



Intermediate Plus_Advanced Minus

JOB HUNTING/SALARY/ PAY & BENEFITS

Lesson Objectives (Teach Prior To Job Interview Lesson)

1. Review and practice using word power related to Job Hunting/Work, Pay and Benefits.
2. Discuss work and attitudes related to work.
3. Exhibit examples of personal resumes.
4. Help students prepare for a job interview.

Classroom Learning Activities

Conversation Starter

If you could work anywhere in the world, where would it be and what would you like to do?

Activity 1

Name of Activity – Work/Pay and Benefits Word Power

Resources Needed for Activity

- Work/Pay and Benefits Word Power Chart

Procedure for Activity

1. Display the Work Word Power Chart. Cover the definitions at first.

Call on students to pronounce each word and try to use in a sentence.

The teacher should clarify any misconceptions. Also find out which items are not applicable in the work culture of their country (possibly health insurance, bonuses, unions, etc.).

Note: Wages are paid hourly; salary is a set amount paid regardless of hours worked; income is total amount of money that comes into a household.

SALARY	the amount paid for a particular period, usually a month
BASIC SALARY	what an employee earns before other sums of money, such as payments for working extra hours, are added
WAGES	the amount paid based on the number of hours worked multiplied by an hourly rate of pay, for example 40 hours x \$15/hr
MINIMUM WAGE	lowest amount of pay per hour
A BONUS	an extra sum given to an employee
OVERTIME	extra wages paid for working more than 40 hours
A PAY CUT	a reduction in the amount of pay an employee is given
A PAY RAISE	an increase in the amount of pay an employee is given
PERFORMANCE-RELATED PAY	money paid to someone based on how well he or she works at the workplace
SEVERANCE PAY	pay an employee receives when he or she leaves employment at a company
INCOME	total amount of money coming into the house
TAXES	an amount of money that a government requires people to pay on their income, things they buy, etc.
UNION	an organization of workers formed to protect and further their rights and interests; Ex. a labor union
BENEFITS	a payment or gift made by an employer, the state, etc.
SICK LEAVE	paid time away from work when sick
PENSION	a benefit paid to you after you retire
HEALTH INSURANCE	a type of insurance coverage that pays for medical and surgical expenses
VACATION	holiday, paid time away from work

Activity 2

Name of Activity- Important factors when looking for a new job

Resources

- Job Factors Chart

Procedure for Activity

1. Place students In pairs or groups
2. Determine which factor is most important when looking for a new job?
3. Rank the following points in terms of importance and then discuss your reasons.

Experience

Working hours

Work environment

Location

Opportunities for promotion

Task variety

Benefits/Salary

Pension plan

Activity 3

Name of Activity – Work Terms and Definitions Matching

Resources Needed for Activity

- Work Terms Matching Wall Chart

Procedure for Activity

1. Divide the class into two teams.
2. Display the Work Definitions Wall Chart.
3. Each team will try to match the words with their definitions.

Work Terms Wall Chart

___ call on the carpet	1. a move up in position in one's job
___ conscientious	2. time free from work, when a person may rest or do things he/she likes
___ dependable	3. unoccupied; not busy; not working
___ dog-tired	4. not willing to work or be active
___ drudgery	5. a person who works all the time – extremely too much
___ idle	6. careful to do what is right, honorable or honest
___ lazy	7. able to be trusted; reliable
___ leisure	8. a person who works or serves others without being paid
___ promotion	9. work that is hard or distasteful or which a person does not enjoy doing
___ volunteer	10. very tired; worn out
___ work like a dog	11. work very hard; give all your energy or strength
___ workaholic	12. to bring someone before an authority to correct or rebuke him/her for a mistake or offense

Activity 4.

Name of Activity: DISCUSSION

Resources: Group Assignment Strips. Print and cut groups for class preparation.

Procedure for activity

Discuss the questions below: Be ready to explain your answers.

