

Past Work Experience

Lesson theme: Employment

Level: Intermediate (B1)

Instructions

This is a multi-part activity to help teach ESL students how to identify transferable skills to use in a job application and/or interview. At the beginning of the activity explain how important skills are in a job application and how being able to explain skills in an interview can set an applicant apart from their competition.

Part 1: Ana's New Job

Give the students the handout about Ana and read her story as a class. After reading about Ana, hand out "Selecting Relevant Experience" worksheets.

Divide students into small groups of 2 to 4 and ask them to work together to find the skills in the job description that match Ana's skills and experience. Prompt them to look for keywords like "communication," "organized," and "client" vs. "customer".

Review the worksheet as a class and talk about relevant information versus not relevant information in Ana's story that will help her find a job.

Part 2: Brainstorming Job Skills

Once your students have a solid understanding of job skills (as opposed to job tasks), hand out the brainstorming sheet and ask them to think of 2-3 jobs they have had and three important skills for those jobs. Some of the skills can be the same for more than one job. Circulate throughout the room and help students as needed.

Part 3: Choosing a Job based on Skills

Share the job profiles. There are two ways to do this activity.

Option 1: Print the job profiles and give one set to each small group. Ask the students to read the descriptions and choose one job to apply for. They should choose the job because they have common skills written on their brainstorming sheet. After the students choose a job, ask them to present their choice to their group and explain why they picked it (e.g., what skills do they have that make them a good fit for the job).

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Option 2: Project the job profiles on a large screen (projector, TV, etc.). Ask the students to read the job profile and then raise their hand if they think their skills match the job. Call on a few students for each job and ask them to explain what skills they have and what experience would help them in this job. Make sure every student has the opportunity to speak about one job profile.

At the end of the activity, ask students if they remember why job skills are important to talk about in a job interview.

Materials

Print the student handouts provided. Print one copy per student of the first three handouts. Make sure to read the lesson instructions and decide whether you want to print job profiles or not.

Enabling Objectives

Practice job application vocabulary and brainstorm or look up common skill vocabulary with your students. Indeed.com can be a great resource as it has lots of blog posts about job skills with varying levels of detail. Review the job application process (i.e., job search, job application, interview, hiring) and discuss how important job skills are to the first three stages.

For homework

If you wish to assign homework related to this activity, try these FLOW Speak lessons:

What's your background?
Conversation Lesson

Previous roles
Expression Lesson

Job Interview
AI Talk Lesson

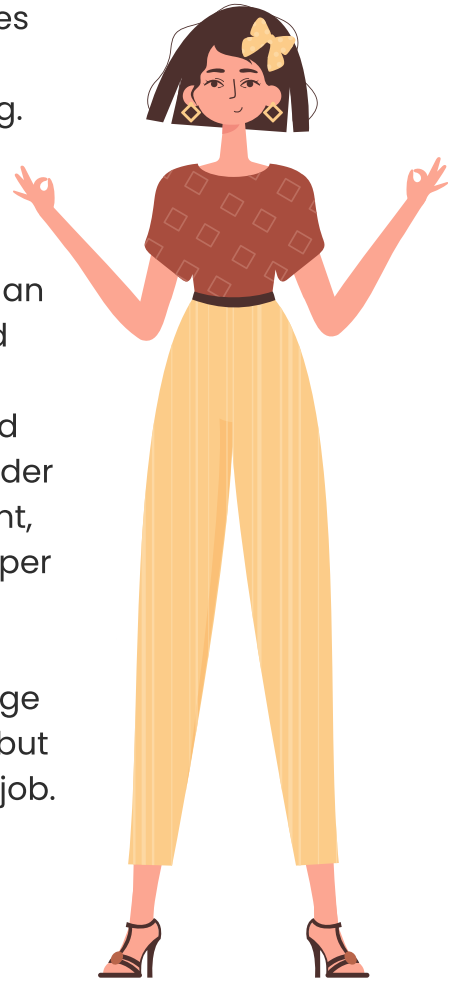
Want to use FLOW Speak in your classroom?
Contact achieve@flowspeak.io to get started.

Ana

Ana is 27 years old. She has just moved to the United States with her parents and younger brother. Her family is from Tegucigalpa, Honduras. Ana enjoys gardening and cycling. She also loves to read and wants to try reading her first English novel this year.

