

VOCAB REVIEW

Fill in the blanks.

1. Attending a job f_ _r is an easy way to connect to numerous employers quickly.
2. R_ _ _ _ _ters today look for a well-rounded personality.
3. Once you have impressed a p_ _ _ _ _ _tive employer through your r_ _ _ _ _é, you will typically be invited to be interviewed.
4. Often sponsored by career centers, job fairs p_ _ _ _ _e a c_ _ _ _ _ient location for students to meet employers and p_ _ _ _ _m first interviews.

WORDS TO LEARN (Reading Section)

Listen to some essential words for the TOEIC test without looking at the word list.

Now look at the list of today's vocabulary and repeat after the teacher.

reference/ involves / Personnel / job interview / equal opportunities / applicants / discriminate / application / assess/ probationary period/ submitted / covering letter / evaluation / Human Resources / rejected / candidates/ referee/ recruitment

WORDS IN CONTEXT

 Read the following text and choose one of the vocabulary words listed below to fill in the blanks.

involves / Personnel / job interview / equal opportunities / applicants / discriminate / application / assess/ recruitment / submitted / covering letter / evaluation / Human Resources / rejected / candidates/

() is the business of recruiting or hiring people to work for a company. Usually this is managed by the () or () department.

A job () is probably the most important part of the job search and recruitment process. Most job () will be (), most of the time for such reasons as small or careless mistakes on a job application form, résumé or ().

A () is a meeting organized by a recruiter to evaluate a potential employee for prospective employment at a company. It is preceded by the () of résumés () by () who have applied for a particular job.

A job interview will typically () a candidate meeting with recruiters from a company.

When a company interviews a candidate for a job, they are not allowed to () against him or her on the grounds of race, sex, age or disability. In other words every candidate should have (), or the same chance to get the job.

The primary purpose of the job interview is to (assess) the candidate's suitability for the job.

DAY 24

 Use the terms in the box to complete the sentences below.

referee/ probationary period / reference/ covering letter

1. A is a letter written by someone who knows you and that describes your character and abilities.
2. A is a person who gives you a reference when you are applying for a job.
3. A letter sent with your résumé is called a, in which you need to explain the reasons for your application.
4. A is a period after someone starts a job, during which their employer can decide whether he or she is suitable and should be allowed to continue as a “regular” employee.

 Match each definition (A – L) with today’s vocabulary word (1 – 12)

DEFINITIONS

- A. to include
- B. to give something, such as a document, to someone
- C. an act of appraising
- D. to treat differently
- E. to refuse to accept
- F. to ask formally for something, such as a job
- G. to make a judgment about something

- 1. apply
- 2. assess
- 3. evaluation
- 4. reject
- 5. submit
- 6. involve
- 7. discriminate