Group 1

1. Are you paid enough? Why/not?
 2. Does your salary more or less equal your job description? Why/not?
 3. Have you ever negotiated a pay raise with your boss? If yes, what happened?
If no, why haven't you tried to get more money?
 4. Do you spend beyond your means? Please explain.?
-

Group 2

1. Are top CEOs paid too much? How about the top people at your company?
 2. Some people are billionaires and have more money than they will ever need, yet other people are starving and living in the worst sort of conditions. Is this fair? Why/not?
 3. Would the world be better if there were no money? Why/not?
 4. Would the world be better if there were a more equal distribution of wealth?
Why/not?
-

Group 3

1. Money is the root of all evil. What does this mean? Please explain.
 2. What does "filthy rich" mean? Please explain.
 3. Which would you prefer? Scenario A: You are pretty happy but poor.
Scenario B: You are filthy rich but quite miserable. Please explain your answer.
 4. What is the age for someone to become a pensioner?
 5. Are there discounts for senior citizens at shops, restaurants, etc.?
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Group 4

1. Is working overtime common in your business or industry?
2. Do you think performance-related pay is a good idea?
3. Is it easy to find a good job in your country? Why/why not?
4. What do you think is the most difficult part about job hunting?
5. How do people try to find jobs? Are there agencies that offer help with this?

Activity 5

Name of Activity—Optional Activities

Option 1—Idioms and Sayings about Jobs and Work

Resources needed

- Idioms definitions and examples (for Teacher)
- Idioms Chart

Procedure for Activity

Display Idioms Chart

- Ask students to pronounce the Idioms after you pronounce them.
- Give an example of usage and then have students use in a sentence.

Idioms and Sayings: About Jobs and Work

To bring home the bacon
To balance the books
A ball park figure
A bean -counter
To break even
A cash cow
Chief cook and bottle washer
A big cheese
To cold call
To cook the books
"To crack the whip

A dead end job
To be fired
A golden handshake
Jack of all trades
To get the sack
A close shave
To be snowed under
To sweat blood
By the sweat of one's brow
To work your fingers to the bone

Idioms and Sayings: About Jobs and Work

Idiom/Saying	Explanation
To bring home the bacon . For example: "He felt it was his responsibility to bring home the bacon."	To earn a living for the family.
To balance the books. For examples: "The accountant couldn't work out the profit and loss until they had balanced the books."	To make certain that the amount of money spent is not more than the amount of money received.
A ball park figure. For example: "Until we had costed the project properly we were only able to give the customer a ball park figure."	A general financial figure.
A bean-counter . For example: "The bean-counters told us we had to reduce the budget."	An accountant.
The bottom line. For example: "When he told me the bottom line, I decided not to go ahead with the project."	The total, the final figure on a balance sheet / the most important feature of something.
To break even. For example: "The company broke even after two years."	When expenses equal profits.
A cash cow. For example: "The new product has proved to be a real cash cow."	A product or service that makes a lot of money for a company.
Chief cook and bottle washer. For example: "If you want to set up your own business you have to be ready to be chief cook and bottle washer."	To be the person who is responsible for everything.
A big cheese . For example: "Anita Roddick is a big cheese in Body Shop."	An important person, a leader (usually about business).
To cold call . For example: "The sales rep cold called customers from the business directory."	To call potential customers without an appointment or previous contact.

<p>To cook the books. For example: "We only made a profit last year because our accountant cooked the books."</p>	<p>To modify financial statements and accounting information, especially illegally.</p>
<p>To crack the whip. For example: "We finished the project on time, but only because I really cracked the whip."</p>	<p>To make someone work harder by threatening them.</p>
<p>A dead end job. For example: "She left the company because she was very ambitious but in a dead end job."</p>	<p>A job that has no chance of promotion or advancement.</p>
<p>To be fired. For example: "He was always coming late, so eventually they fired him."</p>	<p>To be dismissed from your job.</p>
<p>A golden handshake. For example: "She won't have to find a job very quickly because she got a huge golden handshake from her last job."</p>	<p>To receive a large payment on leaving a company.</p>
<p>Jack / Jill of all trades (master / mistress of none). This idiom can be negative or positive, depending on the context in which it is used.</p>	<p>A person that is competent with many skills but is not outstanding in any particular one.</p>
<p>To get the sack. For example: "He was always coming late, so eventually they sacked him."</p>	<p>To be dismissed from your job.</p>
<p>A close shave. For example: "I nearly crashed the car this morning, it was a close shave."</p>	<p>When you come extremely close to a dangerous or unpleasant situation or only just manage to avoid it.</p>
<p>To be snowed under. For example: "She wasn't able to finish the report as she was snowed under with other work."</p>	<p>To be very busy.</p>
<p>To sweat blood. For example: "She sweated blood to finish the project on time."</p>	<p>To work very hard.</p>
<p>By the sweat of one's brow. For example: "She managed to keep the company going by the sweat of her brow. "</p>	<p>To work really hard.</p>
<p>To work your fingers to the bone. For example: "She kept the family together by working her fingers to the bone."</p>	<p>To work really hard.</p>

Option 2—Review and Discussion.

