

LESSON 26

Job related Enquiries

(i) Job seekers' course

- Student : May I come in, please?
- Madam : Yes please come in. How can I help you?
- Student : Ma'am, I want information about the Tally course.
- Madam : Please sit down. Are you a student or a job-seeker?
- Student : I am doing B.Com Honours and I will graduate at the end of this semester.
- Madam : Oh, so you are a job-seeker. You qualify for this course. What information do you want?
- Student : What is the fee for the course?
- Ma'am : It is ₹ 675, which includes the cost of the material. You will get a reference and a lab manual along with it.
- Student : Ma'am, what is the duration of this course and what are the timings?
- Ma'am : I will give you a brochure which has all the details.
- Student : Thank you. I will go through the brochure and come back later.
- Ma'am : You are welcome! Be sure to follow the deadlines on the brochure. I hope this course will help enhance your skills and help you get a job!

Word/phrase

Meaning

- | | |
|---------------------|---|
| 1. fee | the money that you pay for instruction at school, university etc. |
| 2. reference manual | a book giving information |
| 3. brochure | booklet giving information |
| 4. enhance | improve |

(ii) Job seekers - a discussion

- Student 1 : Ravi, I've just read an advertisement which seems to suit us.
- Student 2 : For fresh graduates?
- Student 1 : Yes. Graduates with an aptitude for marketing and good communication skills.
- Student 2 : Aptitude means...?
- Student 1 : Aptitude means your talent or your ability in a particular skill.
- Student 2 : How do we contact them?
- Student 1 : The number is 9811176112. They have an on-the-spot offer in their Direct Hire Centre at Vasant Kunj.
- Student 2 : What must we take with us?

- Student 1 : A copy of our résumé, academic certificates and three passport-size photographs.
- Student 2 : What about merit certificates for co-curricular activities? I mean participation in debates, sports etc.?
- Student 1 : Of course, take those along too. They will certainly help.
- Student 2 : What is the last date for applying?
- Student 1 : It's the 15th of May. Now let's get our papers together and hope for the best.

Word/Phrase

Meaning

- | | |
|-------------------------|--|
| 1. fresh graduate | just finished graduation |
| 2. communication skills | ability to convey or express an idea |
| 3. résumé | a short summary of a person's personal profile |

(iii) Job opportunities

- Teacher : What are you planning to do after class XII?
- Student : I plan to go back to my hometown in Himachal Pradesh.
- Teacher : And do what?
- Student : My father has a plot of land near Shimla. I'll try my hand at growing fruit and flowers.
- Teacher : Flowers? Who would think of growing flowers for a living?
- Student : I have. I read that the Himachal Pradesh Churah Valley Farmers are signing an M.O.U. with a Dutch company. The florists will export carnations to Holland, through the year.
- Teacher : This really sounds great, but very hard to believe.
- Student : What is really amazing is the fact that the farmers will earn ₹13 lakhs per hectare from flowers as compared to ₹ 15,000 to 20,000 per hectare from traditional crops.
- Teacher : Unbelievable! Our institution rolls out its first farmer. Good luck!

Word/Phrase

Meaning

- | | |
|----------------------|--|
| 1. valley | low area surrounded by hills |
| 2. M.O.U. | Memorandum of Understanding |
| 3. florist | one who sells flowers |
| 4. hectare | a unit to measure land (2.5 acres = 1 hectare) |
| 5. traditional crops | wheat, rice, millet etc. |
| 6. rolls out | turns out |

(iv) Short courses during a vacation

- Student 1 : I have a three week break after this semester. Can you suggest something I can do in that time?
- Student 2 : There are a number of short courses that you can take during this period.
- Student 1 : In what subjects?
- Student 2 : Well....if for example, you want to brush up your skills in spoken and written English, then enroll for the crash course beginning on May 22nd in the English Department.
- Student 1 : What are the timings?
- Student 2 : From 6 a.m. to 8 a.m.
- Student 1 : That will be really useful, and I will have the day ahead to do something else.
- Student 2 : If there is not too much pressure of work then you can also enroll for a Computer Course from 10 a.m. to 12 noon.
- Student 1 : I'll take up the challenge. It'll be a well utilized holiday. Thanks for all the information.

