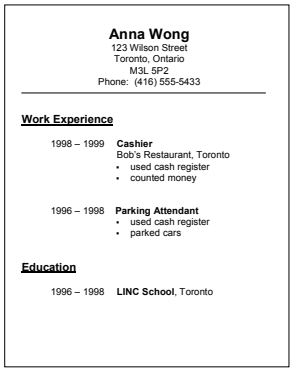
call	apply	apply in person
apply with resume	resume	fax resume
	 **Anna Wong** 123 Wilson Street Toronto, Ontario M3L 5P2 Phone: (416) 555-5433 **Work Experience** 1998 – 1999 **Cashier** Bob's Restaurant, Toronto • used cash register • counted money 1996 – 1998 **Parking Attendant** • used cash register • parked cars **Education** 1996 – 1998 **LINC School**, Toronto	

✍ Match. Write the words.

resume

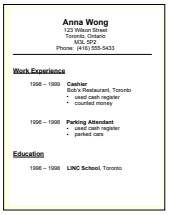
apply

call

apply in person

fax resume

apply with resume



Anna Wong
123 Wilson Street
Toronto, Ontario
M3L 3P3
Phone: (416) 555-5433

Work Experience

1996 – 1998 **Cashier**
Bob's Restaurant, Toronto
- used cash register
- counted money

1996 – 1998 **Parking Attendant**
- used cash register
- parked cars

Education

1996 – 1998 **LINC School**, Toronto

✍ Your education

_____

_____

_____

_____

✍ Your work experience

_____

_____

_____

_____

✍ Order the years. Start at the most recent.

1992	2000
2000	_____
1998	_____
1996	_____
1988	_____

Anna Wong
123 Wilson Street
Toronto, Ontario
M3L 5P2
Phone: (416) 555-5433

Work Experience

1998 – 1999 **Cashier**
Bob's Restaurant, Toronto
- used cash register
- counted money

1996 – 1998 **Parking Attendant**
Queen Parking Lot, Toronto
- used cash register
- parked cars

1992 – 1996 **Server**
family restaurant, China
- wrote orders
- served food

Education

1996 – 1997 **LINC School**, Toronto

✍ Circle the correct answer.

Anna's area code is
a) 493-6454.
b) 416.
c) M3L 5P2.

Anna has experience as
a) a cook.
b) a cashier.
c) a crossing guard.

Anna was a cashier from
a) 1996 – 1998.
b) 1992 – 1996.
c) 1998 – 1999.

Anna was a cashier for
a) 2 years.
b) 1 year.
c) 3 years.

Anna was a server from
a) 1996 – 1998.
b) 1992 – 1996.
c) 1998 – 1999.

Anna was a server for
a) 2 years.
b) 4 years.
c) 6 years.

Anna went to LINC school from
a) 1996 – 1997.
b) 1985 – 1989.
c) 1997 – 1999.

✍ Write a resume.

Resume

name _____

address _____

_____

_____

phone _____

_____

Work Experience

_____ to _____ _____

_____

_____

Education

_____ to _____ _____

_____

📖 Read the ads.
✍ Answer the questions.

COOK required for Indian restaurant. Fax resume 525-5555

What is the job?

_____

How do you apply?

_____

SERVER needed for Italian restaurant. Call Tom 525-1234.

What is the job?

_____

How do you apply?

_____

COUNTER HELP for donut shop. Apply in person, 55 Jones St.

What is the job?

_____

How do you apply?

_____

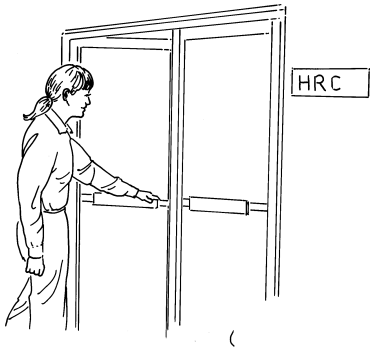
PARKING ATTENDANT needed. Apply with resume, 22 Queen St.

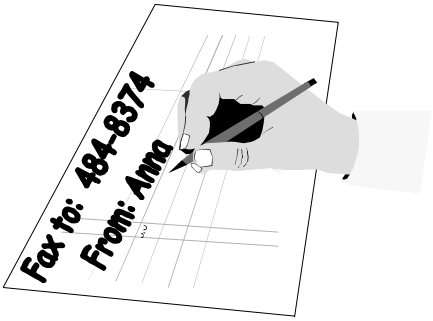
What is the job?

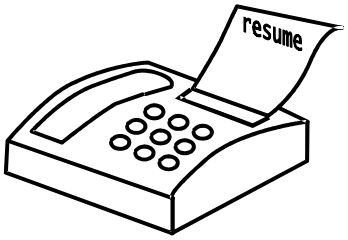
_____

How do you apply?