Resources needed

- Board game—Let’s Talk—“Jobs and Work”

Procedure for Activity

- Place students in pairs or groups depending on the size of your class.
- Hand out copies of the board game and a die to pairs or groups.
- Follow the directions on the Let’s Talk Chart.

Let's Talk

JOBS & WORK

Find your question by rolling your die twice. The 1st roll determines the number on the left. The 2nd roll determines the number on the top. **Talk for one / two minute(s) about that topic.** Your classmates will ask you follow-up questions. Your classmates can ask you anything if you land on "Ask Any Question".



1

2

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6

1



Ask any question!	What kind of job would you like to have?	Should students have part-time jobs?	What kinds of jobs are boring?	Which is better: working inside or outside?	Would you like to be a boss?
Which is worse: a low salary or a boring job?	How can a person find a good job?	At what age should a person retire?	Ask any question!	Describe the job of a family member.	What kinds of jobs are dangerous?
At what age should a person start to work?	How can a person do well at a job interview?	How many hours a day should people work?	Would you like to never work?	Should children be allowed to work?	Ask any question!
Should people work 6 days a week?	Ask any question!	Is it good to have the same job your whole life?	Discuss the kinds of jobs some animals have.	What are some common job interview questions?	Would you like to work on a farm?
How will jobs be different in the future?	What kinds of jobs are easy?	Which is better: a day job or a night job?	Is having 2 jobs a good way to become rich?	Ask any question!	Describe the job of an English teacher.
Would you like to work in another country?	Why do rich people work?	Ask any question!	Would you like to be a president of a country?	What kinds of jobs have high salaries?	How are jobs different from 100 years ago?

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SAMPLE RESUMES

PAMELA EVANS

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- PROFILE**
- Award-winning, multilingual Business Student with extensive professional and entrepreneurial experience.
 - Awarded 2001 Student Leader for exemplary service in student government.
 - Received 2001 Service Award for outstanding contributions to campus activities.
 - Fluency in English, Spanish, and Portuguese. Technically proficient in MS Word, Excel, and PowerPoint; programming in Visual Basic and HTML; Web design.
- EXPERIENCE**
- TRANSLATOR**, Orange County, California
Private Contractor 4/00 – Present
- Team with two secretarial assistants to provide conversation-based translation and mediation services to non-English speaking business owners and employees.
- Accomplishment:*
- Awarded Hispanic Business Community recognition for assisting immigrants.
- TTMXV, LLC**, Santa Ana, California
Foreign Currency Trader, Intern 12/01 – 2/02
- Handled \$50,000+ monthly in trades and investment, specializing in Euros, Dollars, and Yen transactions; investigated trends and issued market reports.
- Accomplishment:*
- Increased profitability by exploiting Euro-to-Dollar exchange rate fluctuations.
- CHILDREN'S LEARNING CENTER**, Fullerton, California
Founder / Business Manager 6/00 – 8/01
- Established and operated an educational institution with a staff of 20.
- Accomplishment:*
- Built revenues through direct student recruitment and cooperative local network.
- PREMIER LEARNING ACADEMY**, Irvine, California
Assistant Business Manager / Spanish Tutor 12/99 – 3/00
- Aided management and coached students for educational preparation institute.
- Accomplishment:*
- Boosted student enrollment; won Employee of the Month Award.
- SEDA Y FIBRAS, S.R.L.**, Hernandarias, Alto Parana, Paraguay
Assistant Business Translator 2/97 – 12/98
- Conducted English-Spanish-Portuguese translations of business documents and person-to-person conversations for global textile exporter.
- EDUCATION & ACTIVITIES**
- CALIFORNIA COMMUNITY COLLEGE**, Irvine, California
Business Administration Major, 2000 - Present
- 4.00 GPA, President's List, Alpha Gamma Sigma, Phi Alpha Mu, Mu Alpha Theta.
 - 2001 Associated Board of Trustees Member.
 - Student Representative to Academic Senate, Spring 2001.
 - Student Representative to Transfer Advisory Board, Spring 2001.
 - Student Advisor to Business Club, Fall 2001.

