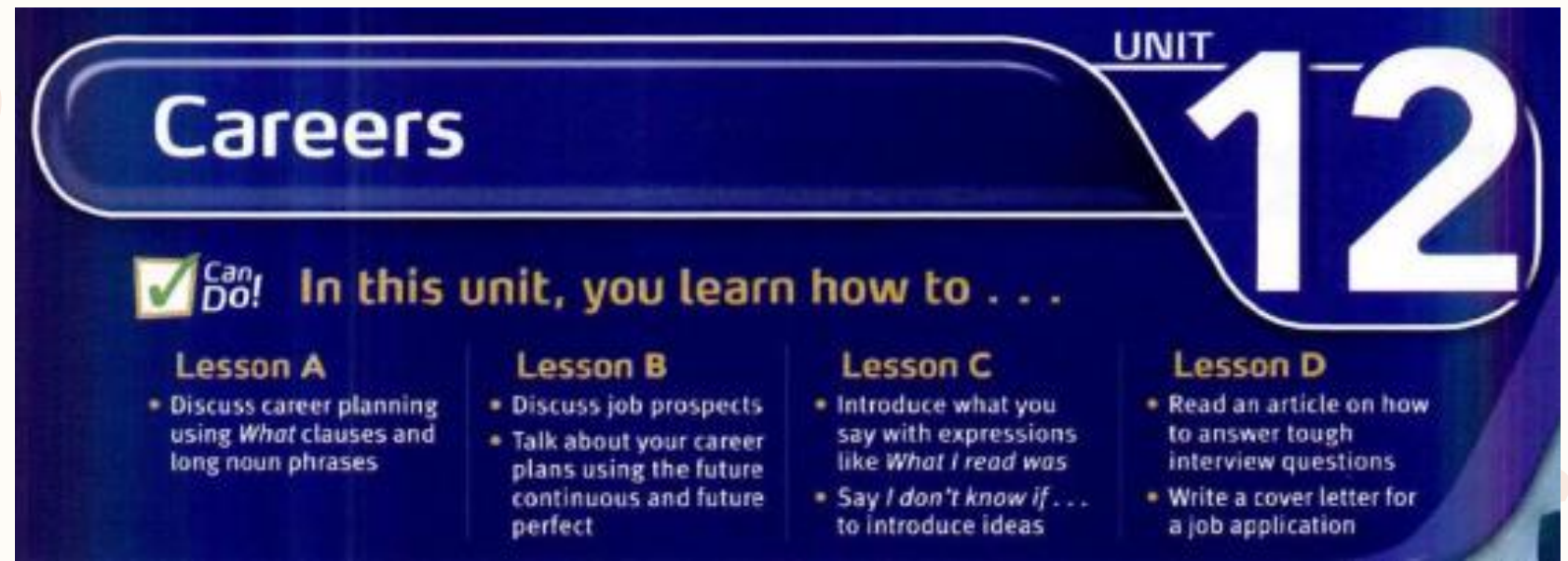
# careers

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Unit 12

# Careers

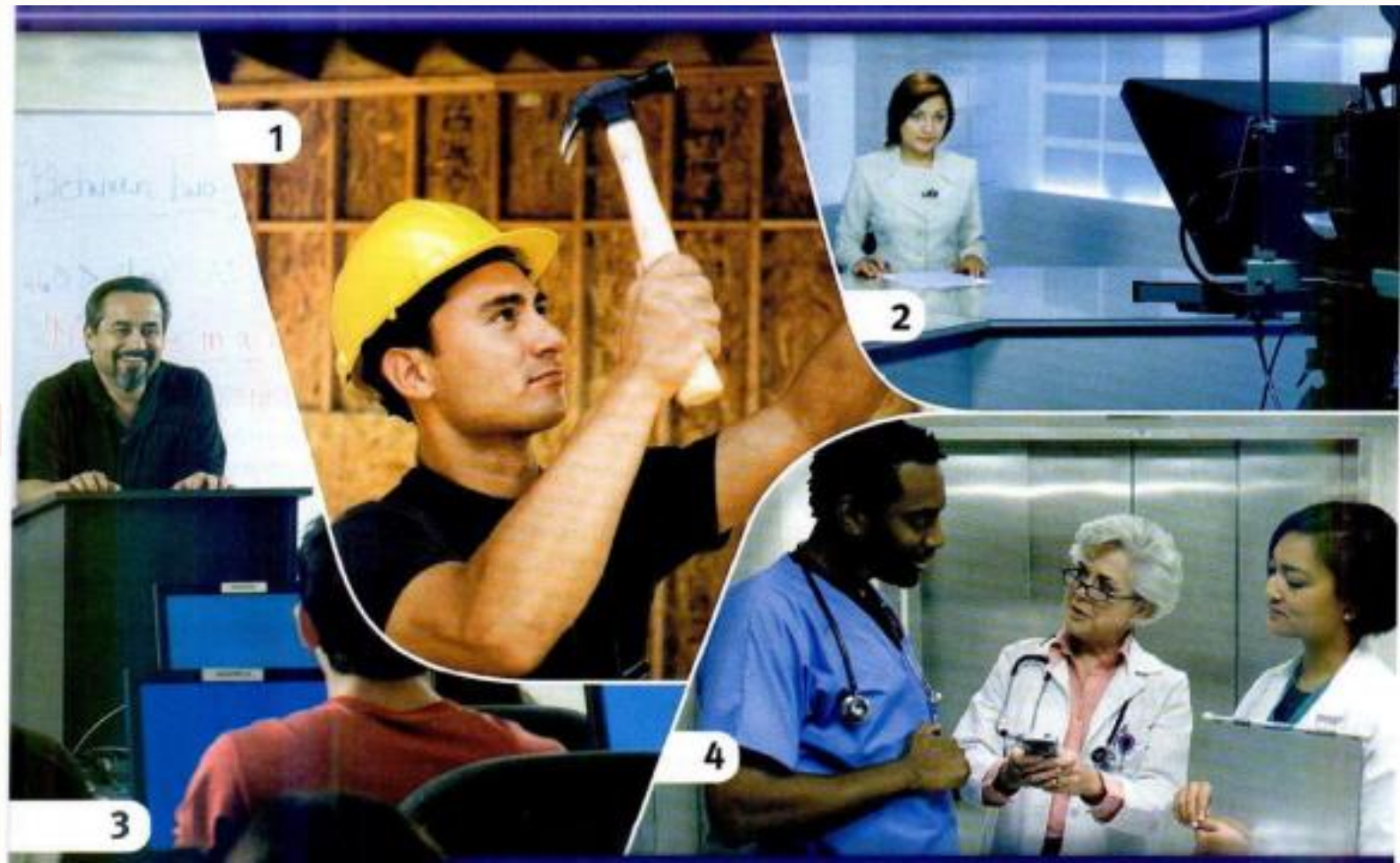
- When you start to think seriously about a career, what are some of the questions you might think about?
- In this unit, we'll talk about some different careers, how to find out about them, and some things you can do to move into the career you want.

