

The Job Hunt

Study the spelling and meaning of each word. Then with its definition.



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|-------|-----------------|------------------------|
| _____ | 1. advancement | a. jobs for a lifetime |
| _____ | 2. careers | b. moving up |
| _____ | 3. employees | c. boss |
| _____ | 4. employer | d. workers |
| _____ | 5. prospective | e. future |
| _____ | 6. well-groomed | f. nice-looking |

Read the story carefully and remember the details.

Every year more than a million people begin their careers. Many who have been working decide to seek advancement. Some people change their careers. Sometimes employers may look for employees. More often than not, employees look for employers. How does one hunt for a job?

Put yourself in your prospective employer's place. Try to anticipate what he would look for in an employee. Then decide how your qualifications fill those needs.

An employer wants neat and presentable employees. When you look for a job, be neat and well-groomed. Fill out applications as neatly as possible. Make a good first impression. An employer wants efficient employees. Your application should be direct and clear. Keep your answers short, but cover all the essential material.

A. Underline the correct answers about today's story.

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|---|-------------------|-------------------------|-----------------------------|
| 1. How many people begin careers each year? | (a) a few hundred | (b) a thousand | (c) more than a million |
| 2. Employees usually | (a) wait for jobs | (b) hunt for jobs | (c) get called by employers |
| 3. First impressions are | (a) important | (b) not important | (c) always favorable |
| 4. Answers should be | (a) detailed | (b) short but essential | (c) long |
| 5. Job hunters should be | (a) neat | (b) well-groomed | (c) efficient |

B. Reread the story and write the answers to these questions.

- How many people begin careers every year?

- What does an employer want?

- What should your application be?

- Have you ever looked for a job? Why or why not?