Kim Deal

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(640) 932-1190 □ kim_deal@gmail.com

Profile	Registered Nurse with a proven track record in providing nursing care for the stable and critically ill adult and geriatric patient. Excels in environments requiring independent decision-making and team collaboration. Fluent in Spanish and American Sign Language.	
License	Registered Professional Nurse, Illinois State License	
Education	Bachelor of Science, Nursing, Boston College, Chestnut Hill, MA (2001)	
Continuing Education	Basic CPR Certification IV Certification HIV Nursing Care Strategies	EKG and Cardiac Arrhythmia (2000) Basic computer keyboard and interned skills
Awards	2008 Nursing Employee of the Year, Riverview Medical Center, Chicago, IL	
Professional Membership	American Nurses Association, member	Illinois State Nurses Association, member
Additional Abilities	Fluent in Spanish and American Sign Language Computer competence, including Windows, MS Word and Excel	

Professional Experience

2009 to present *Staff Nurse, Radiology Department, North Chicago Medical Center, Chicago, IL*

Provide primary nursing care during a broad range of radiological procedures to in- patients and outpatients of all ages with medical-surgical problems

Manage nursing care needs of both stable and critically ill patients during and while awaiting procedures.

Assist during complex procedures such as MRIs and angiographies, including pre- and post-procedure assessment, and support of patient well-being during procedure.

Administer oral contrast material; insert and monitor IV during administration of IV contrast.

Assess and manage allergic and life-threatening responses to procedures.

Provide patient and family teaching, including emotional support.

Participate in quality assurance activities, including patient surveys and documentation.

2004 to 2009 *Staff Nurse, Intensive care Unit, Riverview Hospital, New York, NY*

Provided primary nursing care to adult and geriatric high-risk patients with complex medical and surgical needs on sex-beds ICUs with ratio of 1 R.N. to 2-3 patients.

Responsible for written nursing care plans which included assessment and intervention of rapidly changing patient status, in collaboration with multi-disciplinary team.

Performed a broad range of critical skills, including hemodynamic monitoring for patient with multisystem failure.

Assigned to frequent charge responsibilities.

2001 to 2004 *Staff Nurse, Medicine, St Josephine's Hospital, Chicago, IL*

Provided primary nursing care to adult and geriatric patients with medical and neurological problems on a 26-bed acute care unit.

Conversation Questions Jobs & Occupations

1. At what age do people usually begin to work in your country?
2. At what age do people usually retire in your country? Do you think people over 65 should be made to retire?
3. At what age would you like to retire?
 - a. What do you think you will do after you retire?
 - b. How much money do you think you need to retire with your lifestyle?
4. Can you talk about what a typical day at your current job is like? Can you describe some of the people that you work with?
5. Do women usually work after they get married in your country?
6. Do you ever work overtime?
 - a. If so, how often?
 - b. Do you have to work on Sundays?
 - c. If so, do you get paid more for overtime work?
7. Do you have to attend a lot of meetings for your job?
8. Do you know someone who has worked as an undertaker?
 - a. What is the job of a an undertaker?
 - b. Can women do this job or is it better for a man to be an undertaker?
9. Do you like your boss? Why or why not? Do you like your job? Why or why not?
10. Do you think it is more important to make a lot of money or to enjoy your job?
11. Do you think it's acceptable for women to be in the military? Why/why not?
12. Do you think women and men should be paid the same for the same job?
13. Do you think women are good bosses?
 - a. Are there women bosses in your country?
14. Do you think your company is well run?
 - a. Do you think that the place where you work is well run?
15. Does your mother work?
 - a. Does your mother work outside of the house?
16. Have you ever been promoted?
17. Have you ever taken any courses that specifically help you with the job you are doing now?
18. Have you ever worked on a farm?
 - a. Did you like it?
 - b. Would you like to go back on this farm job?
 - c. If not , why?