Word/Phrase

Meaning

- | | |
|--------------------------|--------------------------------|
| 1. semester | term |
| 2. brush up your skills | to improve |
| 3. enroll | join, register for |
| 4. the day ahead | the remaining hours of the day |
| 5. too much pressure | too much work |
| 6. take up the challenge | try my best to do it |
| 7. utilized | spent, used |

(v) Applying for a computer course

- Applicant : Good morning sir. May I come in?
- Administrator : Good morning. Yes come in.
- Applicant : I want to enroll for a basic computer course.
- Administrator : What experience do you have with computers? For example, do you know the different parts of a computer? Do you know how to type?
- Applicant : Sir, I can switch on the computer and I know the basic hardware, but I cannot type.
- Administrator : Then, you should take the introductory course in Microsoft Office Tools, which will teach you basic word processing and how to make tables and charts etc.
- Applicant : What is word processing?
- Administrator : It is a process used for electronically drafting and revising documents, reports etc. You can select, copy, paste and

delete items to create a perfect document without having to re-type every word if you make a mistake.

- Applicant : This sounds interesting. It is just what I need, to write papers and make presentations . When can I register and what is the fee?
- Administrator : You can read this pamphlet. It has all the course details and the fee structure.
- Applicant : Thank you sir.
- Administrator : I hope you enjoy the course and benefit from it.

Word/Phrase

Meaning

- | | |
|------------------------|--|
| 1. hardware | parts of a computer you can see and touch |
| 2. introductory course | preliminary knowledge given to a person on a subject or course |
| 3. document | a paper giving information about something |
| 4. create | design |
| 5. pamphlet | brochure |

(vii) Career counselling

- Counsellor : Hello, Mrs Kumar. How can I assist you?
- Mrs. Kumar : I spoke to you over the telephone yesterday about career guidance.
- Counsellor : Oh yes! I remember. I have been through your résumé. I notice with great appreciation your excellent work as a volunteer with rural women and disabled children.
- Mrs. Kumar : Thank you. I have always enjoyed such work. But now I've come to a stage in my life where I need guidance.
- Counsellor : What are your options?
- Mrs. Kumar : The options are to continue working in the charity sector or go back to a salaried job at a hospital.
- Counsellor : How are you placed with regard to finances?
- Mrs. Kumar : Not very sound unfortunately.
- Counsellor : In that case you should go back to your part-time salaried job and spend the rest of your time doing voluntary work.
- Mrs. Kumar : Thank you very much for all the help. I appreciate your guidance.

Word

Meaning

- | | |
|-----------------|--|
| 1. assist | help |
| 2. résumé | a short summary of a person's personal profile |
| 3. appreciation | admiration |
| 4. rural | countryside, village |
| 5. disabled | unable to use a limb or limbs |
| 6. guidance | help or advice that is given |

- | | |
|--------------------|--|
| 7. options | something that you can choose to do |
| 8. charity | giving money, food, help etc, to the needy |
| 9. not very sound | not very good |
| 10. voluntary work | unpaid or charitable work |

(vii) An interview

- Rohit : Good morning sir. I'm Rohit Handa. May I come in?
- Principal : Good morning Rohit. Come in. You are Rohit Handa from Delhi. I got your e-mail asking for an appointment. Sit down Rohit. Now tell me more about yourself.
- Rohit : I was a student of Central School in Dehradun. I passed my CBSE examination with an aggregate of 89%. I belong to the science stream with computer science as an elective. I'm seeking admission to your college as my father has just got transferred to Ghaziabad.
- Principal : Have you brought your mark sheets, certificates and other related papers?
- Rohit : Yes sir. All the records and papers are here in this file, including certificates for the extra-curricular activities.
- Principal : Leave your papers with me. I'm afraid there are no vacancies at present. But there is always a chance that there may be some dropouts. You will have to wait till the next list is released.
- Rohit : Thank you sir. I would be extremely grateful if you could consider my application when you have vacancies.

Word	Meaning
1. seeking	looking for
2. vacancies	seats available
3. dropouts	students who leave