

# Get wise

## Your future

## Work and study



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# UNIT 1

## Adam's story



# Meeting Adam

## Activity 1



Watch the introduction to Unit 1 of the DVD.



## Activity 2

Look at the photo above. What do you think?

Who is in the photo?

Where are they?

How old is the man?

Which country does he come from?

What does he do?

What does the woman do?

What will they talk about?

## Activity 3

Write each phrase from the box under the correct photo.

~~born in Sudan~~   in a refugee camp   studying English   escaping from Sudan  
repairing a car   seeing the careers counsellor   flying to Australia

### Example



### Adam's story

Adam was born in Sudan



1. Adam is \_\_\_\_\_



2. Adam is \_\_\_\_\_



3. Adam is \_\_\_\_\_



4. Adam is \_\_\_\_\_



5. Adam is \_\_\_\_\_



6. Adam is \_\_\_\_\_

## Activity 4

Match each photo with the correct job.

Example



kitchenhand

1.



careers counsellor

2.



doctor

3.



hairdresser

## Activity 5

Match each job with the correct place.

Where can I learn to be a ...?

1. hairdresser

at university

2. kitchenhand

at TAFE

3. doctor

at TAFE

4. plumber

in job training



## Activity 6

 Listen and read.

My name is Adam.  
I'm a student.  
I want to be an auto mechanic.



My name is Theresa. I'm a careers counsellor.  
I want to help students find the best career pathway.

## Activity 7

Read about Adam. Then write about Theresa and yourself.

Example



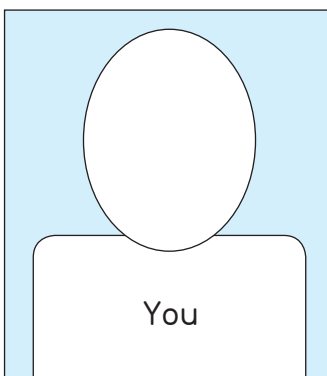
My name is Adam.  
I'm a student.  
I want to be an auto mechanic.

1.



My \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

2.



My \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



# Adam's career pathway

## Activity 8



Watch Unit 1 of the DVD.



## Activity 9

Circle true or false.

Adam is a careers counsellor.

1. He wants to be an auto mechanic.
2. Theresa has an auto mechanic's certificate on her wall.
3. Adam has studied to be an auto mechanic at school.
4. He wants to own his own garage.
5. A Certificate III Apprenticeship will take him eight years.
6. Adam will need more English before he studies at TAFE.
7. If you study more, you'll be paid more in your job.

Example

True ☒ False

True False

True False

True False

True False

True False

True False

True False

## Activity 10

Write a word or phrase from the box in the correct sentence.

careers counsellor   university   uncle   pathway   TAFE   course   ~~student~~

### Example

Adam is a student.

1. Theresa is a \_\_\_\_\_.
2. Adam's \_\_\_\_\_ taught him how to fix cars.
3. Adam can go to \_\_\_\_\_ to study to be an auto mechanic.
4. To become a doctor, a student must go to \_\_\_\_\_.
5. People usually have to do a \_\_\_\_\_ before they start a job.
6. A careers counsellor helps students find their \_\_\_\_\_ to study and work.

## Activity 11

Copy three sentences from Activity 10.

1. \_\_\_\_\_  
\_\_\_\_\_
2. \_\_\_\_\_  
\_\_\_\_\_
3. \_\_\_\_\_  
\_\_\_\_\_

### Learning tip

Copying is a good way  
of remembering new words  
and spelling.

## Activity 12

Write the numbers 2 to 10 under the pictures to tell Adam's story in the correct order.

Example























## Activity 13

Match each photo in Activity 12 with the correct sentence below.

- ☐ He studied in an AMEP youth class in Ashfield.
- ☐ He visited the AMEP careers counsellor, Theresa.
- ☐ Then she gave him some brochures to read.
- ☒ 1 Adam was born in Sudan nineteen years ago. 
- ☐ Adam read the brochures and decided on an apprenticeship.
- ☐ He and his family fled from Sudan when he was fifteen.
- ☐ Then he lived in a refugee camp in Kenya for three years.
- ☐ She talked about different career pathways for Adam.
- ☐ Adam migrated to Australia last year.
- ☐ His uncle, a mechanic, taught him how to fix cars in Nyala.

## Activity 14

Write the number of each sentence in Activity 13 under the correct heading.

Adam in Africa	Adam in Australia
<b>Example</b>  1 <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>	<hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>

**Learning tip**

We use paragraphs to organise information. The first sentence of a paragraph usually tells you what the paragraph topic is.

## Activity 15

Now write the sentences from Activity 13 in two paragraphs.

Paragraph 1  
(in Africa)

Adam was born

Paragraph 2  
(in Australia)

He migrated

## Activity 16

Read.

When you write a sentence you can follow the pattern below. Time phrases can go at the beginning or the end.

person      action                                  place      time phrase  
|                                  |                                  |  
Adam lived in a refugee camp in Kenya for three years.

time phrase   person   action   place  
|                                  |                                  |  
Last year he migrated to Australia.

time phrase                                  people                                  action                                  place  
|                                  |                                  |                                  |  
When he was 15, he and his family fled from Sudan.

## Activity 17

Circle the time phrase in each sentence.

Example

Adam was born in Sudan 19 years ago.

1. Adam helped his uncle after school.
2. Adam left Sudan when he was 15.
3. Most afternoons Adam played soccer in the refugee camp.
4. Adam studies English in the AMEP youth class five days a week.
5. One afternoon he went to see Theresa, the careers counsellor.
6. After seeing Theresa, Adam read the brochures about TAFE courses.

## Activity 18

Write the words in the correct order to make sentences.

### Example

in came 2005 Australia I to

I came to Australia in 2005.

or

In 2005 I came to Australia.