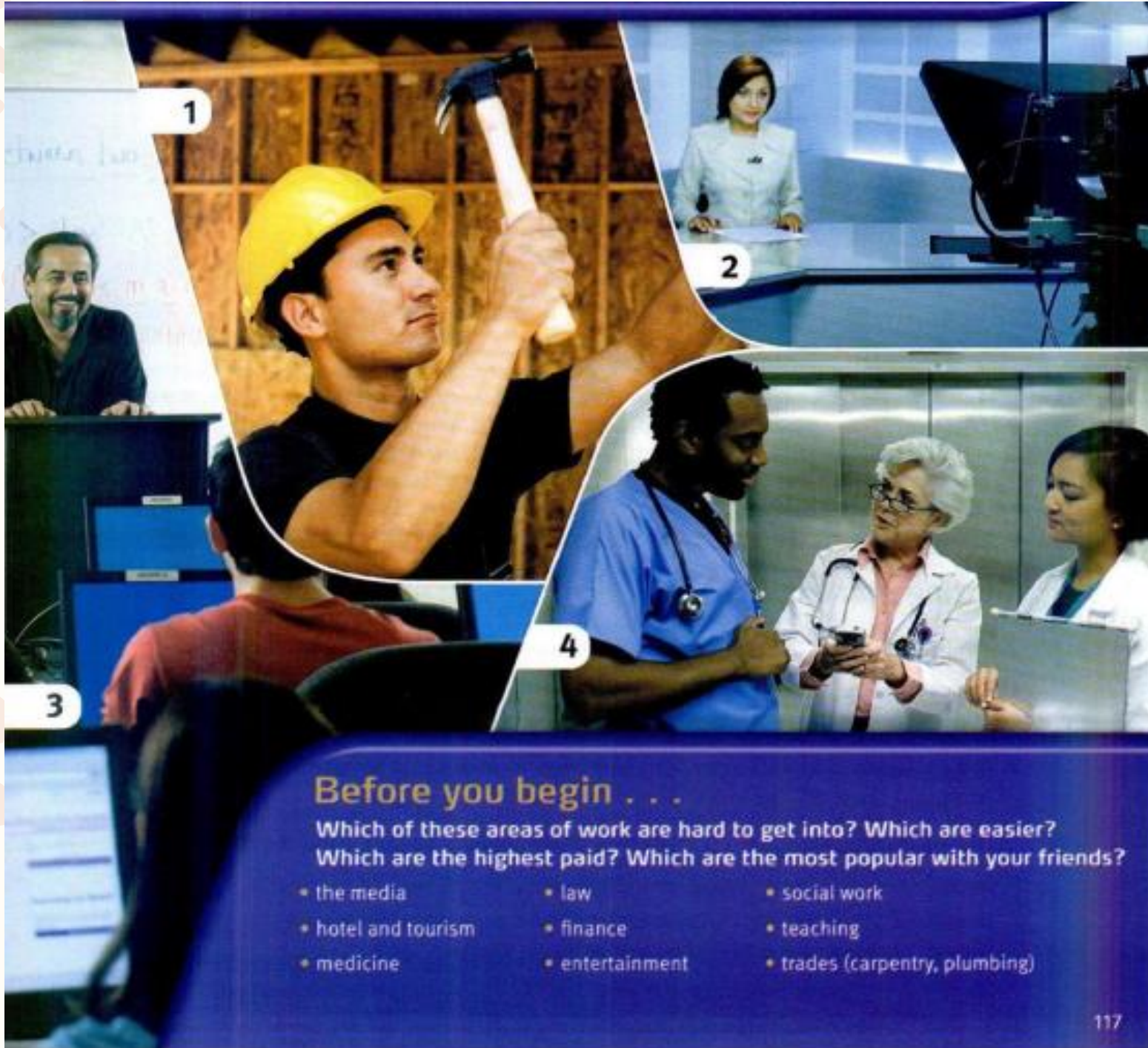


The image shows a dark blue slide for Unit 12, titled 'Careers'. The word 'Careers' is in a white rounded box on the left, and 'UNIT 12' is in large white numbers on the right. Below the title, there is a green checkmark icon and the text 'Can Do! In this unit, you learn how to . . .'. The slide is divided into four columns, each representing a lesson with a list of learning objectives.

Lesson A	Lesson B	Lesson C	Lesson D
<ul style="list-style-type: none"><li>• Discuss career planning using <i>What</i> clauses and long noun phrases</li></ul>	<ul style="list-style-type: none"><li>• Discuss job prospects</li><li>• Talk about your career plans using the future continuous and future perfect</li></ul>	<ul style="list-style-type: none"><li>• Introduce what you say with expressions like <i>What I read was</i></li><li>• Say <i>I don't know if . . .</i> to introduce ideas</li></ul>	<ul style="list-style-type: none"><li>• Read an article on how to answer tough interview questions</li><li>• Write a cover letter for a job application</li></ul>

Work with a partner. Decide what job or area of work is represented in each picture.





1

2

3

4

### Before you begin . . .

Which of these areas of work are hard to get into? Which are easier?  
Which are the highest paid? Which are the most popular with your friends?

- the media
- hotel and tourism
- medicine
- law
- finance
- entertainment
- social work
- teaching
- trades (carpentry, plumbing)

# Finding a career

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- When you were in elementary school, what did you want to be when you grew up?
- Has anyone changed their mind?
- What do you want to do now? Why?

## 1 Getting started

**A** Which of these do you think are the best three ways to choose a career? Tell the class.

do an internship


do research online

take a personality test

talk to a career counselor

go to a job fair

ask a friend for advice

**B**  4.18 Listen to four students talk about ways to choose a career. Which of the ideas above do they mention? Check (✓) the ideas. What other ideas do they suggest?

## What's the best way to go about choosing a career?

Laura

I think the first thing to do is to decide on an area you're interested in. And then do some research to find out what jobs you can do in that area. I mean, what I'd do first is talk to people and find out what jobs they do. And maybe find out more on the Internet. The main thing you need is lots of information.

Jacob

Yeah, for sure. What you should do is think about what you really enjoy doing with your time. And then see if you can make a career out of it. The good thing about that is you end up with a job you love. I guess what I'm saying is that you need to choose a career you'll really like.



Jason

Right. And one thing I would do is see a career counselor and take one of those personality tests to find out what your strengths and weaknesses are. And then the career counselors . . . well, what they do is tell you what kinds of jobs you'd be good at.