19. How have working conditions changed in recent years?
 - a. Do you think that working conditions have improved? If so, in what ways?
20. How long have you been working at your present job?
21. How many days a week do you work? How many hours a week do you work?
22. How many times have you been promoted?
 - a. When was the last time you were promoted?
 - b. Did you get a large pay raise at that time?
23. How much do you think a doctor should be paid a month?
 - a. How about a secretary?
 - b. How about a truck driver?
24. How old were you when you got your first job?
25. How well do you get along with your boss?
26. If you could own your own business, what would it be?
27. If you had to choose between a satisfying job and a well-paid one, which would you choose?
28. Name three occupations that you could do. (For example, be a mortician)
 - a. Name three occupations that you could never do?
29. What are some common occupations in your country?
 - a. What are some common jobs for men in your country?
 - b. What are some common jobs for women in your country?
 - c. What are some jobs that children do?
30. What are some jobs that you think would be boring? What are some jobs that you think would be fun?
31. What are you trying to do in order to find a job that you really like?
32. What do you think is the best job? What do you think is the worst?
33. What do you think would be the most interesting job? The most boring?
34. What does your father do? (What does your father do for a living?)
35. What does your mother do?
36. What influenced your choice of job? (Why did you choose your job?)
37. What jobs in your country are considered to be good jobs? Why?
38. What kind of volunteer work have you done?
39. What plans have you made for your retirement?
40. What three adjectives would describe yourself as a worker?
41. What would be your dream job?
 - a. Do you think it would be possible for you to get this job?

42. When you were a child, what did you want to be when you grew up?
43. Which jobs do you think are the most prestigious?
44. Who among the people you know has the most interesting job? What is it?
45. Why did you leave your last job - did you resign or were you sacked?
46. Would you be upset if your boss was a woman?
47. Would you consider the military as a career choice? Why or why not?
48. Would you consider yourself to be an ambitious person at work?
49. Would you describe yourself as a workaholic?
50. Would you like a job in which you traveled a lot?
51. Would you like a job that required you to sit at a computer all day?
52. Would you like to do the same job for the rest of your life?
53. How much money do you need to make to fulfill your dreams and desires?
54. If money weren't a problem for you, which job would you prefer to have?
55. How does money affect your decisions?
56. How do your wants and desires affect your career options and goals?
57. Is it common for people from your country to have one job for life?
58. Would you like to have a management position? What are the pros and cons of being a manager? What are the qualities a good boss should have?
59. Are there any jobs which can only be done by one gender?
 - a. If so, what are they?
 - b. What are some jobs that some people think only one gender can do, but can be done by either gender?
60. What should you not do during a job interview?
61. Who would you hire a employee with a lot of experience or an employee with a lot of education?

62. Getting a Job

- a. What is the difference between work and a job?
- b. Do you have a job? How did you get it?
- c. Did you have to go to university to get it?
- d. What is the name of your job?
- e. Is it a popular job?
- f. Is it a job mainly for men, or for women?
- g. Did you need any special training to get your job?
 - i. What type of special training did you need?
 - ii. How long and where was the training?
- h. Which do you think most people prefer, indoor or outdoor jobs?

- i. Does your job pay a good salary?
 - j. What are the advantages and disadvantages to your job?
 - k. Which do you think are some of the more demanding jobs?
 - l. Which are the least demanding jobs?
 - m. Which jobs are badly paid?
 - i. Which jobs are over-paid?
 - n. Is your job competitive?
 - o. What about promotions?
 - p. Is it too competitive?
 - q. How is your relationship with your co-workers?
 - r. Why would I choose you instead of the 50 others wanting this position?
63. These were submitted as possible **job interview** questions.
- a. What degrees do you have?
 - b. How much experience do you have?
 - c. Where have you worked?
 - d. Why did you choose this employment?
 - e. How much would you like to earn?
 - f. Have you ever worked in this field?
 - g. Where would you like to work? Why?
 - h. Why do you find your job interesting?

Idioms and Sayings: About Jobs and Work

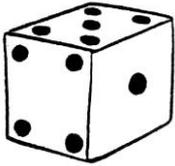
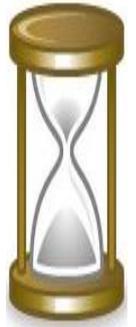
Idiom/Saying	Explanation
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To balance the books. For examples: "The accountant couldn't work out the profit and loss until they had balanced the books."	To make certain that the amount of money spent is not more than the amount of money received.
A ball park figure. For example: "Until we had costed the project properly we were only able to give the customer a ball park figure."	A general financial figure.
A bean -counter. For example: "The bean-counters told us we had to reduce the budget."	An accountant
Blood on the carpet For example: "After the meeting there was blood on the carpet. "	A lot of trouble in an organization often resulting in someone losing their job.
The bottom line. For example: "When he told me the bottom line I decided not to go ahead with the project."	The total, the final figure on a balance sheet / the most important feature of something.
To break even. For example: "The company broke even after two years."	When expenses equal profits.
A cash cow. For example: "The new product has proved to be a real cash cow."	A product or service that makes a lot of money for a company.
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A big cheese . For example: "Anita Roddick is a big cheese in Body Shop."	An important person, a leader (usually about business).
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To cook the books. For example: "We only made a profit last year because our accountant cooked the books."	To modify financial statements and accounting information, especially illegally.
"To crack the whip ." For example: "We finished the project on time, but only because I really cracked the whip."	To make someone work harder by threatening them.

