

Functional Language Practice: Asking for information about a job

1 Put the dialogue into the correct order.

- ___ **Dan** Well, it depends on experience. We'd have to invite you in for an interview and then we can discuss that in more detail.
- ___ **Dan** Our camps run throughout the summer, from mid-July until the end of August. Each camp is one week long, starting on a Monday and finishing on a Sunday.
- ___ **Dan** We run two holiday camps – the junior camp is for 8–12-year-olds, and the senior camp is for 13–17-year-olds.
- 1 **Dan** Hello, this is Dan Fletcher speaking.
- ___ **Dan** Oh no! Don't worry about that. We provide all the accommodation for our staff.
- ___ **Dan** Well, Ms Kumar, we're looking for someone who will help to entertain and look after the children. You would need to make sure that the children are happy and you would have to organise some of their activities.
- ___ **Aisha** Thank you. Something else I'd like to ask you about is the accommodation. Do the Activity Leaders need to provide their own tents?
- 12 **Aisha** OK, well thank you very much, Mr Fletcher. I'll send you my application form!
- ___ **Aisha** I see. And, speaking of the children, what age group are they?
- ___ **Aisha** Oh, that's good, because I haven't got tent! And finally, moving on to the question of salary. Could you tell me what the salary is, please?
- ___ **Aisha** OK. So the youngest children are eight years old. Oh, another thing I wanted to know is the exact dates of the camps.
- ___ **Aisha** Oh, hello Mr Fletcher. My name's Aisha Kumar. I'm calling about the Holiday Camp Activity Leader job, advertised in yesterday's Gazette. Could I ask you about the main responsibilities of the job?

2 Work in pairs. Act out the dialogue.

3 **SPEAKING** Work in pairs. Read the job advertisement below. Then role-play a conversation asking for information about it.

The Mars Tennis Academy

The Mars Tennis Academy is looking for tennis coaches for our kids' summer tennis club.

Do **you** love sport? Could **you** teach tennis to young children?

CALL:

Rita Simmonds or Paul Hernandez
on **01682 435122**
for more information.

Student A

You are Rita / Paul. Think about these things:

- What are the responsibilities of the job?
- What personal qualities does the job require?
- What are the working hours?
- What is the salary?

Student B

You want to find out more about this job.

Ask about:

- responsibilities.
- personal qualities.
- working hours.
- salary.

6 Functional Language Practice: Asking for information about a job

Aims: To review and practise language for asking for information about a job. This draws on the language in Lesson 6G.

Time: 15–20 minutes

Materials: One handout for each student

Exercise 1

- Give each student a handout and ask them to number the dialogue in the correct order. Tell them that they don't have to understand every word of the dialogue, but they should look carefully at the beginnings and endings of each sentence, as these will give a clue about what comes before or after.

KEY

- Dan** Hello, this is Dan Fletcher speaking.
- Aisha** Oh, hello Mr Fletcher. My name's Aisha Kumar. I'm calling about the Holiday Camp Activity Leader job, advertised in yesterday's Gazette. Could I ask you about the main responsibilities of the job?
- Dan** Well, Ms Kumar, we're looking for someone who will help to entertain and look after the children. You would need to make sure that the children are happy and you would have to organise some of their activities.
- Aisha** I see. And, speaking of the children, what age group are they?
- Dan** We run two holiday camps – the junior camp is for 8–12-year-olds, and the senior camp is for 13–17-year-olds.

- Aisha** OK. So the youngest children are eight years old. Oh, another thing I wanted to know is the exact dates of the camps.
- Dan** Our camps run throughout the summer, from mid-July until the end of August. Each camp is one week long, starting on a Monday and finishing on a Sunday.
- Aisha** Thank you. Something else I'd like to ask you about is the accommodation. Do the Activity Leaders need to provide their own tents?
- Dan** Oh no! Don't worry about that. We provide all the accommodation for our staff.
- Aisha** Oh, that's good, because I haven't got tent! And finally, moving on to the question of salary. Could you tell me what the salary is, please?
- Dan** Well, it depends on experience. We'd have to invite you in for an interview and then we can discuss that in more detail.
- Aisha** OK, well thank you very much, Mr Fletcher. I'll send you my application form!

Exercise 2

- Students read out the dialogue in pairs. Encourage them to read expressively and remind the students playing the part of Aisha that they should sound polite and interested.

Exercise 3

- Go through the job advertisement with the class. Give Student As a few minutes to prepare their information while Student Bs prepare their questions. Students then do the role-play in pairs. You could invite one or two pairs of students to perform their role-plays for the rest of the class.