1. country in left 1999 my I

or

2. year to wants study TAFE at next he

or

3. Kenya lived he three for years in

or

## Activity 19

Write some sentences about your life. Use time phrases.

---

---

---

---

---



# TAFE, university and job training

## Activity 20

Look at the chart. Colour the arrows to match the classroom chart.

### Learning tip

When you highlight information, it helps you remember it.



## Activity 21

Look at the chart in Activity 20 and answer the questions.

1. What are four jobs people can do after studying at university?

Example

engineer

---

---

---

---

2. What are four jobs people can do after studying at TAFE?

Example

office worker

---

---

---

---

3. What are four jobs people can do after job training?

Example

factory worker

---

---

---

---

## Activity 22



Listen and highlight the names of jobs.

Short job training courses will help you get a job as a cleaner, a hotel worker or a factory worker. You can study at TAFE to be a hairdresser, a childcare worker or an auto mechanic. You have to study longer at TAFE. You can learn to be a doctor, a teacher or a lawyer at university. You have to study for four to six years at university.

## Activity 23

Look at the chart in Activity 20 again.  
Circle true or false.

This chart shows pathways to jobs in Australia.

1. Children go to secondary school before they go to primary school.	<b>True</b>	False
2. Students can go from middle school to university.	True	False
3. Some AMEP students do further English classes before they go to TAFE or university.	True	False
4. A cleaner often does a short training course before starting work.	True	False
5. To be an automotive mechanic, you go to TAFE.	True	False
6. A student usually studies at TAFE to be a teacher.	True	False

Example

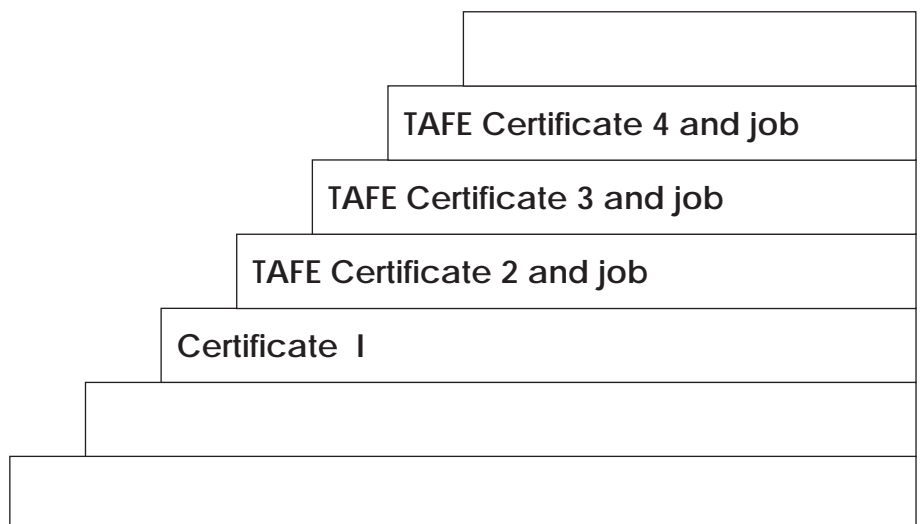
## Activity 24



Watch the DVD for unit 1 again. Look at Adam's last career pathway on the DVD. Write the words from the box on the pathway below.

AMEP   Garage   Further English classes

### Adam's career pathway



## Activity 25



Listen and read.

Syllables

One-syllable words

fix

goal

work

job

Two-syllable words

garage

study

career

pathway

Three-syllable words

mechanic

apprentice

studying

## Activity 26



Listen and write each word from the box under the correct heading.

~~car~~

helping

employer

training

appointment

formal

school

own

counsellor

brochure

use

assessment

one-syllable words

two-syllable words

three-syllable words

Example

car

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_


## Activity 27

Practise your spelling.

Read and say	Cover and write	Check and write again
pathway		
career		
course		
certificate		
training		

# What can you do?

## Activity 28

 Listen and write each word or phrase from the box under the correct photo.

build things  
fix things  
cut hair

use  
SMS  
~~draw~~

drive  
sew  
tell stories

look after  
fix cars  
cook

### Example



She can draw.



1. He can \_\_\_\_\_.



2. They can \_\_\_\_\_.



3. He can \_\_\_\_\_.



4. She can \_\_\_\_\_.



5. She can \_\_\_\_\_.



6. She can \_\_\_\_\_.



7. He can \_\_\_\_\_.



8. He can \_\_\_\_\_.



9. He can \_\_\_\_\_  
\_\_\_\_\_.



10. She can \_\_\_\_\_  
\_\_\_\_\_ a computer.



11. She can \_\_\_\_\_  
\_\_\_\_\_ children.

## Activity 29

Ask some people the questions below and write their answers. Then write about yourself.

Can you ...?  
Do you know how to ...?

Name	use a computer?	cook?	drive?	look after children?	fix cars?	tell stories?
Adam	Yes, he can.	No, he can't.	Yes, he can.	No, he can't.	Yes, he can.	Yes, he can.
You						

Example



## Activity 30

Read the example and complete the sentences below.  
Read your sentences aloud.

Example



Adam can fix cars.

Adam knows how to fix cars.

Adam 's good at fix ing cars.



1. He can play basketball.

He knows \_\_\_\_\_.

He's good at \_\_\_\_\_.



2. She can use a computer.

She knows \_\_\_\_\_.

She's good \_\_\_\_\_.



3. (play soccer)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



4. (can cook healthy food)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



5. (save money)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## Activity 31



Listen to the sentences from Activity 30 and check your answers.



## Activity 32

Read about Adam. Then complete the paragraphs below.

Example

Adam knows how to use the computer and how to fix a car. He's also good at telling stories.

My friend knows how to \_\_\_\_\_

\_\_\_\_\_

I know how to \_\_\_\_\_

\_\_\_\_\_

## Activity 33



Listen and complete the sentences.



Example

Apprenticeships usually take three to four years.

