

Listening Exercises for the tutor to read to students:

Listening A

It's tough looking for a job. There are many times when we can feel like we are getting nowhere!

Here are some tips for job seekers:

1. Be vulnerable. It's okay to ask people for advice! You do not need to ooze with confidence about everything. If there is something you do not know, ask.
2. Find something you are good at. If you are good at something, it's likely you will enjoy what you do.
3. Don't just sit around waiting for your "dream job" to open. Study the industry or field that you're looking to move into.
4. Learn how to listen. Job seekers are so caught up in conveying a certain message and image to the employer that they often fail to listen. Know when to talk, when to stop talking, and when to ask questions.
5. Start at the top and move down. Also, make friends with people who are already doing the job you want.
6. Don't apply for a job as soon as you find it. Do your research first; see if you can get to chat to someone or find out who the right people are to contact.
7. Focus on body language.
8. Make sure you have a strong network of people around you – family, friends, former colleagues, etc.

Stay positive and look after your health!



Listening B

Here are the details of your new work uniform.

The basic uniform complement for the public-contact employees shall consist of white short-sleeve and long-sleeve shirts and navy blue trousers (for men) or white blouses and navy blue trousers and/or dresses (for women), as well as jackets, coats and vests . All employees wear identification cards with the company logo.



The uniform should be worn with appropriate shoes, closed-toed shoes or boots, according to the environmental health and safety regulations.

For women wearing hijab, head scarves are considered part of the uniform and should conform to its overall design. Men may wear a cap with a flap protecting the back of the neck and ears, with the same design as women's headscarves.

Employees will wear uniforms properly, presenting a professional image. Uniforms should be neat and clean.

Under excessively cold weather and subject to overriding safety, the following terms apply: With the supervisor's approval, employees may wear additional clothing such as hooded jackets or sweatshirts underneath uniformed shirts and jackets.

Clothing should not have rips, tears, tattered edges or patches. Any hats, belts or garments worn should be appropriate to the workplace and should not display messages advocating violence; promoting alcohol, drugs or illegal substances; or contain profanity or any graphics or words that demean or ridicule others. Shorts are not considered appropriate work attire and cannot be worn to work.

Any jewellery should not be excessive or unconventional, or breach health and safety guidelines. Staff must not wear facial piercing.

No jewellery worn through body piercing(s) (seen) is permitted other than earrings. Conspicuous jewellery can be a distraction and at odds with presenting a professional image.

Employees should also practice proper personal hygiene so as to not become a distraction to other employees or customers in the workplace.