<p>A dead end job. For example: "She left the company because she was very ambitious but in a dead end job."</p>	<p>A job that has no chance of promotion or advancement.</p>
<p>To be fired For example: "He was always coming late, so eventually they fired him."</p>	<p>To be dismissed from your job.</p>
<p>A golden handshake. For example: "She won't have to find a job very quickly because she got a huge golden handshake from her last job."</p>	<p>To receive a large payment on leaving a company.</p>
<p>Jack / Jill of all trades (master / mistress of none). This idiom can be negative or positive, depending on the context in which it is used. For example: "She can turn her hand to anything, she's a real Jill of all trades."</p>	<p>A person that is competent with many skills but is not outstanding in any particular one.</p>
<p>To get the sack For example: "He was always coming late, so eventually they sacked him."</p>	<p>To be dismissed from your job.</p>
<p>A close shave. For example: "I nearly crashed the car this morning, it was a close shave."</p>	<p>When you come extremely close to a dangerous or unpleasant situation or only just manage to avoid it.</p>
<p>To be snowed under For example: "She wasn't able to finish the report as she was snowed under with other work."</p>	<p>To be very busy.</p>
<p>To sweat blood. For example: "She sweated blood to finish the project on time."</p>	<p>To work very hard.</p>
<p>By the sweat of one's brow. For example: "She managed to keep the company going by the sweat of her brow. "</p>	<p>To work really hard.</p>
<p>To work your fingers to the bone. For example: "She kept the family together by working her fingers to the bone."</p>	<p>To work really hard.</p>

Let's Talk

BUSINESS

- Find your question by rolling your die twice. The 1st roll determines the number on the left. The 2nd roll determines the number on the top. Talk for one / two minute(s) about that topic. Your classmates will ask you follow-up questions. Your classmates can ask you anything if you land on "Ask Any Question".



1

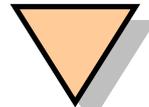
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1



What kinds of businesses are most successful?

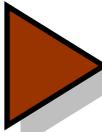
Why do many new businesses fail in their first year?

What kind of business would you like to start?

What are some advantages of an "e-business"?

What are common businesses in your city or country?

2



Which is better: being a CEO or an employee?

Why is advertising important for a business?

Describe what a good boss does.



What businesses are close to your school?

How do businesses attract good employees?

3



What are the biggest businesses in the world?

What does your country import or export?

Why are personal business cards important?

Would you like to work in a factory?

What business could you start with only \$100?



4



How will businesses be different in the future?



Compare public and private companies.

What can businesses do to help the environment?

Describe an interesting TV commercial.

Would you like to work for a big or small business?

5



How do businesses hurt the environment?

Why do business people often wear suits?

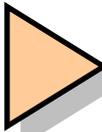
Would you like to own a restaurant business?

Is owning a business a good way to become rich?



Describe the job of a business secretary.

6



What are some disadvantages of an "e-business"?

Are profits the most important thing for a business?



How does competition help a company?

Is investing money in the stock market a good idea?

How are businesses different from 100 years ago?

