

Scanning the job ads

Answers

LINKS TO:

Stage 2, Module 12

Learning Object 4: How's school?

Exercises 1

Write some keywords (in Indonesian) that may help Anna.

Answers:

Lowongan	pamflet	terorganisir
Dicari	pandai	kerja paruh waktu
pelajar	rajin	sesudah sekolah
babysitter	sabar	

Exercise 2

2.1 Step 1: Scan each advertisement highlighting any keywords that fit Anna's requirements and underlining any words that suggest the job is inappropriate for Anna.

Answers:

2.1.1

Dicari kasir, cekatan, bisa mengatur rak dan menjaga kebersihan toko serba ada yang menjual koran dan bahan makanan, jam kerja 9–4, Sabtu–Minggu. Yang diinginkan: mahasiswa berumur 18–25. Diutamakan yang berpengalaman dan bisa berbahasa Inggris, dinamis dan mau bekerja. Tel: 0217991768.

2.1.2

Dicari 'babysitter' untuk bekerja enam jam seminggu. Daerah Kedoya. Tugasnya: jemput anak dari les musik jam 16.30, beri kudapan, bantu membuat PR (tidak selalu), bermain dengan anak dan beri makan malam sebelum orangtua pulang (antara jam 18–18.30). Bayaran Rp10.000/jam. Yang diinginkan: perempuan 14–18 tahun, dinamis, periang dan sabar, bisa bekerja Senin/Selasa dan Kamis. Lampirkan Riwayat Hidup dan jadwal seminggu penuh. Tel: Ibu Merry 0811 992 972.

2.1.3

Distribusi pamflet mengenai program acara Bandung Fair tahun ini selama seminggu di Bandung. Kirim Riwayat Hidup dan surat lamaran ke: sukandar@grupjakfair.co.id

2.1.4

Dicari 'babysitter' 2 hari seminggu antara jam 1 dan 6.00. Tiga anak (1, 3 dan 4). Bayaran Rp15.000/jam. Yang diinginkan: mahasiswa, pengalaman dengan anak-anak diutamakan, serius, sabar. Tel: Ibu Aida 0853 007 077 atau kirim Riwayat Hidup dan surat lamaran ke: aida@santaimail.id

2.2 Step 2: As exemplified in Exercise 1, explain your reasoning for highlighting and underlining these words.

Sample answers:

First job advertisement (2.1.1):

This advertiser is looking for someone who speaks English, which is appropriate for Anna. Unfortunately, they are also looking for a university student with cashier experience, between the ages of 18–25, who is available to work weekends.

Second job advertisement (2.1.2):

This advertiser is looking for a female aged between 14–18, in Kedoya, to pick up a child from music lessons at 4.30 pm. They will need to give the child an afternoon snack, play with them and feed them their evening meal before the parents arrive home, between 6.00 and 6.30, for two days each week. They are also looking for someone who speaks English. This job fits all of Anna's criteria.

Third job advertisement (2.1.3):

This advertiser is looking for someone to deliver flyers, which Anna is interested in doing. However, the job is only for one week and is in the city of Bandung, which rules this job out.

Fourth job advertisement (2.1.4):

This advertiser is looking for an experienced babysitter two afternoons a week. The advertiser, however, asks for a university student, therefore Anna is too young for this job.

2.3 Step 3: Circle the most suitable job for Anna. Based on this job advertisement, answer the questions below.

Answers:

The second job (2.1.2) is the most appropriate and meets all of Anna's requirements.

2.3.1 What type of work is on offer?

Babysitting.

2.3.2 What kind of person is needed for the job?

The family would like a student who is dynamic, happy and patient. They would prefer someone who speaks English and who is available Monday or Tuesday and Thursday.

2.3.3 Where is the job based?

The job is based in her local area: Kedoya.

2.3.4 What are the days or hours of employment?

The job is for after school Monday, Tuesday and Thursday from 4.30 to 6.00–6.30.

2.3.5 How much will the employee be paid?

The employee will be paid Rp.15.000 an hour.

2.3.6 How will Anna contact the prospective employer?

Anna will need to call the employer, Ibu Merry, on her mobile number: 0811 992 972.

2.3.7 What information will she need to supply to the prospective employer?

Anna will need to supply her CV and a list of the days she is available.