1. You learn on the job and sometimes away from the job at \_\_\_\_\_.
2. You study at Certificate level \_\_\_\_\_ or \_\_\_\_\_.
3. Apprenticeships are available for more than \_\_\_\_\_ jobs.
4. The New Apprenticeships phone number is \_\_\_\_\_.

5. Tick the correct answer (✓). This information is about:
- |                          |              |
|--------------------------|--------------|
| <input type="checkbox"/> | the weather. |
| <input type="checkbox"/> | sports.      |
| <input type="checkbox"/> | education.   |
| <input type="checkbox"/> | the news.    |

## Activity 34

Look for each word from the box in the word puzzle and circle it. Some read down ↓ and some read across →. Then highlight the unused letters.

What does Adam do every day after school? To find out, copy the highlighted letters into the spaces below the puzzle to find out. Start from the top left corner and finish at the bottom right corner.

<del>AMEP</del>	course	lawyer	school	time
car	doctor	mechanic	student	training
chart	engineer	nurse	study	university
cleaner	fix	officer	TAFE	worker
counsellor	job	<del>police</del>	teacher	you

S	C	H	O	O	L	H	S	T	U	D	Y
T	J	E	T	P	C	L	E	A	N	E	R
I	O	L	R	N	U	R	S	E	I	N	D
M	B	C	A	M	E	P	A	Y	V	G	O
E	W	O	I	S	T	O	B	A	E	I	C
C	O	U	N	S	E	L	L	O	R	N	T
H	R	R	I	T	A	I	A	F	S	E	O
A	K	S	N	U	C	C	W	F	I	E	R
N	E	E	G	D	H	E	Y	I	T	R	S
I	R	K	E	E	E	T	E	C	Y	O	U
C	B	A	L	N	R	L	R	E	F	I	X
C	H	A	R	T	A	F	E	R	C	A	R

What does Adam do every day after school?

\_\_\_\_\_

## After class

### Activity 35

Talk to someone who has a job. If you like, write down their answers.

How did you get your job?

---

What training did you have?

---

How long have you been in your job?

---

How many hours a week do you work?

---

Are you full time, part time or casual?

---

What are some of your duties?

---

What do you like about your job?

---

What don't you like about your job?

---

#### Learning tip

Duties are the activities you usually do in your job.

# About your learning

## Activity 36

Read the sentences below. Tick (✓) the correct boxes for yourself.

	Yes	No	A little
I understand you have to study at TAFE before you can get some jobs.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
I understand you have to study at university before you can get some jobs.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
I understand you have to do job training courses before you can get some jobs.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
I can understand the Pathways to Work in Australia chart.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
I can write about things I can do.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
I can talk about things I can do.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
I know what an apprenticeship is.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

# UNIT 2

## Bashir's story



# Meeting Bashir

## Activity 37



Watch the introduction to Unit 2 of the DVD.



## Activity 38

Look at the photo above. What do you think?

Who is in the photo?

Where are they?

How old is the man in front?

Where is he from?

What does he do?

What will they talk about?

## Activity 39

 Bashir made an appointment to see the careers counsellor. Listen and fill in the appointment card for him.

Your appointment	
With	<u>Theresa</u>
On	<u>                    </u>
Date	<u>21/3/2007</u>
At	<u>pm</u>
Room	<u>                    </u>

## Activity 40

 Bashir saw Theresa, the careers counsellor. Listen and read.

Theresa: What can I do for you, Bashir?

Bashir: I want to get a job. I need to bring my mum and brother to Australia.

Theresa: OK. So you want to work as soon as possible.

Bashir: That's right.

Theresa: How many years did you go to school in your country?

Bashir: Just six years.

Theresa: Uh huh. And Bashir, what do you like doing?

Bashir: Well, I like cooking for my friends. I had to learn how to cook when I came to Australia.

Theresa: Oh, that's great. But you need to study at TAFE to be a cook.

Bashir: Oh, really? But I need a job now. I don't have time to study.

Theresa: Well, you can work as a kitchenhand, helping a cook.

Bashir: Yeah? That sounds good. What do I have to do?

Theresa: You can do a short course at TAFE, just six weeks and they can help you find a job. Here's a brochure.

Bashir: Thanks, Theresa.



## Activity 41

 Listen and write the verbs from the box in the correct place.

do   have   find   came   need   work   ~~get~~   like

Theresa: What can I do for you, Bashir?

Bashir: I want to get a job. I \_\_\_\_\_ to bring my mum and brother to Australia.

Theresa: OK. So you want to work as soon as possible.

Bashir: That's right.

Theresa: How many years did you go to school in your country?

Bashir: Just six years.

Theresa: Uh huh. And Bashir what do you \_\_\_\_\_ doing?

Bashir: Well, I like cooking for my friends. I had to learn how to cook when I \_\_\_\_\_ to Australia.

Theresa: Oh, that's great. But you need to study at TAFE to be a cook.

Bashir: Oh, really? But I need a job now. I don't \_\_\_\_\_ time to study.

Theresa: Well, you can \_\_\_\_\_ as a kitchenhand, helping a cook.

Bashir: Yeah? That sounds good. What do I have to do?

Theresa: You can \_\_\_\_\_ a short course at TAFE, just six weeks and they can help you \_\_\_\_\_ a job. Here's a brochure.

Bashir: Thanks, Theresa.

### Learning tip

Bashir and Theresa use short words like :

*oh, that's great   oh, really   OK   yeah   well   uh huh*

People use words like these to show that they are listening. You should listen for these words in conversations. Try to use them in your conversations to show you are listening.

## Activity 42

Read the conversation aloud with a partner.

## Activity 43

Read what Theresa and Bashir say. Then write words from the box next to the correct sentence.



What can I do for you Bashir?



I want to get a job.

~~That's right.~~  
Thanks, Theresa.

Yeah? That sounds good.  
Oh, really?

### Example

So you want to work as soon as possible?

That's right.