Ana is looking for a job in her new country. She worked as an office assistant in Honduras for 3 years. Before she started working, Ana took Business Administration at the National Autonomous University of Honduras. In her job, she booked appointments, communicated with clients, and helped order supplies for the whole office. As an administrative assistant, she was also in charge of client files and keeping both paper and electronic records safe and organized.

Now, Ana is taking English classes at the community college in the evenings. Her English is at a low intermediate level, but she wants to keep learning. She is looking for a part-time job.



Selecting Relevant Experience

Instructions

1. Read the information about Ana.
2. Read the job description for a Sales Associate.
3. Circle or highlight the skills in the job description that Ana already has.
4. Write a star beside the skills Ana does not have.

Job description

Sales Associate

Responsibilities:

- Welcoming customers as they enter the store
- Assessing customers' needs and providing solutions to their problems
- Working with cash registers and processing payments
- Understanding product knowledge to help inform customers
- Cleaning and restocking the store
- Updating inventory and ordering new stock when needed

Qualifications:

- Organized and tidy
- Good communication and customer service skills
- English level B1
- 2+ years of customer service (preferred)

Personal Experience Brainstorming Sheet

What job experience do you have? What skills do you have from those jobs?

Write down three jobs you've had and three skills you used at each job.

Example:

Job: Restaurant Waiter

- Skill 1: Communication skills with customers
- Skill 2: Processing payment and Point-of-Sales (POS) systems
- Skill 3: Stay calm in a busy work environment

Your Jobs

Job A

- Skill 1: _____
- Skill 2: _____
- Skill 3: _____

Job B

- Skill 1: _____
- Skill 2: _____
- Skill 3: _____

Job C

- Skill 1: _____
- Skill 2: _____
- Skill 3: _____

Job Profiles

Hotel Housekeeper

Responsibilities:

- Provide good customer service to hotel guests
- Clean hotel rooms including wash bed linens, vacuum carpets, and sanitize bathrooms
- Report maintenance problems in guest rooms immediately
- Maintain security for guests and property
- Offer assistance or answer questions throughout the hotel

Qualifications:

- High school diploma or GED (preferred)
 - Good communication and customer service skills
 - English level B1
 - No experience required
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Food Preparation Worker

Responsibilities:

- Follow directions carefully
- Clean and sanitize work areas, equipment, utensils, dishes, or silverware
- Store food in designated containers and storage areas to prevent spoilage
- All food prep must be labeled properly with the correct date
- Prepare a variety of foods, such as meats, vegetables, according to the supervisor's instructions
- Take and record the temperature of food and food storage areas such as refrigerators and freezers

Qualifications:

- Good listening skills - can fully understand instructions
- Available to work some evening or weekend shifts
- English level A2

Job Profiles

Nursing Assistant

Responsibilities:

- Provides daily care to patients to include personal grooming and hygiene
- Assists patients in and out of bed and into wheelchairs
- Takes vital signs of patients, e.g., temperature and blood pressure and records information.
- Assists patients to the dining area for meals. May be required to help feed patients.
- Documents and/or reports information regarding the patients' health and care given.

Qualifications:

- Communicates well with other associates, patients, and family members
 - English level B1
 - Experience: 1 year (preferred)
 - Training provided
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Production Worker

Responsibilities:

- Pick, pack, sort, and package fresh products into bags and boxes
- Work in production/packaging area to make and stack boxes onto pallets
- Inspect filled packages to ensure the product is packaged according to specifications
- Work closely with production team members to ensure product quality

Qualifications:

- You thrive in a highly repetitive task environment
- Ability to lift up to 23 kg (50 lb) where required and stand for extended periods
- Flexible to work various shifts and weekends
- English level A2

Job Profiles

Cashier

Responsibilities:

- Greet and assist customers in a friendly and professional manner
- Provide product information and recommendations to customers
- Operate cash registers and handle transactions accurately
- Maintain a clean and organized store environment
- Handle customer inquiries and resolve issues promptly

Qualifications:

- Background in retail sales, customer service, and communication skills (preferred)
 - English level B1
 - Proficiency in basic math, cash handling, and using a cash register
 - Excellent phone etiquette
 - Knowledge of POS systems is an asset
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Shelf Stocker

Responsibilities:

- Find items for customers from shelf or stockroom
- Unpack products received by store and count, weigh or sort items
- Record incoming stock
- Keep stock clean and in order
- Price items using stamp or stickers according to price list

Qualifications:

- Education: Secondary (high) school graduation certificate (preferred)
- Experience: Will train
- English level A2