

Scanning the job ads

LINKS TO:

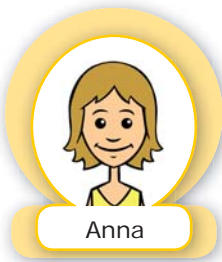
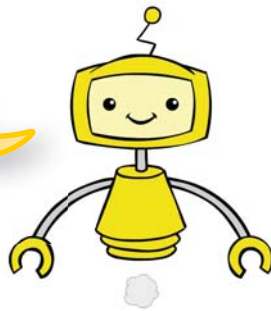
Stage 2, Module 12
Learning Object 4: How's school?

PRIOR LEARNING:

Stage 1
Module 10 Work Sheet 2: *Skimming a sports page*



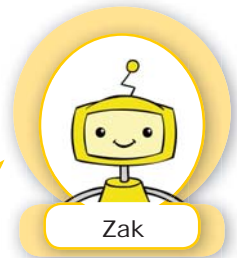
Anna wants a job. Let's give her a hand to find something suitable!



Although my pocket money seems to go a lot further in Indonesia than it does in Australia, I've noticed that the luxuries of life are just as expensive as they are back home. I think I need to find a part-time job to help me save a little extra for the things I really want. I wonder if there are any student jobs advertised in our local newspaper ...

I'm hard-working, smart, patient and well-organised. I can work any day after school (as long as it's close to home). And I have experience delivering flyers and babysitting. My Indonesian is pretty good and my English is excellent, of course! But there are so many job ads! How will I ever read through all of them!

Anna, you look a bit lost! Never fear! Zak is here to help! I'm going to show you how to scan the jobs section to find the perfect job. Come on! Take out your highlighter, let's start job hunting!



What is scanning?

1

Scanning, like skimming, is another reading technique that can be used to quickly find a fact, or specific information, without reading every word of a text.

Scanning, unlike skimming, doesn't involve following the flow of the sentences but involves quickly moving around the text to locate specific details.

When do you scan?

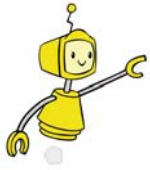
You probably already use this technique to look up phone numbers, use a dictionary, flip through flyers, browse the wanted advertisements, peruse the television guide for your favourite shows, scroll through web pages for information, or when using a table of contents or an index.

How do you scan?

Techniques for scanning:

- Do not try to read every word.
- Make a prediction about where you might find the word, name, fact, term or date for which you are searching.
- Use features such as titles and diagrams to guide you. Sometimes information may be arranged alphabetically or numerically as it is in a dictionary, telephone book or a glossary.
- Move your eyes vertically or diagonally down the page.
- Move your eyes from side to side, keeping in mind the type of information or keywords you are searching for.

Exercise 1



To find a job that meets Anna's requirements we are going to need to scan the job advertisements. Before we begin we need to think about the types of information and keywords for which we are looking.

Reread Anna's speech bubble.

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

Now we need to scan the advertisements, **highlighting** any keywords that suggest the job may fit Anna's requirements.

Then **underline** any words that mean the job will be inappropriate for Anna.

I'll do the first one for you:

Dicari pelajar SMA
(usia 16–18)
untuk distribusikan
koran lokal
atau pamflet

Senin-Jumat pagi. **Kedoya** Jakbar.
Penghasilan Rp. 12.000 per jam.

Kirimkan nama, alamat email dan nomor hp. Kontak distribu@hotmail.co.id

The keywords that stood out as fitting Anna's job search criteria were: *pelajar*, *koran*, *pamflet*, and *Kedoya* (the area of Jakarta in which she lives).

In this text there were several keywords that meant this job was inappropriate for Anna. They were usia 16–18 (because Anna is only 14) and Senin-Jumat pagi (because Anna is looking for an after-school job).

Exercise 2

Now it's your turn to scan the job advertisements.

Follow the steps below:

- 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.**

Hint! Try completing Step 1 against the clock because this will encourage you to scan more quickly for the answers. Can you scan each advertisement in less than one minute?

Lowongan kerja

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: 0217 991 768

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 Rp. 10.000/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 Rp. 15.000/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 shown in Exercise 1, explain your reasoning for **highlighting** or underlining these words.

First job advertisement (2.1.1):

Second job advertisement (2.1.2):

Third job advertisement (2.1.3):

Fourth job advertisement (2.1.4):

(continued on following page)

(continued from previous page)

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

2.3.1 What type of work is on offer?

2.3.2 What kind of person is needed for the job?

2.3.3 Where is the job based?

2.3.4 What are the days or hours of employment?

2.3.5 How much will the employee be paid?

2.3.6 How will Anna contact the prospective employer?

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