1. You need to study at TAFE.
2. You can work as a kitchenhand.
3. Here's a brochure.

## Activity 44

Read.



And Bashir, what do you like doing?



**Well**, I like cooking for my friends.

### Learning tip

People start a sentence with 'well' to show they have something to say. It really means 'listen'

## Activity 45

Highlight the word 'well' in Activity 40.

## Activity 46



Watch Unit 2 of the DVD.



## Activity 47

Circle true or false.

Bashir is a kitchenhand.

1. He needed more English to get a job.
2. He studied English for three months.
3. He did a job training course for six months.
4. Bashir thinks everyone needs to do job training.
5. He likes his job.
6. Bashir wants to study full time at TAFE.
7. Bashir learnt a lot of English at work.

Example

True

False

True

False

True

False

True

False

True

False

True

False

True

False

True

False

## Activity 48

Write a word or phrase from the box in the correct sentence.

~~restaurant~~ forms job training shifts TAFE health and safety

### Example

Bashir works in a restaurant.

1. He needed to do a \_\_\_\_\_ course for six weeks.
2. He learnt about \_\_\_\_\_.
3. He needed help to understand signs and \_\_\_\_\_.
4. To get more money he works late \_\_\_\_\_ and weekends.
5. Maybe one day he will go to \_\_\_\_\_.

## Activity 49

Now write the sentences from Activity 48 in a paragraph.

Bashir works in a \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

### Learning tip


Speed copying improves your writing and spelling. Get someone to time you for two minutes. Write the paragraph as many times as you can. Don't stop until the time is up. Now check your copying. Each time you copy your spelling will improve.

# Skills and interests

## Activity 50

 Listen and read about careers counsellors.

The careers counsellor may ask a lot of questions to find out about your interests.



2. Would you like to work in hospitality or the service industry?

3. Would you like to help people?

4. Would you like to make things or fix things with your hands?

1. Would you like to work in an office?

5. Would you like to work outside?

## Activity 51

The numbers show how much Bashir likes these things. Write how much you like these things. 1 = a lot and 5 = not much.

Example

**Bashir**

- ☒ 5 offices
- ☒ 1 service or hospitality jobs
- ☒ 2 helping people
- ☒ 3 fixing things with your hands
- ☒ 4 being outside

**You**

- ☐ offices
- ☐ service or hospitality jobs
- ☐ helping people
- ☐ fixing things with your hands
- ☐ being outside

### Learning tip

Cooks and hotel workers work in **hospitality** or the **hospitality industry**. Teachers, nurses, cleaners and sales assistants work in the **service industry**. Talk to your teacher about other jobs in the **hospitality** and **service industries**.

## Activity 52

Write each job under the correct heading. Talk about which job goes with which type of work.



teacher



postal worker



machinist



nurse



sales assistant



room attendant



travel agent



gardener



receptionist



builder



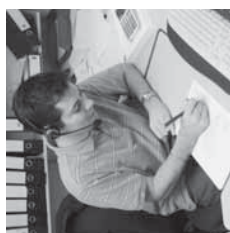
interpreter



careers counsellor



taxi driver



computer operator



artist

Working outside Example	Making or fixing things	Helping people	Working in an office	Working in hospitality or service. Example
gardener				travel agent

## Activity 53

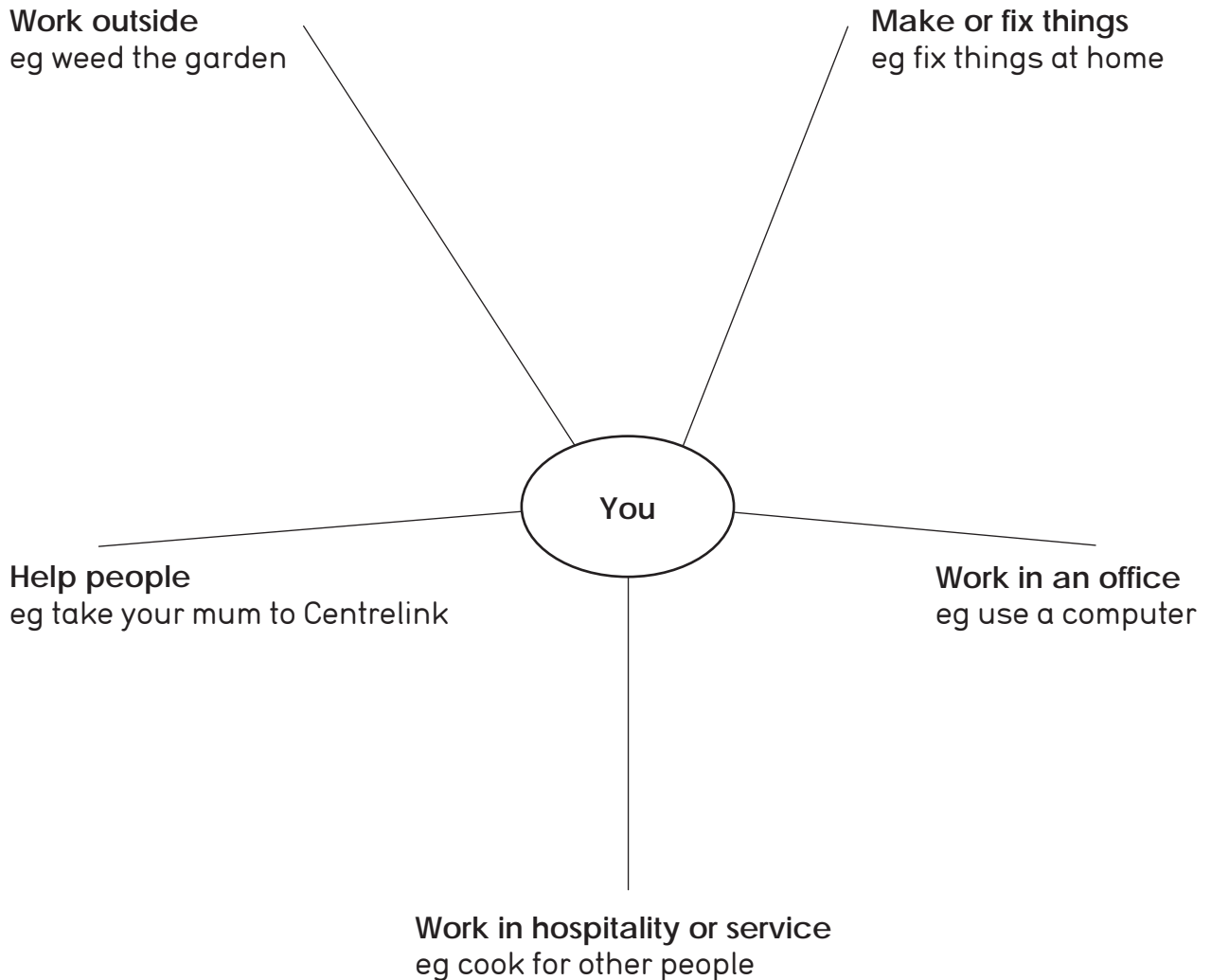
Ask some people the questions below and write their answers.  
Then answer the questions about yourself.