SALARY	the amount paid for a particular period, usually a month
BASIC SALARY	what an employee earns before other sums of money, such as payments for working extra hours, are added
WAGES	the amount paid based on the number of hours worked multiplied by an hourly rate of pay, for example 40 hours x \$15/hr
MINIMUM WAGE	lowest amount of pay per hour
A BONUS	an extra sum given to an employee
OVERTIME	extra wages paid for working more than 40 hours
A PAY CUT	a reduction in the amount of pay an employee is given
A PAY RAISE	an increase in the amount of pay an employee is given
PERFORMANCE-RELATED PAY	money paid to someone based on how well he or she works at the workplace
SEVERANCE PAY	pay an employee receives when he or she leaves employment at a company
INCOME	total amount of money coming into the house
TAXES	an amount of money that a government requires people to pay on their income, etc.
UNION	an organization of workers formed to protect and their rights and interests;
BENEFITS	a payment or gift made by an employer, the state, etc.
SICK LEAVE	paid time away from work when sick
PENSION	a benefit paid to you after you retire
HEALTH INSURANCE	a type of insurance coverage that pays for medical and surgical expenses
VACATION	holiday, paid time away from work

EXPERIENCE

WORKING HOURS

WORK ENVIRONMENT

LOCATION

OPPORTUNITIES FOR PROMOTION

TASK VARIETY

BENEFITS'/SALARY

PENSION PLAN

__ call on the carpet	1. a move up in position in one's job
__ conscientious	2. time free from work, when a person may rest or do things he/she likes
__ dependable	3. unoccupied; not busy; not working
__ dog-tired	4. not willing to work or be active
__ drudgery	5. a person who works all the time –extremely too much
__ idle	6. careful to do what is right, honorable or honest
__ lazy	7. able to be trusted; reliable
__ leisure	8. a person who works or serves others without being paid
__ promotion	9. work that is hard or distasteful or which a person does not enjoy doing
__ volunteer	10. very tired; worn out
__ work like a dog	11. work very hard; give all your energy or strength
__ workaholic	12. to bring someone before an authority to correct or rebuke him/her for a mistake or offense

To bring home the bacon	A dead end job
To balance the books	To be fired
A ball park figure	A golden handshake
A bean-counter	Jack of all trades
To break even	To get the sack
A cash cow	A close shave
Chief cook and bottle washer	To be snowed under
A big cheese	To sweat blood
To cold call	By the sweat of one's brow
To cook the books	To work your fingers to the bone
"To crack the whip	

PAMELA EVANS

145 Tahquitz Canyon · Palm Springs, California 92262 · 760-555-1212 · support@resumeeedge.com

PROFILE

- Award-winning, multilingual Business Student with extensive professional and entrepreneurial experience.
- Awarded 2001 Student Leader for exemplary service in student government.
- Received 2001 Service Award for outstanding contributions to campus activities.
- Fluency in English, Spanish, and Portuguese. Technically proficient in MS Word, Excel, and PowerPoint; programming in Visual Basic and HTML; Web design.

EXPERIENCE

TRANSLATOR, Orange County, California

Private Contractor 4/00 - Present

- Team with two secretarial assistants to provide conversation-based translation and mediation services to non-English speaking business owners and employees.
- Accomplishment:*
- Awarded Hispanic Business Community recognition for assisting immigrants.

TTMXV, LLC, Santa Ana, California

Foreign Currency Trader, Intern 12/01 - 2/02

- Handled \$50,000+ monthly in trades and investment, specializing in Euros, Dollars, and Yen transactions; investigated trends and issued market reports.
- Accomplishment:*
- Increased profitability by exploiting Euro-to-Dollar exchange rate fluctuations.

CHILDREN'S LEARNING CENTER, Fullerton, California

Founder / Business Manager 6/00 - 8/01

- Established and operated an educational institution with a staff of 20.
- Accomplishment:*
- Built revenues through direct student recruitment and cooperative local network.

PREMIER LEARNING ACADEMY, Irvine, California

Assistant Business Manager / Spanish Tutor 12/99 - 3/00

- Aided management and coached students for educational preparation institute.
- Accomplishment:*
- Boosted student enrollment; won Employee of the Month Award.

SEDA Y FIBRAS, S.R.L., Hernandarias, Alto Parana, Paraguay

Assistant Business Translator 2/97 - 12/98

- Conducted English-Spanish-Portuguese translations of business documents and person-to-person conversations for global textile exporter.

EDUCATION

&

ACTIVITIES

CALIFORNIA COMMUNITY COLLEGE, Irvine, California

Business Administration Major, 2000 - Present

- 4.00 GPA, President's List, Alpha Gamma Sigma, Phi Alpha Mu, Mu Alpha Theta.
- 2001 Associated Board of Trustees Member.
- Student Representative to Academic Senate, Spring 2001.
- Student Representative to Transfer Advisory Board, Spring 2001.
- Student Advisor to Business Club, Fall 2001.

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