**English for Occupational Purposes**

**English for occupational purposes** (EOP) refers to the specific ways **English** is used in different work and professional situations. We will focus on possible scenarios where you may encounter the need to use English in your near future:

* Job hunting
* Resume writing
* Job interview
* Presenting a product or service

**Job hunting**

Have you thought about the type of job you would like after graduating? Do you have a specific job in mind?

Think about a job that you would like to have. A job that when the alarm clock goes off you say: “Hurray! I am so happy that I can go to work!!!”

1. **Which is your ideal job?**

What makes a job ideal for you will depend on a whole range of factors and needs that are unique to you. These include:

1. What you like to do

2. What motivates you in work (Read pdf file for more information)

3. How you like to work

4. How much, when and where you want to work

5. Working with people that think and behave in a similar way to you

1. **Where can you find information about job openings or vacancies?**

Companies usually post job ads in the newspapers and magazines, shop windows and notice boards in your local area and university. You may also find job adverts in websites and online recruitment agencies, professional networking platforms, discussion forums and even social media sites.

1. **What should you pay attention to in job ads?**

Make sure you read the advertisement carefully, so you have a clear idea of the basic nature of the position and what the employer is looking for. Then ask yourself these central questions:

* Would I like this job?
* Does it pay well enough?
* Is the location convenient?
* Would it be a step forward in my career?
* Is there any single task mentioned in the ad that I would be either unable or unprepared to do?

If the ad is clear and informative, it should provide the answers to these questions and give you the basis for deciding whether to go ahead and apply or move on to the next one.

1. **Are you suitable for the job? Do you have the necessary skills?**

When considering a job it is important to think about your personal skills. Can you make a list of your skills?

Read the list about job skills that employers seek for today. (Read word document titled Job skills)

**Homework**

Share the job advert you have found of your ideal job by posting the image or link.