What's your name?	Would you like to work outside? Examples: gardener, taxi driver, fruit picker, postal worker.	Would you like to make or fix things with your hands? Examples: cook, builder, artist, machinist, factory worker, auto mechanic, cleaner.	Would you like to help people? Examples: counsellor, teacher, nurse, child care worker, doctor.	Would you like to work in an office? Examples: secretary, office worker, computer technician.	Would you like to work in the hospitality or service industries? Examples: travel agent, room attendant, sales assistant.
<b>Example</b>	No	Yes	Yes	No	Yes
Bashir					
You					



## Activity 54

Complete the diagram with your skills and interests.



### Learning tip

**Skills** are things you are good at.  
**Interests** are things you like to do.

## Activity 55



What skills and interests do these people have?  
Listen and write the correct number under each photo.





















Example







## Activity 56

 Listen to these people talking about their jobs. Write the name of a job from the box in the correct sentence.

nurse	shop assistant	farm worker	taxi driver
cleaner	plumber	<del>hairdresser</del>	

## Example

I like working with people. In my job, I make men and women look good.

I'm a hairdresser

1. I like working with my hands. Sometimes my job is dirty and smelly. I fix problems in houses. I work with water and gas.

I'm a \_\_\_\_\_

2. I like working outside. I work casually from 6 am to 6 pm. I work outside the city. I grow vegetables for the market.

I'm a \_\_\_\_\_

3. I'm good at talking to people. Sometimes I work on Saturdays and Sundays and Friday nights. I sell things.

I'm a \_\_\_\_\_

4. I like helping sick people. I work at different times of the day and night. I work in a hospital.

I'm a \_\_\_\_\_

5. I work with my hands. I often work early in the morning. I clean office buildings.

I'm a \_\_\_\_\_

6. I like talking to people. I work in a different place every day. I drive them to where they want to go.

I'm a \_\_\_\_\_

## Learning tip

It's important to find out what you like and what you are good at. This can help you decide what kind of job could be good for you.

## Activity 57

Look at the pictures of different jobs. Then match the skills below with the jobs.



electrician



hairdresser



sales assistant



nurse



taxi driver



teacher



plumber



cleaner



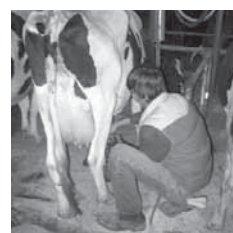
beautician



hotel worker



auto mechanic



farm worker

### Skills

#### Example

I'm good at using my hands and using tools.

plumber, beautician

I'm good at:

1. helping people.
2. looking after children.
3. driving.
4. talking to people.
5. working outside.
6. studying, reading and writing.
7. organising things.
8. growing plants.

### Jobs (can be more than one)

---



---



---



---



---



---



---



---

## Activity 58

 Listen and read about Bashir's skills and interests.



I like cooking. I can prepare food and I know how to keep a kitchen clean and tidy. I'm good at working in the kitchen. I'm also good at using the computer, so I help my friends.

## Activity 59

Write Bashir's skills and interests under the correct heading.

Bashir's skills

---

---

---

---

---

Bashir's interests

---

---

---

---

---

## Activity 60

Write about your skills and interests. Use phrases from the box to help you.

I can ... I'm good at ... I know how to ... I like ...

My skills and interests

---

---

---

---

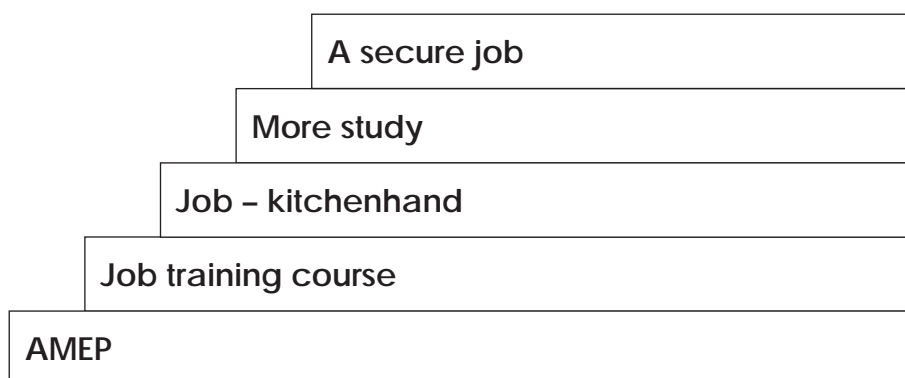
---

# Bashir's career pathway

## Activity 61

Look at the chart of Bashir's career pathway.

Bashir's career pathway



## Activity 62



Listen and read.

