

## Unit -1 Part-1

1. Vocabularies
2. Grammar
3. Reading-1
4. Reading-2
5. Margin note
6. Writing-1
7. Writing-2

### Vocabularies:

#### 1 Read the list of words and their definitions.

<p><b>advice:</b> an opinion you give someone about what he or she should do</p> <p><b>career:</b> the work people do, usually after learning how and usually for a long time</p> <p><b>hire:</b> to give someone a job</p> <p><b>ideal:</b> perfect</p> <p><b>interview:</b> meeting where a person looking for a job talks to the person who is looking for a new worker</p> <p><b>manager:</b> person who directs and organizes groups of workers in a company</p>	<p><b>post:</b> ad or comment on the Internet</p> <p><b>résumé:</b> written description of a person's education and previous jobs</p> <p><b>reward:</b> something good you get in return for work (such as money or health insurance)</p> <p><b>setting:</b> the place where something happens</p> <p><b>skills:</b> things that you can do well; abilities that you have learned and practiced</p>
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- **Careers** are the type of work people do, usually for a long time. **(noun)**
- **Advice** is an opinion you give someone about what he or she should do. **(noun)**
- Something that is **ideal** is perfect. **(adjective)**
- **Interviews** are meetings where people looking for jobs talk to the people who are looking for new employees. **(noun)**
- **Managers** direct and organize workers in a company. **(noun)**
- **Postings** are ads or comments on the Internet. **(noun)**
- **Résumés** are documents where people list their education and work experience. **(noun)**
- **Rewards** are good things you get in return for work, such as money or health insurance. **(noun)**
- Your **skills** are things that you can do well. **(noun)**
- A **setting** is a place where something happens. **(noun)**
- When you **hire** someone, you give him or her a job. **(verb)**

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### 2 Read the sentences. Then circle the correct word.

1. Looking for ( careers / rewards ) after graduation is a challenge for many students.
2. Imad wants to ( hire / interview ) Nazif to work in the family business.
3. A family business is a comfortable ( post / setting ) for someone to work in.
4. A corporate job offers the best ( rewards / careers ) for Nasim's skills.
5. Ahmed is looking at ( interviews / posts ) on the Internet so he can find a job.
6. Nazif learned the ( setting / skills ) he needs for work from King Abdulaziz University.
7. Students should ask their teachers for ( advice / résumés ) on how to find a job.
8. At King Saud University, students learn how to write ( careers / résumés ).
9. In a family business, the parents are often the ( ideal / managers ).
10. Ahmed has many scheduled ( interviews / résumés ) today because his professor from King Fahd Petroleum University gave him good recommendations.
11. Students need to work hard so in the future, they can land their ( ideal / hire ) job.

### Test yourself:

(Careers) are the type of work people do, usually for a long time.

- What is the term for the type of work people do, usually for a long time?

- a) Hobbies
- b) Careers
- c) Tasks

- Which term best describes a professional journey characterized by long-term employment in a specific field?

- a) Careers
- b) Occupations
- c) Vocations

(Advice) is an opinion you give someone about what he or she should do.

- What is the term for an opinion you give someone about what he or she should do?

- a) Resume
- b) Advice
- c) Career

- What term denotes a recommendation offered to guide someone's decisions or actions?

- d) Resume
- e) Advice

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f) Career

Something that is (ideal) is perfect.

- What word describes something that is perfect?

- a) Adequate
- b) Ideal
- c) Ordinary

- Which word is used to describe a concept or object that epitomizes perfection?

- a) Adequate
- b) Ideal
- c) Ordinary

(Interviews) are meetings where people looking for jobs talk to the people who are looking for new employees.

- What term describes the meetings where potential employees and employers discuss job opportunities?

- a) Gatherings
- b) Interviews
- c) Consultations

(Managers) direct and organize workers in a company.

- Which role involves overseeing and coordinating employees within an organization?

- a) Job
- b) Managers
- c) Administrators

- Which term accurately identifies individuals responsible for planning and directing the operations and employees of a business?

- a) Coordinators
- b) Administrators
- c) Managers

(Postings) are ads or comments on the Internet.

- What term refers to advertisements or comments shared on the Internet?

- a) Announcements
- b) Postings
- c) Notifications

- What is the correct term for digital content such as advertisements or comments that are shared on online platforms?

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- a) Announcements
- b) Postings
- c) Notifications

**(Résumés) are documents where people list their education and work experience.**

- What type of document typically includes a person's educational background and professional history?

- a) Profile
- b) Résumés
- c) Biographies

- Which document is typically used by job seekers to present their educational background, professional experience, and skills to potential employers?

- a) Profile
- b) Résumés
- c) Biographies

**(Rewards) are good things you get in return for work, such as money or health insurance.**

- What term encompasses the benefits received in recognition of one's efforts and achievements in the workplace?

- a) Benefits
- b) Bonuses
- c) Rewards

- What are the positive outcomes received in exchange for one's efforts?

- d) Benefits
- e) Bonuses
- f) Rewards

**Your (skills) are things that you can do well.**

- What term describes the abilities that an individual excels at?

- a) Talents
- b) Skills
- c) Capabilities

What term refers to the specific abilities and competencies that an individual possesses, enabling them to perform tasks effectively?

- a) Talents
- b) Skills
- c) Capabilities

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(A setting) is a place where something happens.

- What word denotes the location or environment in which events or actions take place?
  - a) Setting
  - b) Surroundings
  - c) Resume

When you (hire) someone, you give him or her a job.

- What action involves formally engaging an individual by offering them employment within an organization?
  - a) Job
  - b) Career
  - c) Hire
- What action involves employing an individual by offering them a position within an organization?
  - d) Job
  - e) Career
  - f) Hire

ideal setting résumés rewards careers advice postings skills managers interviews hire

- 1 The best  my father gave me was, "Whatever job you do, do it well."
- 2 You need to understand social media and coding for most 21st century .
- 3 Munir needs to  a smart and friendly person to help him wait tables in his restaurant.
- 4 The  person for this job has a PhD in math and five years of teaching experience. But I don't know if we can find someone like that.
- 5 I had three job  at terrific companies last week. I hope one of them wants me!
- 6 I was lucky to have two good  at my last job. They got a lot done, and they also taught me a lot.
- 7 My dream is to work for an international marketing company. Every day, I check the company's website for new job .
- 8 I have two : one for my writing work, and one for my design work.
- 9 The pay is OK here, but there are other important , too. I am learning to use new software, and I can use the company gym!
- 10 Some people are good at working with others. My  are working with numbers and data.
- 11 I really liked the fast, energetic  at my restaurant job last summer.