Jenny

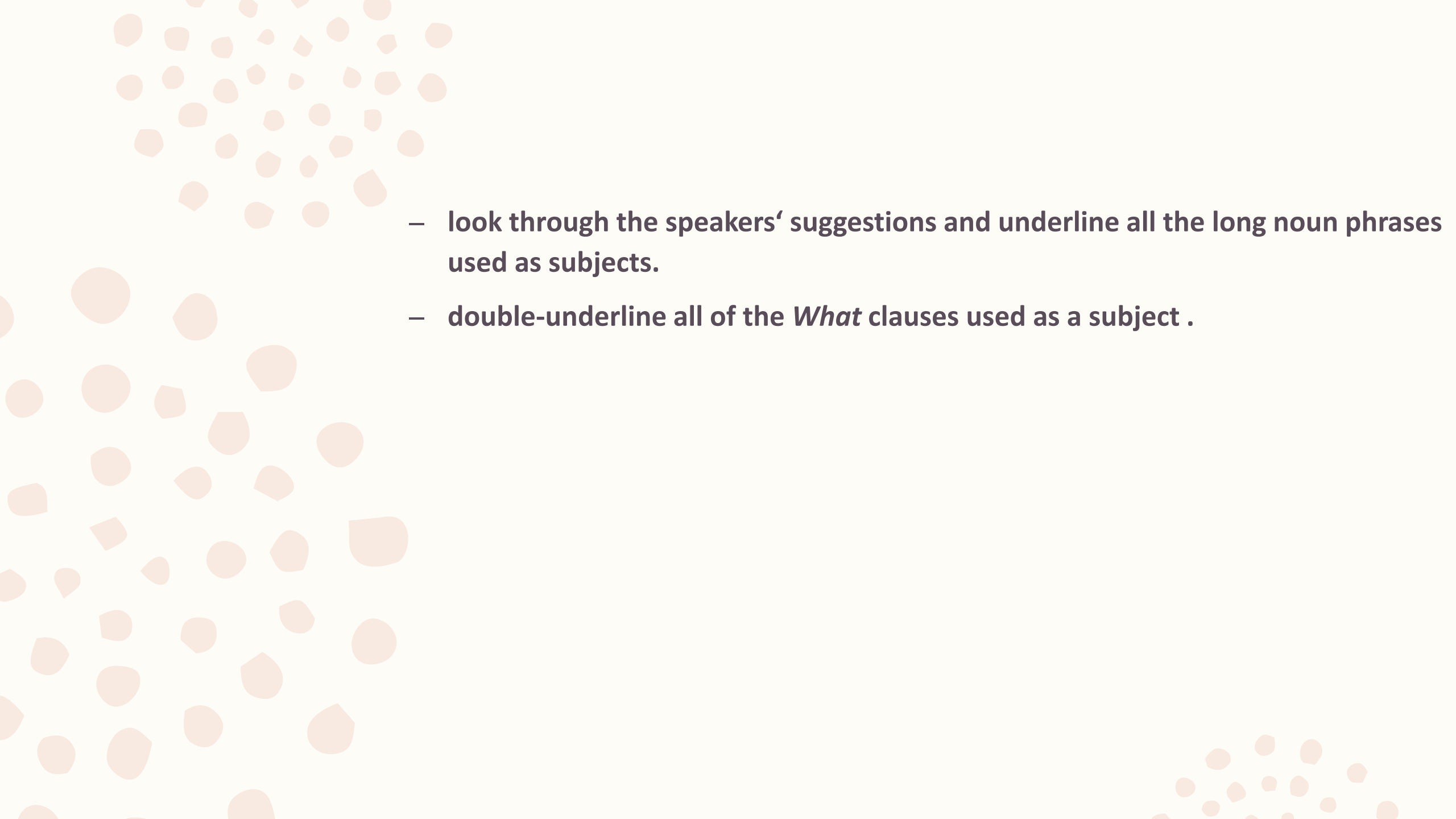
Another thing you can do is apply for an internship with a company. The advantage of that is that you get some work experience while you're still in school. What a friend of mine did was interesting. What she did was call up a bunch of companies and offer to work for free on her vacations. She got some great experience that way.

**Figure it out** **C** How do the people above say these things? Underline what they say in the discussion.

1. Jenny A friend of mine did something interesting. She called up a bunch of companies.
2. Jacob I guess I'm saying that you need to choose a career you'll really like.
3. Laura First you need to decide on an area you're interested in.
4. Jason I would see a career counselor.



- 
- Clauses beginning with **What** can be the subject of a sentence.
  - *What a friend of mine did **was** interesting.*
  - **What's the subject of was in this sentence?**
  - *The first thing to do **is** to decide on an area you're interested in.*
  - **What's the subject in this sentence?**
  - **Using a *What* clause or a long noun clause can be very effective when you want to introduce important information or give extra emphasis to the idea that follows.**

- 
- look through the speakers' suggestions and underline all the long noun phrases used as subjects.
  - double-underline all of the *What* clauses used as a subject .

## 2 Grammar *What* clauses; long noun phrase subjects 4.19

Extra practice p. 151

***What* clauses and long noun phrases introduce important information. They are often the subject of the verb *be*, which can be followed by a word or a phrase (noun, adjective, or verb) or by a clause.**

### ***What* clauses**

**What you need** is lots of information.

**What my friend did** was interesting.

**What I would do** is talk to people.

**What I'm saying** is (that) you need to choose a career you'll really like.

### **Long noun phrases**

**The main thing you need** is information.

**Something my friend did** was interesting.

**The best thing to do** is (to) talk to people.

**The good thing about that** is (that) you end up with a job you love.

**A** Choose the best expression on the right to complete each sentence.

*Once you've chosen a career, how do you go about getting your dream job?*

1. Well, the best thing to do is to make contacts and network with people. \_\_\_\_\_ is ask all my friends and family if they know anyone who could help me.  
\_\_\_\_\_ is it could help you get an interview.
2. \_\_\_\_\_ is get some work experience.  
\_\_\_\_\_ is it helps you find out if you'd really like a job in that area. \_\_\_\_\_ is try it out first.
3. \_\_\_\_\_ was get an internship. She said \_\_\_\_\_ is a good reference letter. Then \_\_\_\_\_ was interesting. She just walked into several different companies and introduced herself.
4. \_\_\_\_\_ is a good résumé.  
\_\_\_\_\_ was good. She got hers done professionally. \_\_\_\_\_ is you make a really good first impression.

the good thing about that  
✓ the best thing to do  
what I would do

what I'm saying  
the advantage of that  
what I would do first

the main thing you need  
something my friend did  
what she did

the best thing about that  
what my classmate did  
what you need

About  
you

**B** Pair work How would you go about getting your dream job? Discuss ideas.

*A What I'd do first is update my social networking site and say I'm looking for a job.*

*B That's a good idea. The best thing to do is tell all your contacts.*

### 3 Speaking naturally Stressing *I* and *you*

*Anne* What would you do if you found your dream job and then hated it?

*Matt* I don't know. What would **you** do if **you** hated your dream job, Cate?