_____

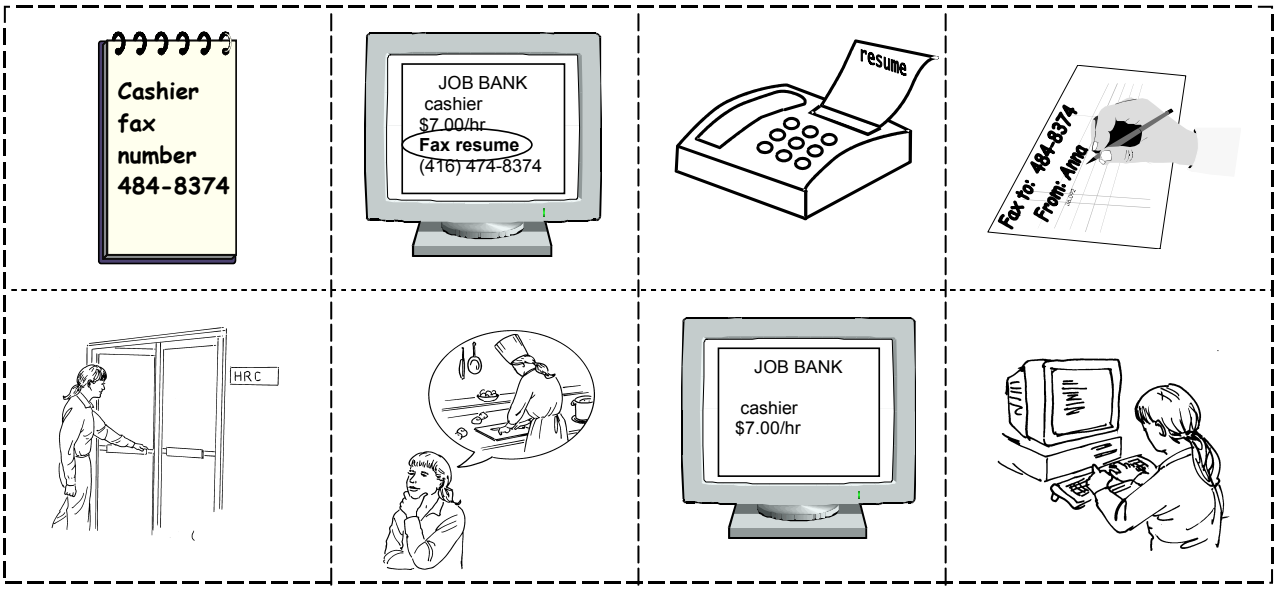






Instructor's Note: See page 26 for instructions.

✂ Cut the pictures. 👂 Listen to the story. Put them in order.



✂ Cut the sentences. 👂 Listen to the story. Match them to the pictures.

Anna wants to work in a restaurant.

She walks to the Human Resource Centre.

She looks for a job on the computer.

She sees a job for a cashier.

The job ad says "**Fax Resume**".

She copies the name of the job and the fax number.

She writes a fax cover page.

She faxes her resume.

✍ Circle the correct word. Copy the sentence.

Anna wants to work in a

- supermarket.
- restaurant.

She walks to the

- restaurant.
- Human Resource Centre.

She looks for a job on the

- computer.
- cashier.

She sees a job for a

- computer
- cashier.

She faxes her

- resume
- fax number.

Every day (present)
walks
looks
copies
faxes

Yesterday (past)
walked
looked
copied
faxed

📖 Read the charts.
✍ Write the sentences in the past.

Every day, Anna walks to the Human Resource Centre.

Yesterday, _____

Every day, Anna looks for a job on the computer.

Yesterday, _____

Every day, Anna copies fax numbers.

Yesterday, _____

Every day, Anna faxes her resume.

