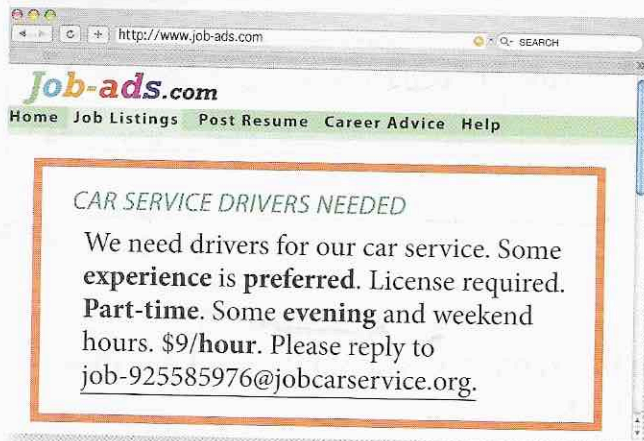


Life Skills

1 READ HELP-WANTED ADS

A CLASS. Look at the help-wanted ads. Where can you find these ads? Where else can people find out about jobs?



B Read the help-wanted ads. Look at the words in bold. Match the words and the abbreviations. Write the full words.

- | | | | |
|-----------|-------------|-----------|-------|
| 1. hr. | <u>hour</u> | 9. bnfts. | _____ |
| 2. M-F | _____ | 10. req. | _____ |
| 3. PT | _____ | 11. pref. | _____ |
| 4. FT | _____ | 12. exp. | _____ |
| 5. excel. | _____ | 13. ref. | _____ |
| 6. yr. | _____ | 14. incl. | _____ |
| 7. tel. | _____ | 15. w/ | _____ |
| 8. pos. | _____ | 16. eve. | _____ |

C PAIRS. Compare your answers.

D PAIRS. Read the help-wanted ads again. Student A, describe the car service driver job. Student B, describe the office assistant job.

2 PRACTICE

A Read the help-wanted ads. Then read the sentences. Write the letter of the job.

HELP WANTED		
RECEPTIONIST FT pos. M-F in busy medical office. 2 yr. exp. req. Need good computer and tel. skills. Great pay and bnfts. FAX resume to (802) 555-2149 or send to gmoss@HealthPractice.com.	STORE MANAGER FT pos. avail. Duties incl. supervise employees, plan work schedule, assist customers. Looking for a person w/ excel. people skills. 1 yr. manager exp. req. Exp. in office supply stores pref. Excel. ref. req. Some weekend hrs. Call Manuel for an interview at (802) 555-9814.	SALES ASSOCIATE AT JOE'S COOL CLOTHES PT. eve. and weekend hrs. \$10/hr. No exp. necessary. Apply in person at store. Liberty Mall. No calls, please.
a	b	c

1. c This is a part-time job.
2. ____ This job has good benefits.
3. ____ This job pays \$10 an hour.
4. ____ Go to the store to apply for this job.
5. ____ Call the store to apply for this job.
6. ____ Send a résumé to apply for this job.
7. ____ You need excellent people skills for this job.
8. ____ You need excellent references to get this job.
9. ____ You need two years' experience for this job.
10. ____ You don't need experience for this job.

B PAIRS. Compare your answers.

C GROUPS OF 3. Look at the ads on this page and on page 152. Which job are you interested in? Why?

I'm interested in the receptionist job because I need a full-time job.

3 LIFE SKILLS WRITING

Complete a job application. See page 263.

Can you...read help-wanted ads?