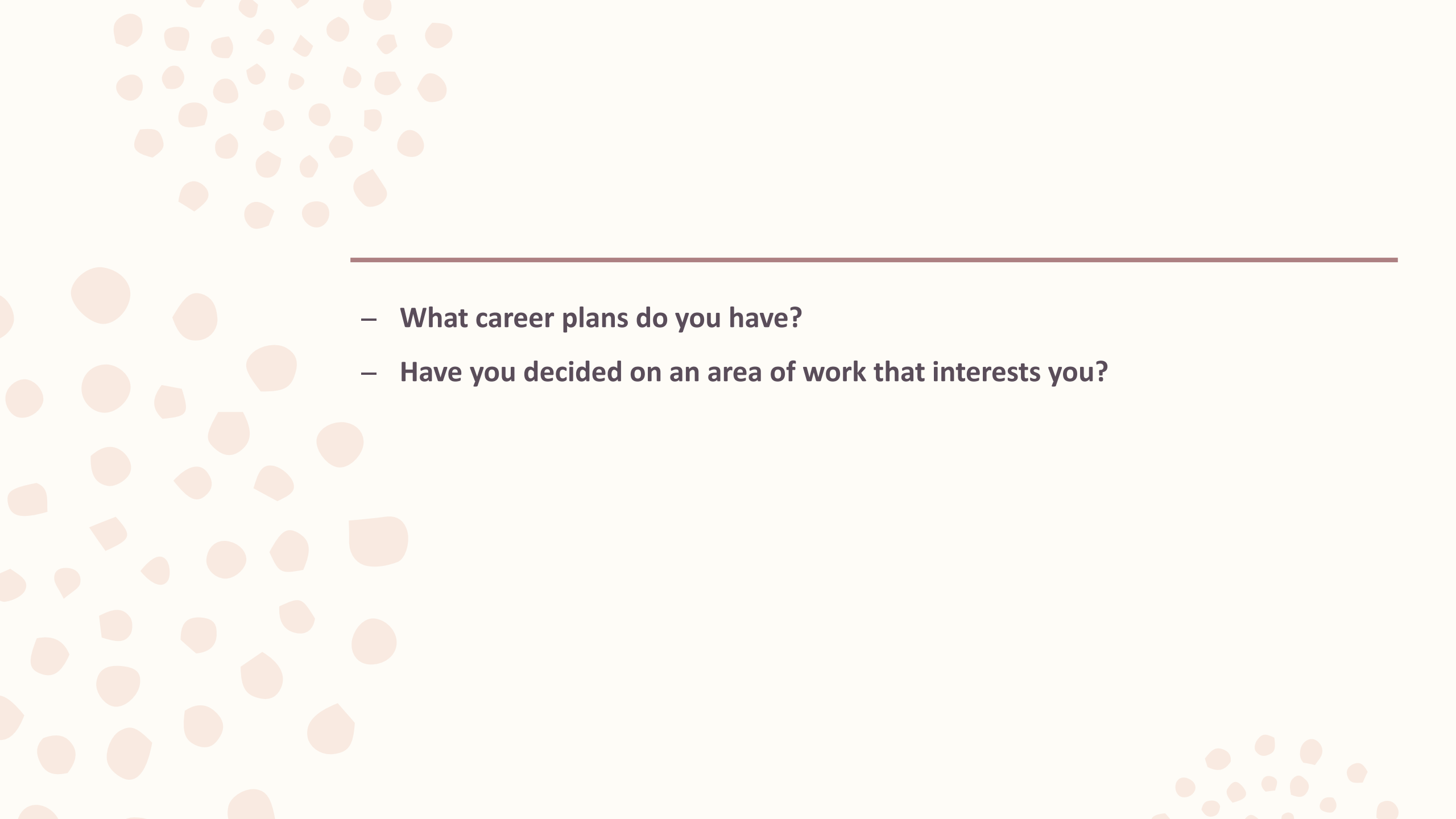
*Cate* I have no idea what I'd do.

*Enzo* I know what **I** would do. I'd quit immediately. Life's too short. How about **you**?

**A** 🎧 4.20 Listen and repeat the conversation. Notice how *I* and *you* are sometimes stressed to make clear who you are talking about. Then practice and continue the conversation with a partner.

**B** **Group work** Discuss the questions. Stress *I* and *you* if you need to.

- What's the best way to choose a career?
- What have some of your friends done to find work?
- What can you do if you can't decide on a career?

- 
- 
- **What career plans do you have?**
  - **Have you decided on an area of work that interests you?**

# communication

/kəmjuːnɪˈkeɪʃ(ə)n/

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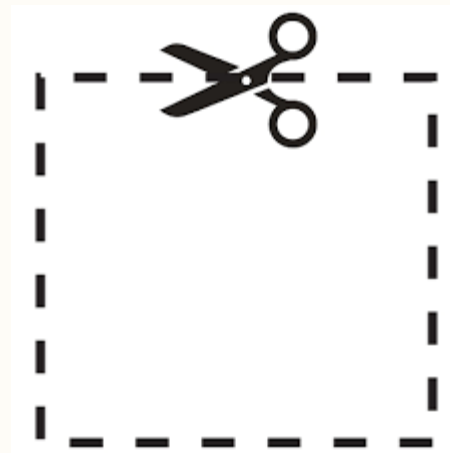
- the exchanging of information by speaking, writing, or using some other medium.



# Cut out

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remove or make something by separating it from something larger with a sharp implement.





# Psychiatric nurse

## /saiki'ætrik/

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- Psychiatric mental health nurses (PMHNs) are registered nurses with specialized training that monitor mental health and behavioral conditions.



# pediatrician

**/pi:diə'tri:n/**

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- a doctor who focuses on the health of infants, children and young adults



# Telemarketing

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- the direct marketing of goods or services to potential customers over the telephone or the Internet



# construction industry

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# *civil engineer*

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- a person who practices *civil engineering* – the application of planning, designing, constructing, maintaining, and operating




# Construction worker

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## 1 Building vocabulary and grammar

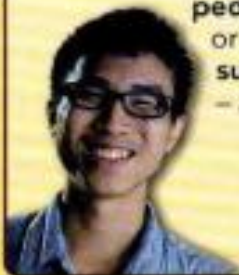
A  4.21 Listen and read the interviews. What career plans do these students have?

Where do you think you'll be working five years from now?

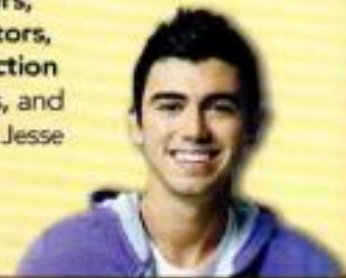
Well, I'll have finished my degree in media studies by then, and what I really want to do is get a job in **communications**. You won't be seeing me on TV or anything – I'm not cut out for that – but I may be working in, like, **publishing** or **journalism** as an **editor** or writer or something. Or maybe I'll have gotten a job in **advertising** or **public relations**. That would be fun.  
– Ashley



Well, in two years, I'll be graduating with a degree in **nursing** – so I'll be working in the field of **health care**. One thing I think I'd like to do is be a **psychiatric nurse**, but I'm not sure. Hopefully my wife will have graduated from medical school by then, too. She'd like to be a **pediatrician** . . . or else a **surgeon**.  
– Albert



I won't be doing what I'm doing now – **telemarketing** – that's for sure! This fall, I'll be starting a degree in **business management**, so in five years, I'll have graduated and gotten a job in the **construction industry**. I probably won't have had much experience, but I'll be working with **civil engineers**, **contractors**, **construction workers**, and so on. – Jesse



Hopefully I'll be working as a **financial analyst** in an investment bank. My dad's a **stockbroker**, and my mom's a **tax adviser**, so I guess I'm following them into the **financial sector**. – Simone



I don't really know. I just hope I'll be using my languages. I might be working as an **interpreter** or a **translator** – or maybe I'll be working in the **travel industry**. – Cheryl



Word  
sort

**B** Make a word web for each area of work. Add more jobs. Then compare with a partner. Which jobs do you think would be interesting? fun? well paid? rewarding?

