

(學習單)

How to Get a Job

1. Deciding a Job

Please list what jobs you prefer.(請列出你喜歡的工作)

1.
2.
3.
4.
5.

Sentence pattern: 1. I want to be a/an _____ in the future.

2.A:What are you?(What do you do ?) B: I am a cook.

2. Writing a resume (寫一篇履歷表)

1.Put your name, address and phone number at the top of a resume.

2.Write the position you prefer

3. Showing Strong Points (展現優勢)

Seize the chance to show how well you did and where you were.

1. _____

2. _____

3. _____

Sentence pattern:

1. I am good at _____. (我擅長 ...)

2.I Practice speaking English every day. I want to be fluent in English.

4. Attending an Interview (參加面試)

Think about these questions :

1. Why are you interested in this position ?

你為何對此職位感興趣？

2. What are your strengths ?

你的長處是什麼？

3. What are your weaknesses ?

你的缺點是什麼？

4. What did you like or dislike about your previous job ?

你對前一個工作喜歡什麼，或不喜歡什麼？

5. How would you describe yourself ?

你會如何描述自己？

6. Tell us how you can help our company.

請告訴我們你會如何幫助本公司？

5. Read it !

Stress at work (工作壓力)

You will always have some stress at work. But too much stress can affect your health. Lower your stress level by taking care of yourself. Exercise and get enough sleep. Lack of sleep makes stress worse.

At work, use your time well. Don't try to fit too much into one Day. Arrive early for work, so you can ease into your day. And finally ,take regular breaks. They can help you relax so you can work better.

(adapt from: Let's Talk in English)

Think about the follow questions :

1. How can you lower your stress level ?

該如何降低壓力指數？

2. What do you do to lower your stress ?

你都如何降低自己的壓力？