Yesterday, _____

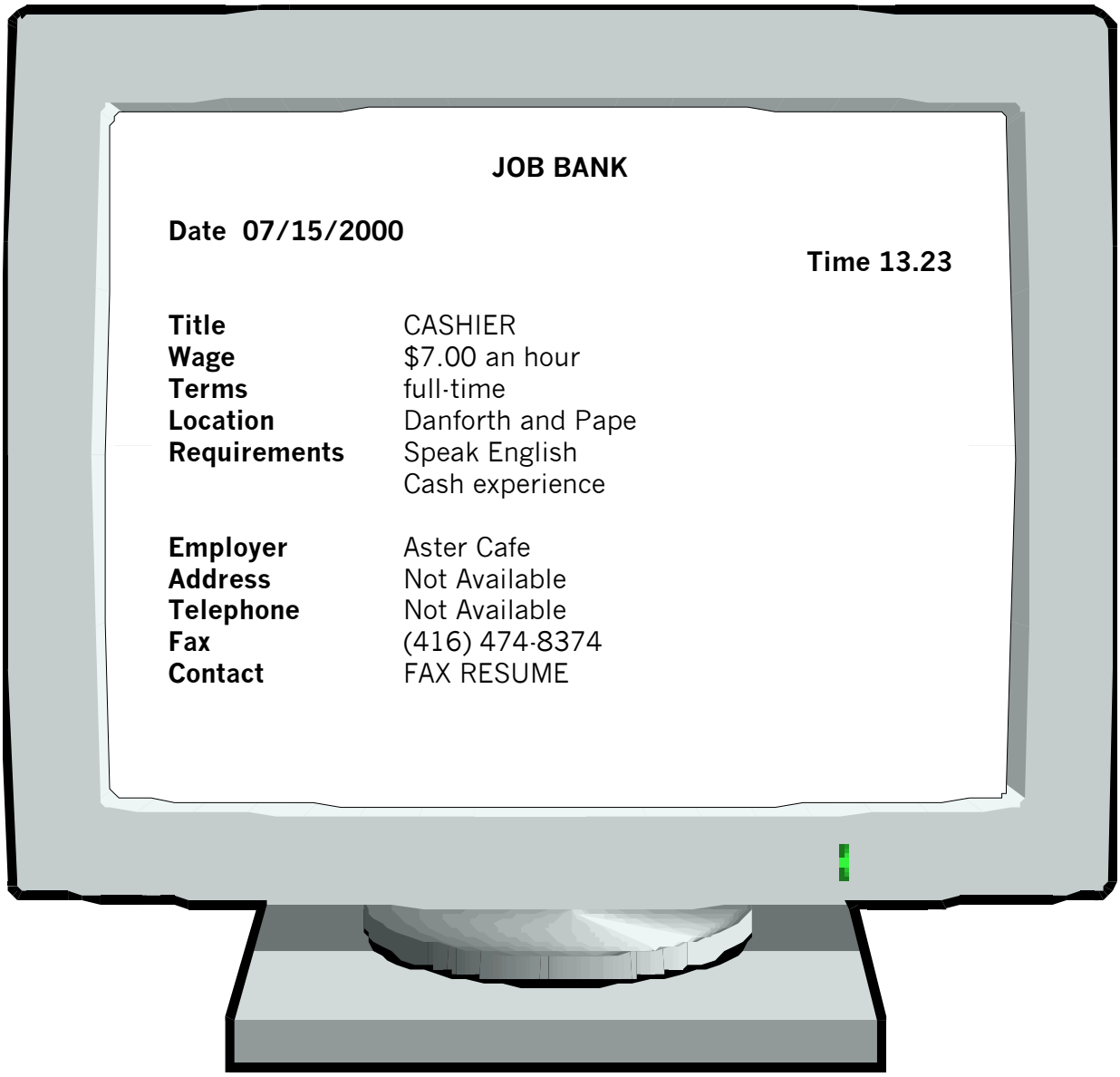
What did you do yesterday?

_____

📖 Read the job ad on the computer.

✍ Match.

Terms	job name
Wage	place
Title	pay
Location	full-time or part-time



JOB BANK

Date 07/15/2000

Time 13.23

Title	CASHIER
Wage	$7.00 an hour
Terms	full-time
Location	Danforth and Pape
Requirements	Speak English Cash experience
Employer	Aster Cafe
Address	Not Available
Telephone	Not Available
Fax	(416) 474-8374
Contact	FAX RESUME

👁 Look at the computer ad.
✍ Answer the questions.

What is the date on the computer?

_____

What is the time on the computer?

_____

What is the job title?

_____

What is the wage?

_____

Is the job full-time?

_____

Is the job part-time?

_____

Is English necessary?

_____

Is experience with cash necessary?

_____

📖 Read the fax.

✍ Fill in the blanks.

Fax

To: Aster Cafe

Fax #: 493-9292

From: Anna Wong

Phone: 555-5433

Number of pages: 2

Message:

I am applying for the cashier position. Please see my resume.

The fax is to _____.

The fax number is _____.

The fax is from _____.

There are _____ pages.

Fax

To: Joe's Cafe

Fax #: 393-3939

From: Anna Wong

Phone: 555-5433

Number of pages: 2

Message:

I am applying for the server position. Please see my resume.

The fax is to _____.

The fax number is _____.

The fax is from _____.

There are _____ pages.

✍ Complete a fax for this ad. Use your name and phone number.

MECHANIC needed at the Plum Gas Station.
Full-time. Fax resume 434-5555.

Fax

To: _____

Fax #: _____

From: _____

Phone: _____

Message:

I am applying for _____

_____

_____

_____

✍ Fill in the missing months.

1	January	7	_____
2	_____	8	_____
3	_____	9	September
4	April	10	_____
5	_____	11	_____
6	_____	12	_____

✍ Write the dates in number form.

January 5, 1999 01 / 05 / 99

November 8, 1999 ____ /____ /____

April 14, 1998 ____ /____ /____

December 23, 2000 ____ /____ /____

February 18, 2001 ____ /____ /____

May 3, 1987 ____ /____ /____

July 1, 1963 ____ /____ /____

Your birthday ____ /____ /____

Anna applies for many jobs. This is Anna's notebook.

✍ Write the months in her notebook.

Date	Job	Fax #	Faxed resume
07/15/00	cashier	765-9898	✔
08/16/00	server	263-8582	✔
08/18/00	cook	582-4987	✔
09/05/00	busser	345-0300	✔

✍ **Write the months.**

July

📖 Read Anna's notebook.

✍ Write the dates in long form.

When did Anna apply for a cashier position? July 15, 2000

When did Anna apply for a server position? _____

When did Anna apply for a cook position? _____

When did Anna apply for a busser position? _____