Construction industry

Financial services

Media and communications

Medicine and health care

Travel industry

Sales and marketing

*civil engineer*

*Construction industry - architect*



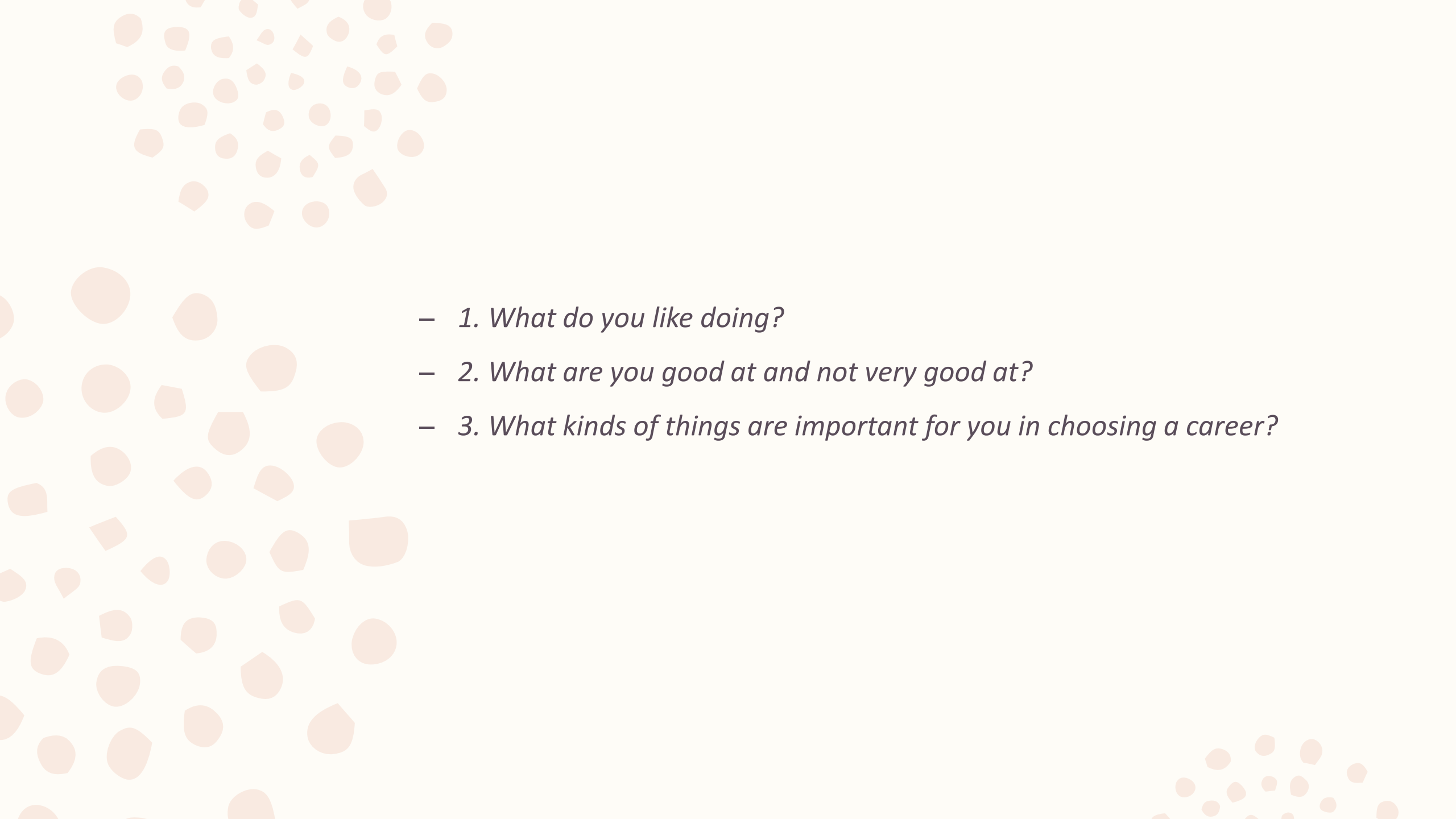
- 
- *1. What do you like doing?*
  - *2. What are you good at and not very good at?*
  - *3. What kinds of things are important for you in choosing a career?*

Figure  
it out

**C** Can you make these sentences true by changing the underlined words? Compare with a partner.



Vocabulary notebook p. 126

1. Jesse will be working in telemarketing in five years.
2. In two years, Albert won't be graduating with a degree in nursing.
3. Cheryl will be working as a translator five years from now.
4. Five years from now, Ashley will be studying for her degree in media studies.

- *Jesse won't be working in telemarketing.*  
*Albert will be graduating with a degree in nursing.*  
*Cheryl might be working as a translator.*
- **Will+ be+ verb+ -ing** is called **the future continuous**.
- It is used to talk about events in progress in the future.
- You can also speculate about events in progress in the future by using a modal such as *might* or *may* instead of *will*.
  
- *Ashley will have finished her degree by then.*
- **Why is the auxiliary *will* used?**
- **What structure is this like? (Have finished)**
- The structure formed with ***will+ have+ past participle*** is called the **future perfect**.
- It is often used to talk about things you expect to be finished by a certain time in the future.
- **complete the statements using ideas about your plans for the future.**
- *Six months from now, /'ll be... , I won't be..., I might be ... , /'ll have ...*

## 2

## Grammar The future continuous and future perfect 4.22

Extra practice p. 151

Use the future continuous for ongoing activities in the future.

I'll be working in health care.

I won't be working in this job.

Also use it for events you expect to happen.

I'll be graduating in two years.

I'll be starting a degree this fall.

You can use *might* and *may* instead of *will*.

I may be working in publishing.

Use the future perfect for events that are in the past when you "view" them from the future.

My wife will have graduated by then.

I probably won't have had much experience.

## In conversation

The future continuous is much more common than the future perfect.

- look at the information about the future continuous on the left side of the chart.
- In addition to **talking about ongoing activities in the future**, you can use this verb form **to talk about events you strongly expect to happen** in the future if everything goes to plan.
- look at the last section.  
If you don't feel very certain about an event, you can use *might* or *may*.
- You can also use *could* to say something is possible, or *should* to say what is strongly expected or what ought to happen.
- look at the information about the future perfect on the right side of the chart.
- Pay attention to *by then*. *By* and a reference to a future point in time is often used with the future perfect."

**A** Complete the conversations using the future continuous or future perfect.  
Then practice with a partner.

- A What do you think you'll \_\_\_\_\_ (do) five years from now?  
B I hope I'll \_\_\_\_\_ (work) as an architect. I'll \_\_\_\_\_ (finish) all the exams by then. How about you?  
A Well, by then I'll \_\_\_\_\_ (graduate), too – I hope to finish my nursing degree in two years. I might \_\_\_\_\_ (work) in a medical practice.
- A Do you have any idea what your life will be like in ten years?  
B Well, I hope I'll \_\_\_\_\_ (enjoy) life. I think my friend and I will \_\_\_\_\_ (get) married by then, and maybe we'll \_\_\_\_\_ (buy) our own home. I'm not sure if we'll \_\_\_\_\_ (start) a family, but if we have kids, I think I'll \_\_\_\_\_ (take) care of them, and I may \_\_\_\_\_ (work) part-time, too.
- A What do you think you'll \_\_\_\_\_ (do) when you're 60?  
B Well, I probably won't \_\_\_\_\_ (stop) working, but I hope I won't \_\_\_\_\_ (work) long hours every day.  
A Me too. Maybe by then I'll \_\_\_\_\_ (retired), and I'll \_\_\_\_\_ (live) by the ocean.
- A What kinds of jobs do you think people will \_\_\_\_\_ (do) 20 years from now?  
B I think more people will \_\_\_\_\_ (work) in health care because people will \_\_\_\_\_ (live) longer. Also the retirement age will \_\_\_\_\_ (rise), too, so people might still \_\_\_\_\_ (work) when they're 70.

About  
you

**B** **Pair work** Ask and answer the questions. Give your own answers.  
Do you have similar hopes and dreams?



**Common errors**

When you are making arrangements, use the future

### 3 Talk about it Working lives

**Group work** Discuss the statements. Do you agree with them?

Ten years from now, . . .

- ▶ more people will be working from home.
- ▶ fewer people will have had a college education.
- ▶ people will be retiring at a younger age.
- ▶ people will still be learning English to help them with their careers.
- ▶ the working day will have become shorter.

arrangements, use the future continuous to announce your intentions.

*See you at 6. I'll be waiting for you in the lobby. OR I'll wait . . . (NOT #m-waiting . . .)*

**(i) Sounds right p. 139**

- Have you ever had a summer job?
- What kinds of summer jobs do students do?