### Bashir's job training course

Bashir did a six-week job training course to help him get a job as a kitchenhand. He learnt how to clean and prepare food, and how to follow health and safety procedures. He also learnt how to keep the kitchen tidy and clean. When he finished his course he got a Certificate I in Hospitality. In the future maybe he can study more to learn how to be a chef.

## Activity 63

Read each sentence about Bashir and complete the sentence.

### Example

Bashir can clean and prepare food. He knows how to clean and prepare food.

1. Bashir can follow health and safety procedures. He knows how to \_\_\_\_\_  
\_\_\_\_\_
2. Bashir can keep the kitchen tidy and clean. He knows \_\_\_\_\_  
\_\_\_\_\_
3. Maybe Bashir can study more. He would like to learn how \_\_\_\_\_  
\_\_\_\_\_

## Activity 64

Write the words from the box in alphabetical order.

A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

health	kitchen	certificate	training
experience	procedure	prepare	safety

### Example

1. certificate
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_
6. \_\_\_\_\_
7. \_\_\_\_\_
8. \_\_\_\_\_

## Activity 65

Practise your spelling.

Read and say	Cover and write	Check and write again
possible		
safety		
course		
certificate		
procedure		
health		
enough		

### Learning tip

Buy an exercise book with 26 or more pages. Use this book for new words. Use one page for each letter of the alphabet. Write new words on the page with the same first letter.



## Activity 66

Write each word from Activity 65 under the correct heading.

### Syllables

one syllable

two syllables

three syllables

four syllables

Example

course

## Activity 67



Listen and read.

### Syllable stress

In English, words with more than one syllable have some sounds that are longer and louder.

training

● .

study

● .

kitchen

● .

enough

. ●

Theresa

. ● .

procedure

. ● .

possible

● . .

## Activity 68



Listen and write each word under the correct heading.

safety

restaurant

counsellor

pathway

appointment

advice

perhaps

important

● .

● . .

. ● .

. ●

Example

safety



## After class

### Activity 70

Talk to someone who has a job. If you like, write down their answers.

What are your interests?

---

What are your skills?

---

What is your job?

---

What training did you have for your job?

---

What was your career pathway?

---

## About your learning

### Activity 71

Read the sentences below. Tick (✓) the correct boxes for yourself.

	Yes	No	A little
I can fill in an appointment card.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
I understand how to use expressions that show I am listening.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
I can talk about my skills.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
I can write about my skills.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
I can talk about my interests.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
I can write about my interests.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
I know how to practise my spelling.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
I understand syllable stress.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

# UNIT 3

## Rachel's story



# Meeting Rachel

## Activity 72



Watch the introduction to Unit 3 of the DVD.



## Activity 73

Look at the photo above. What do you think?

Who is in the picture?

Where are they?

How old is the woman on the right?

What is her job?

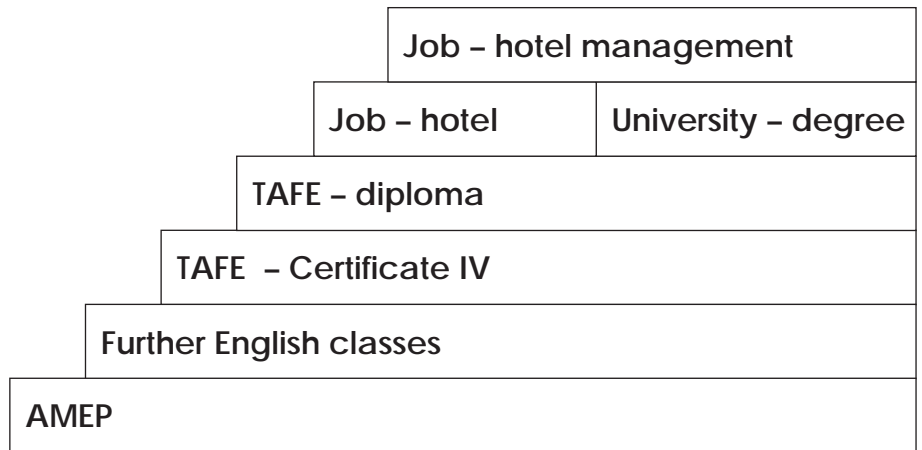
What is the other person doing?

What will they talk about?

## Activity 74

Read about Rachel's job and look at the chart of her career pathway.

Rachel is an assistant Human Resources Manager in a large hotel. She helps employees to get the training that they need.



## Activity 75

Look at the chart in Activity 74 and answer the questions.

- How many steps are in Rachel's pathway? \_\_\_\_\_
- What did she get from TAFE? \_\_\_\_\_
- What did she do after TAFE? \_\_\_\_\_
- What step is she at now? \_\_\_\_\_

## Activity 76

Discuss the questions with your class.

- How many years do you think Rachel needed for her study?
- What do you think Human Resources Managers do?

### Learning tip

Human Resources Managers are often called HR managers.

## Rachel's career pathway

## Activity 77



Watch Unit 3 of the DVD.



## Activity 78

Circle true or false.

Rachel works in a hotel.

1. She studied English before she came here.
2. She went straight to TAFE.
3. She studied part time at TAFE.
4. She got a Diploma in Human Resources Management.
5. She worked and studied part time at university.
6. Everything happens quickly in Australia.
7. Now she is the hotel manager.

## Example

True False

True    False

True      False

True    False

True      False

True      False

True    False

True    False



## Activity 79

Write a word or phrase from the box in the correct sentence.

certificate	money	<del>English</del>	interested	diploma
AMEP	TAFE	Human Resources Manager	graduated	

### Example

Rachel studied English before she came to Australia.

1. When she arrived in Australia, she did an \_\_\_\_\_ course.
2. After that, she went to \_\_\_\_\_ to study Small Business Management.
3. But she got \_\_\_\_\_ in Human Resources Management.
4. She completed a \_\_\_\_\_ and a \_\_\_\_\_ at TAFE.
5. Then she went to university. But she needed \_\_\_\_\_.
6. So she studied and worked part time and \_\_\_\_\_ at the end of last year.
7. Now she works as an assistant \_\_\_\_\_.

