

Writing file 6 | Teacher's notes

Learning objectives in this lesson

Looking at the style and presentation for a written job description. Getting students to plan their writing.

- 1 Ask students to discuss the two questions then take whole-class feedback.

Suggested answers

People may have to write a job description if they are going through a pay-review process, to be used for recruitment purposes, e.g. in an advertisement, before an appraisal or for the purpose of determining training needs.

- 2 Get students to look at the questions and to read the job description quickly to find the answers. Ask students to check their answers with a partner then take whole-class feedback.

Answers

- 1 T
- 2 F – have to deal with customer enquiries
- 3 T
- 4 T
- 5 F – the Managing Director is the line manager

- 3 Ask students to read the text again thinking about whether the job would be good for them. Give them two minutes to read, then get them to discuss their views in pairs. Take whole-class feedback.
- 4 Ask students to work in pairs and rewrite the job description using direct language. It would be a good idea to do one as an example.

Suggested answer

Arrange regular meetings with clients
Collect feedback on current services
Stay up to date with product development
Liaise with colleagues about key accounts
Regularly update the Senior Sales Manager
Keep computerized records of all sales

- 5 Explain to students that it is a good idea when they have to write in English to plan their written work. Get them to make brief notes on their own jobs under the headings.

- 6 Ask students to write a job description about their own jobs. Tell them not to put their name on the paper (nor, if the class know each other well, their job title).

Note: there is no sample answer as each student's will be different, you can use the model and outline in exercise 5 as sample answers.

Evaluation tips

When marking, look for relevant information, sensible paragraphing and logical ordering. Don't forget to comment on content as well as accurate use of language.

- 7 Once they have finished, collect the job descriptions in and put them around the room. Ask students to read each others' and try to guess who is who.