## Lesson C

Conversation  
strategies

# The best part was . . .

### **1** Conversation strategy Introducing what you say

**A** What kinds of summer jobs do students do? Make a list.

**B** 4.23 Listen to Jin-ho and Jenn. What does Jenn say about working at the theme park?



Jin-ho Didn't you work in that theme park last summer?

Jenn Yeah. In the ticket booth for the concert arena.

Jin-ho Really? How was it? The reason I ask is I was wondering about applying for a job there myself.

Jenn It was good. I mean, the best part was that I got to go on all the rides for free. I don't know if you know, but you get a free season pass.

Jin-ho Cool.

Jenn Yeah. And what I thought was really good was I got to see a lot of the concerts and meet some of the performers backstage.

Jin-ho Great. Now, what I heard was that it's hard to get a job there.

Jenn Well, yeah. What I was going to tell you was that they have a job fair in the spring. I don't know if you're familiar with one, but you go around the park and interview for different jobs.

Jin-ho Yeah? Maybe I should go to that.





**C Notice** how Jin-ho and Jenn introduce what they say with expressions like these. Find the expressions they use.

*What I thought was good was (that) . . .*

*The best part is / was (that) . . .*

*What I heard / read was (that) . . .*

*The reason I ask is (that) . . .*

*What I was going to tell you / say was (that) . . .*

**D**  4.24 Listen. Write the expressions Jin-ho and Jenn use. Then practice.

- Jenn Have you had any experience? \_\_\_\_\_ it helps when you have previous work experience.  
Jin-ho Actually, yeah. I worked in a restaurant one time. \_\_\_\_\_ I got good tips.
- Jin-ho So what will you be doing during summer break?  
Jenn I'll be working as a camp counselor this year. My friend did it last year. She said it was great. \_\_\_\_\_ she got to go rafting and everything with the kids *and* she got paid for it.
- Jin-ho How old were you when you got your first job? \_\_\_\_\_ my sister wants to work, but she's only 15.  
Jenn \_\_\_\_\_ you have to be 16 before you can get a job. But I'm not sure.

About  
you

**E Pair work** Discuss the questions above. Give your own answers. Introduce what you say with expressions from the box.

## 2 Strategy plus *I don't know if...*

*I don't know if...*  
can introduce a statement, often  
to involve the other person in the topic.

I don't know if you know, but  
you get a free season pass.

In conversation

Some of the most common expressions



- / *don't know if(you)...* Is another expression you can use to introduce a statement.
- It helps you involve the other person in the topic. You can find out if they have any information to share
- Look back at the conversation on p. 122. and find more examples of *I don't know if...*

## 2 Strategy plus *I don't know if...*

***I don't know if...***  
can introduce a statement, often  
to involve the other person in the topic.

I don't know if you know, but  
you get a free season pass.



### In conversation

Some of the most common expressions  
with *I don't know if* are:


*I don't know if you've (ever) heard...*  
*I don't know if you're familiar with...*  
*I don't know if you've (ever) seen...*

**A** Rewrite the sentences. Use *I don't know if* to introduce the topics.


- Have you ever worked in a restaurant? It's really hard work.  
*I don't know if you've ever worked in a restaurant, but it's really hard work.*
- Have you ever sent out your résumé? Often companies don't bother to reply.
- Have you read about this? One of the most popular careers is engineering.
- Do you know? The main thing employers want is reliable workers.
- Have you heard? More and more people work while they're on vacation.
- Are you familiar with all those jobs websites? You can post your résumé on them.
- Did you read? 80% of people are not satisfied with their jobs.
- Have you heard this? On average, people in the U.S. change jobs seven times before they turn 30.

**B** **Pair work** Take turns saying the sentences to start conversations.

### 3 Listening and strategies An interesting job

**A**  4.25 Can you answer any of the questions below? Then listen to a personal trainer talk about her work. Which questions does she answer? Check (✓) the questions.

- |  |   |
|--|---|
| <input type="checkbox"/> What is a personal trainer's main role?     | <input type="checkbox"/> Are all trainers certified?            |
| <input type="checkbox"/> Why do people hire personal trainers?       | <input type="checkbox"/> What are the disadvantages of the job? |
| <input type="checkbox"/> How do you become a personal trainer?       | <input type="checkbox"/> How much do personal trainers earn?    |
| <input type="checkbox"/> Is a personal trainer's job rewarding? Why? | <input type="checkbox"/> How do you find a good trainer?        |

**B**  4.25 Listen again. How does the personal trainer answer the questions? Write two pieces of information for each question.

About  
you

**C Group work** Discuss the questions.

- What's the most unusual or interesting job you've heard about?
- What jobs do people you know have? Which is the most challenging? Why?
- Are there any jobs that you really wouldn't want to do? Why not?
- What's the first job you ever did? Was it fun?
- What would be an exciting job? Why?

*"Well, I don't know if you've ever seen the work of an interior designer, but they seem to have a really interesting job. What I heard was . . ."*

# Job interview

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- Has anyone ever been on a job interview? What was the job for? How did the interview go?
- Is anyone going for an interview soon? What's the job for?
- How confident do you feel for an interview?
- *What would you do to prepare for a job interview? For example: One thing you need to do is research the company.*
- Now imagine you are a job interviewer. What would you want to know about a potential employee? What would you ask?

# Trip up

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# Articulate

/ɑ: 'tɪkjʊlət/

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- having or showing the ability to speak fluently

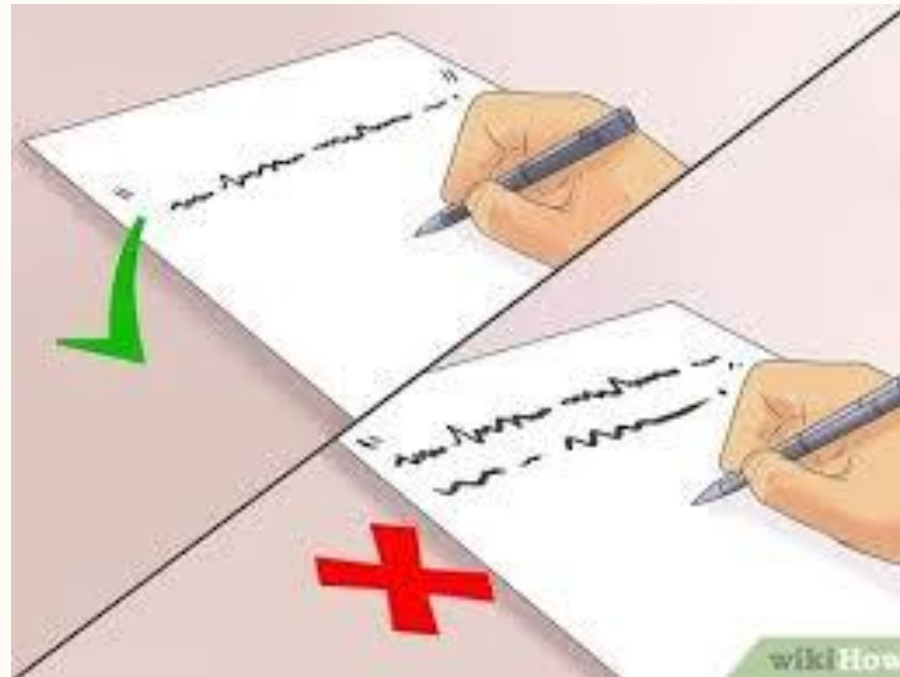


# concise

/kən'saɪs/

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- giving a lot of information clearly and in a few words; brief but comprehensive