## Activity 80

Now write the sentences from Activity 8 in three paragraphs.

Paragraph 1  
(in Africa)

Rachel studied

Paragraph 2  
(study)

When she arrived in

Paragraph 3  
(job)

# Duties

## Activity 81

Look at this list of duties. Talk to other students and find someone who has these duties.

Name

Duty

Example

Rachel

helps new employees with on-the-job training.

makes his or her own lunch for school.

changes the light bulbs at home.

helps his or her brothers and sisters with their homework.

takes his or her mother to the doctor.

weeds the garden.

cleans out the fridge at home.

does the supermarket shopping.

checks the smoke alarms.

pays the rent or phone bills.

## Activity 82

Think about the duties you have in your life. Write two of them here and then talk to your class about them.

Example

I take my sister to school every morning.

1. \_\_\_\_\_

2. \_\_\_\_\_

### Learning tip

Duties are the things you have to do. You have duties at home as well as at work.

## Activity 83

 Listen to these work verbs and nouns.

## Some work verbs

use	make	prepare	clean
organise	build	cut	repair
communicate	drive	operate	sell

## Some work nouns



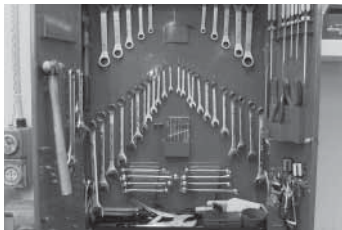
machine



computer



forklift



tools



cash register



people



files



cloth



truck



wood



buildings



meals

## Activity 84

Different jobs have different responsibilities. Complete each sentence with the correct work noun from Activity 83.

### Example

Some people use computers, machines, cash registers and tools.

1. Some people make \_\_\_\_\_.
2. Some people prepare \_\_\_\_\_.
3. Some people clean \_\_\_\_\_.
4. Some people sell \_\_\_\_\_.
5. Some people build \_\_\_\_\_.
6. Some people repair \_\_\_\_\_.
7. Some people communicate with \_\_\_\_\_.
8. Some people drive \_\_\_\_\_.
9. Some people operate \_\_\_\_\_.

## Activity 85

Think about someone you know. Write down some duties that he or she has at work and at home. Talk to your class about them.

### Duties at work

---



---



---

### Duties at home

---



---



---

## Activity 86

Underline the simple present tense verbs in Activity 84.

### Example

Some people use computers, machines, cash registers and tools.

### Learning tip

We use simple present tense to talk about facts and general information.

## Activity 87

Discuss the duties of the jobs below with your class and teacher.  
Then write the duties for each job.



### Duties

### Example

Doctors \_\_\_\_\_ help sick people.

They also \_\_\_\_\_

\_\_\_\_\_



Taxi drivers \_\_\_\_\_ drive taxis.

They also \_\_\_\_\_

\_\_\_\_\_



Cleaners \_\_\_\_\_ clean offices, houses or factories.

They also \_\_\_\_\_

\_\_\_\_\_



Auto mechanics \_\_\_\_\_ repair cars.

They also \_\_\_\_\_

\_\_\_\_\_



Hairdressers \_\_\_\_\_ cut hair.

They also \_\_\_\_\_

\_\_\_\_\_



Sales assistants \_\_\_\_\_ sell things.

They also \_\_\_\_\_

\_\_\_\_\_

# Different kinds of training

## Activity 88

Look at the Pathways to Work in Australia chart on page 13.  
Match each job from the box with the correct kind of training.

<del>cleaner</del>	taxi driver	hairdresser	nurse
office worker	auto mechanic	sales assistant	doctor

Job training course	University degree	TAFE certificate
Example cleaner		

## Activity 89

Complete the sentences about the training you need for different jobs.  
Use the answers from Activity 88.

### Example

To be a cleaner, you need to do a short job training course.

- To be a doctor, you need to do a \_\_\_\_\_.
- To be a hairdresser, \_\_\_\_\_.
- To be a sales assistant, \_\_\_\_\_.
- To be a taxi driver, \_\_\_\_\_.
- To be an auto mechanic, \_\_\_\_\_.

## Activity 90

 Listen and read about Ivana and Mahmud. Then answer the questions about them.



### Ivana

Ivana wants to be a doctor. She likes helping people. She likes studying science and working with her hands. To be a doctor she needs to study very hard and get high marks in her exams. She needs to communicate very well. She needs to go to university for six years to get a degree.

### Mahmud

Mahmud wants to be a ward assistant. He likes helping people and he likes working with his hands. To be a ward assistant he needs to do a part-time traineeship for one year. He can work four days in a hospital and study one day a week at TAFE. He will get a certificate from TAFE.



### Example

What does Ivana want to be? a doctor.

1. What does she like doing? \_\_\_\_\_

\_\_\_\_\_

2. Where does she need to study? \_\_\_\_\_

3. What qualification will she get? \_\_\_\_\_

4. What does Mahmud want to be? \_\_\_\_\_

5. What does he like doing? \_\_\_\_\_


\_\_\_\_\_

6. Where does he need to study? \_\_\_\_\_

7. What qualification will he get? \_\_\_\_\_



## Activity 91

 Listen and read. Then write a word from the box in the correct place in the paragraphs below.

write	university	get	make	clean	go
<del>help</del>	communicate	study	take	work	get

### Doctors



Doctors work in hospitals. They help sick people and \_\_\_\_\_ prescriptions. They need to \_\_\_\_\_ with patients and \_\_\_\_\_ hard. They need to study at \_\_\_\_\_ to \_\_\_\_\_ a degree.