# recruit

/rɪ'kru:t/

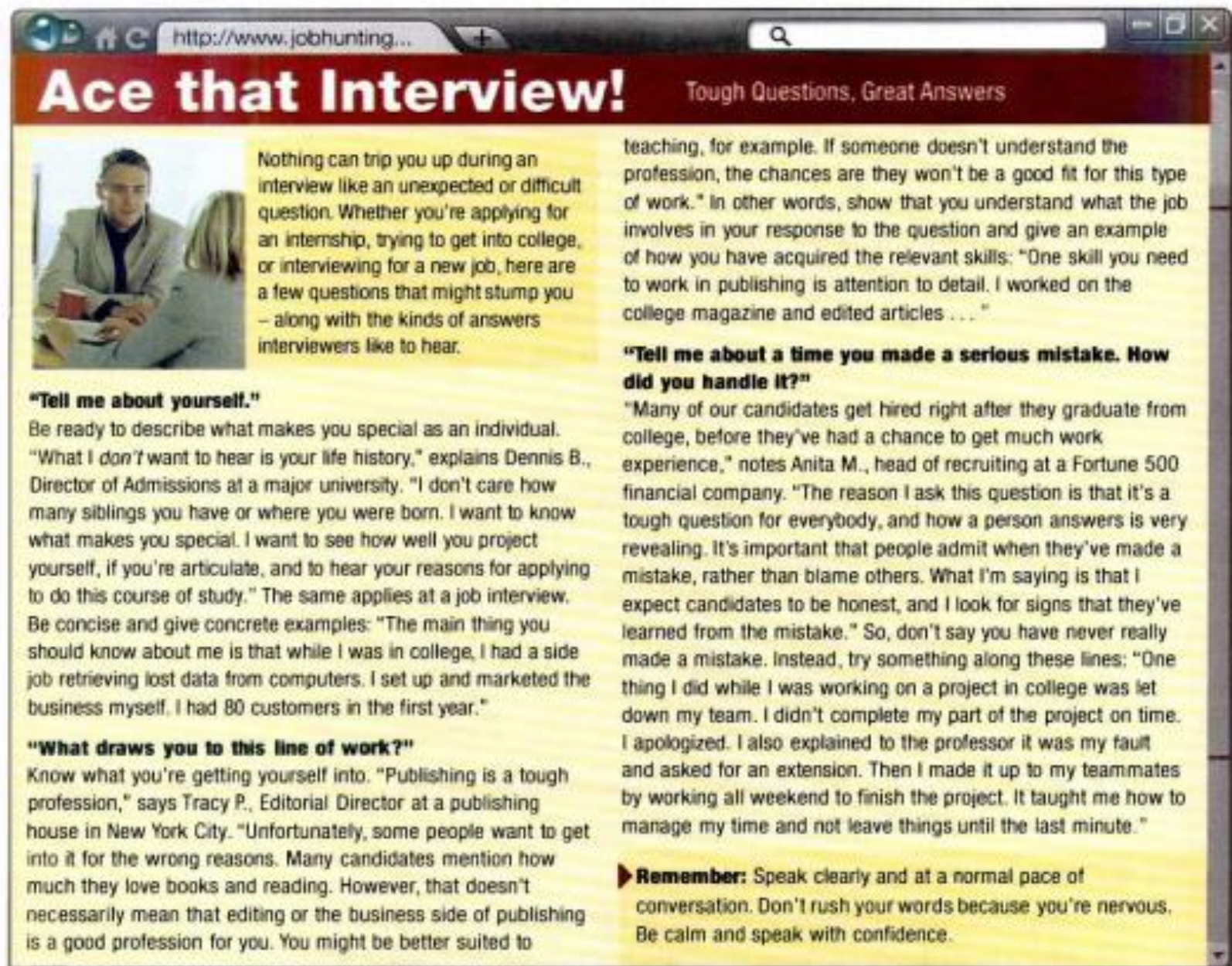
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- a person newly enlisted in an office or in the army




- B** Look at the three interview questions in the article. How would you answer them? Compare your ideas with a partner. Then read the article. How would you change your answers?

Try to predict the "great answers" to the questions before you read them.



**Ace that Interview!** Tough Questions, Great Answers



Nothing can trip you up during an interview like an unexpected or difficult question. Whether you're applying for an internship, trying to get into college, or interviewing for a new job, here are a few questions that might stump you – along with the kinds of answers interviewers like to hear.

**"Tell me about yourself."**  
Be ready to describe what makes you special as an individual. "What I don't want to hear is your life history," explains Dennis B., Director of Admissions at a major university. "I don't care how many siblings you have or where you were born. I want to know what makes you special. I want to see how well you project yourself, if you're articulate, and to hear your reasons for applying to do this course of study." The same applies at a job interview. Be concise and give concrete examples: "The main thing you should know about me is that while I was in college, I had a side job retrieving lost data from computers. I set up and marketed the business myself. I had 80 customers in the first year."

**"What draws you to this line of work?"**  
Know what you're getting yourself into. "Publishing is a tough profession," says Tracy P., Editorial Director at a publishing house in New York City. "Unfortunately, some people want to get into it for the wrong reasons. Many candidates mention how much they love books and reading. However, that doesn't necessarily mean that editing or the business side of publishing is a good profession for you. You might be better suited to

teaching, for example. If someone doesn't understand the profession, the chances are they won't be a good fit for this type of work." In other words, show that you understand what the job involves in your response to the question and give an example of how you have acquired the relevant skills: "One skill you need to work in publishing is attention to detail. I worked on the college magazine and edited articles . . ."


**"Tell me about a time you made a serious mistake. How did you handle it?"**  
"Many of our candidates get hired right after they graduate from college, before they've had a chance to get much work experience," notes Anita M., head of recruiting at a Fortune 500 financial company. "The reason I ask this question is that it's a tough question for everybody, and how a person answers is very revealing. It's important that people admit when they've made a mistake, rather than blame others. What I'm saying is that I expect candidates to be honest, and I look for signs that they've learned from the mistake." So, don't say you have never really made a mistake. Instead, try something along these lines: "One thing I did while I was working on a project in college was let down my team. I didn't complete my part of the project on time. I apologized. I also explained to the professor it was my fault and asked for an extension. Then I made it up to my teammates by working all weekend to finish the project. It taught me how to manage my time and not leave things until the last minute."

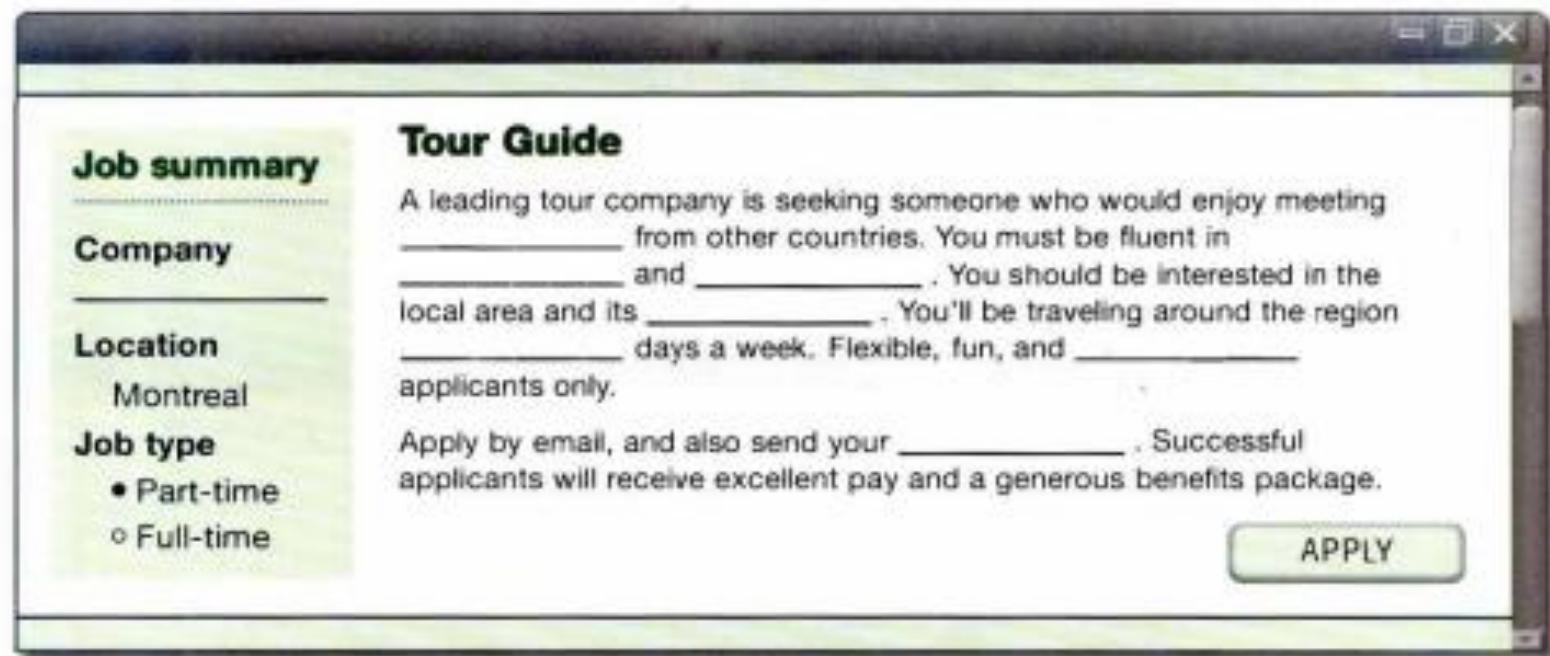
► **Remember:** Speak clearly and at a normal pace of conversation. Don't rush your words because you're nervous. Be calm and speak with confidence.

**C Pair work** Discuss your answers to the questions below.

1. What trips up some candidates during an interview, according to the article?
2. What mistake do some candidates make when they are asked to talk about themselves?
3. What two things do you need to tell an interviewer to show you're right for the job?
4. Why is it revealing when candidates talk about mistakes they have made?
5. Which question do you think is the most difficult one to answer? Why?

## 2 Listening and writing A fabulous opportunity!

- A  4.26 Read the online job advertisement. Can you guess the missing words? Then listen to Maria talk about the ad with her friend Alex. Were any of your guesses correct?



The screenshot shows a web browser window with a job advertisement. On the left, there is a sidebar with sections: 'Job summary', 'Company', 'Location', and 'Job type'. The 'Job type' section has two radio buttons: 'Part-time' (selected) and 'Full-time'. The main content area is titled 'Tour Guide' and contains a paragraph with several blank lines for missing words. At the bottom right of the main content area is a button labeled 'APPLY'.

**Job summary**

**Company**

**Location**  
Montreal

**Job type**

- Part-time
- Full-time

**Tour Guide**

A leading tour company is seeking someone who would enjoy meeting \_\_\_\_\_ from other countries. You must be fluent in \_\_\_\_\_ and \_\_\_\_\_. You should be interested in the local area and its \_\_\_\_\_. You'll be traveling around the region \_\_\_\_\_ days a week. Flexible, fun, and \_\_\_\_\_ applicants only.

Apply by email, and also send your \_\_\_\_\_. Successful applicants will receive excellent pay and a generous benefits package.

APPLY

- B  4.26 Listen again. Why is Maria perfect for this job? Write four reasons.

- C** Imagine you want to apply for the job above. Read the Help note and write a cover letter like the one below.

The image shows a computer window titled 'You are applying for: **Tour Guide**'. Below the title are two bullet points: '• Upload a résumé' and '• Include a cover letter'. A 'SUBMIT' button is located in the top right corner. The main area contains a cover letter with five paragraphs. To the right of the letter is a 'Help note' box with a pencil icon and the title 'Writing a cover letter'. Five lines connect the help note to specific parts of the letter: the first line connects to the salutation, the second to the opening paragraph, the third to the middle paragraph, the fourth to the closing paragraph, and the fifth to the sign-off.

**You are applying for: **Tour Guide****

- Upload a résumé
- Include a cover letter

**SUBMIT**

Dear Sir or Madam,

I am applying for the position of Tour Guide, which was advertised on April 1. My strongest qualification for this position is that I speak fluent English and Spanish.

As you can see from the attached résumé, I have had previous experience in this type of work with students from abroad who attend summer programs. It was my responsibility to show them around campus and the local area. In addition, I have . . .

I am enthusiastic about this opportunity as I am considering a career in the tourist industry. I believe that I would be an excellent guide and that tour groups would appreciate my knowledge of the region, my sense of humor, and positive attitude.

I would welcome the opportunity to meet with you. My contact number is 917-555-1954. Thank you for your time and consideration.

Sincerely,  
Sergei Vnukov

**Help note**

**Writing a cover letter**

- Use the name of the person if you can. If you don't know it, use *Sir or Madam*.
- Opening paragraph: State what the position is, how you heard about it, and what your strongest qualification for it is.
- Middle paragraph(s): Say why you are suitable – give more information about your qualifications or experience, and describe your strengths.
- Closing paragraph: Restate your interest and offer to meet for an interview. Thank the person for his or her time.
- End the letter like this.

- D Group work** Read your classmates' cover letters. Who do you think should get the job?

**Learning tip** *Word building with roots and collocations*

When you learn a new word, you can expand your vocabulary quickly by learning

- other words with the same root.
- some common collocations.

*journalism*   *journalist*   |   *political journalist*   *freelance journalist*

**In conversation**  
**Teachers are tops!**  
 The job people talk about most is *teacher*.

**1** Complete the chart with the areas of work and the jobs.

Area of work	Job	Area of work	Job	Area of work	Job
accounting	accountant		interpreter	psychiatry	
architecture		law			psychologist
	carpenter		manager		publisher
counseling			nurse	sales	
	dentist	pediatrics			surgeon
design			photographer	telemarketing	
editing		physical therapy			translator
	engineer		plumber		zoologist
financial analysis					

**2 Word builder** Match the words in A with the words in B to make common collocations. How many jobs can you make? Can you add any more words to make different job combinations?

A		B	
civil	psychiatric	analyst	technician
construction	social	engineer	worker
laboratory	systems	nurse	
pediatric			

**On your own**  
 Find a jobs website. Write the names of 20 different jobs in English.

**Can Do!** Now I can . . .

- I can . . .
- I need to review how to . . .
- talk about career planning.
- highlight important information.
- talk about professions and job prospects.
- talk about my future career plans.
- use expressions to introduce what I say.
- say *I don't know if . . .* to involve others.
- understand a conversation with a personal trainer.
- understand a discussion about a job advertisement.
- read an article about preparing for a job interview.
- write a cover letter for a job application.