### Ward assistants



Ward assistants \_\_\_\_\_ in hospitals. They \_\_\_\_\_ floors and rooms. They \_\_\_\_\_ beds and they \_\_\_\_\_ patients from one place to another. They need to \_\_\_\_\_ health and safety. They need to \_\_\_\_\_ to TAFE to get a certificate.

## Activity 92

 Listen and circle the correct words about the job.

Example

Teachers work in schools/hospitals.

They **prepare/make** lessons for their **students/classes** and teach.

They need to **communicate/talk** with people and **like/enjoy** young people.

They need to go to **TAFE/university** to get a **certificate/degree**.

### Learning tip

When we write about jobs we often use plurals because we are writing about all people who do the same job.

## Activity 93

Now write about a job you know.

\_\_\_\_\_ (job name) work in \_\_\_\_\_ (place).

They \_\_\_\_\_

and \_\_\_\_\_.

They need to \_\_\_\_\_.

They need to go to \_\_\_\_\_ to get a \_\_\_\_\_.

## Activity 94

Practise your spelling.

Read and say	Cover and write	Check and write again
qualification		
degree		
training		
certificate		
diploma		
university		
apprenticeship		

### Learning tip

Work with a partner to practise your spelling. One person can say the words and the other can write. Say each word slowly. Count the syllables as you write each word.

## Activity 95

 Listen and mark the syllable stress.

Example

qualification

● . . ● .

1. degree

2. diploma

3. training

4. university

5. certificate

6. apprenticeship

## Activity 96

Write the verbs from the box in alphabetical order.

A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

clean  
build

advise  
operate

drive  
prepare

organise  
communicate

Example

1.  advise

5. \_\_\_\_\_

2. \_\_\_\_\_

6. \_\_\_\_\_

3. \_\_\_\_\_

7. \_\_\_\_\_

4. \_\_\_\_\_

8. \_\_\_\_\_

### Learning tip

Understanding alphabetical order is very important. It helps you to find words in a dictionary.

## Activity 97

Look for each word from the box in the word puzzle and circle it. Some read down ↓ and some read across →. Then highlight the unused letters.

What does Rachel do on the weekend? To find out, copy the highlighted letters into the spaces below the puzzle to find out. Start from the top left corner and finish at the bottom right corner.

<del>able</del>	drive	nurse	sick	understand
business	duty	operate	skill	university
communicate	health	read	straight	
degree	help	safety	study	
diploma	<del>need</del>	sells	traineeship	

C	O	M	M	U	N	I	C	A	T	E	S
S	A	O	F	N	E	E	D	T	R	E	A
T	B	U	S	I	N	E	S	S	A	O	F
R	L	N	W	V	A	D	H	T	I	P	E
A	E	C	D	E	G	R	E	E	N	E	T
I	H	D	E	R	S	I	A	S	E	R	Y
G	N	U	R	S	E	V	L	S	E	A	T
H	E	T	E	I	L	E	T	I	S	T	H
T	L	Y	A	T	L	E	H	C	H	E	E
S	T	U	D	Y	S	V	S	K	I	L	L
I	D	I	P	L	O	M	A	S	P	I	P
O	N	U	N	D	E	R	S	T	A	N	D

What does Rachel do on the weekend?

She \_\_\_\_\_

## After class

### Activity 98

Read.

Rachel works in a large hotel. Bashir works in a restaurant, so they both work in the hospitality and tourism industry.

Adam wants to work in the automotive industry.

### Activity 99

Write each job from the box under the correct heading.

~~taxi driver~~  
waiter  
porter

bicycle mechanic  
tour guide  
windscreen fitter

spray painter  
baker  
room attendant

panel beater  
auto mechanic  
spare parts salesperson

Hospitality and tourism jobs

Example

taxi driver

Automotive jobs

---

---

---

---

---

---



---

---

---

---

---

---

## About your learning

### Activity 100

Read the sentences below. Tick (✓) the correct boxes for yourself.

	Yes	No	A little
I can talk about the responsibilities I have in my life.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
I can talk about the duties of different jobs.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
I understand that different kinds of jobs need different kinds of training.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
I know how to practise my spelling.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
I understand syllable stress.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
I can write a paragraph about a job I would like.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

# UNIT 4

## Asha's story



# Meeting Asha

## Activity 101



Watch the introduction to Unit 4 of the DVD.



## Activity 102

Look at the photo above. What do you think?

Who is in the picture?

Where are they?

Which country does woman on the right come from?

Where is she going?

Who is the little girl?

Who is with the little girl?



## Activity 103

Read the form and answer the questions.



Name **Asha Flomo**

Class: **3B**      Teacher: **Julie**

Likes/interests

**I like helping sick people.**

**I like communicating with people.**

Work experience

**I helped in the hospital in the refugee camp.**

Career goal

**I would like to be a nurse.**

1. What does Asha like doing? \_\_\_\_\_  
\_\_\_\_\_
2. What would she like to do? \_\_\_\_\_  
\_\_\_\_\_

### Learning tip

Asha's work experience was as a volunteer.  
This means she helped in the hospital but she  
didn't get paid.

## Activity 104

Write each phrase from the box under the correct photo.

~~born in Liberia~~  
studied English  
got married

helped the Red Cross in the camp  
saw the careers counsellor

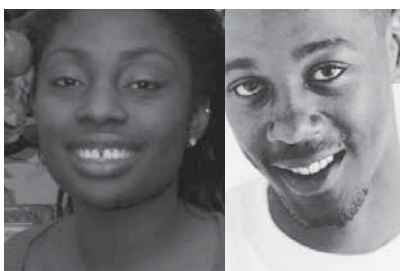
became a widow  
flew to Australia

### Example

### Asha's story



Asha was born in Liberia.



1. Asha \_\_\_\_\_



2. Asha \_\_\_\_\_



3. Asha \_\_\_\_\_



4. Asha \_\_\_\_\_



5. Asha \_\_\_\_\_



6. Asha \_\_\_\_\_

# Asha's career pathway

## Activity 105



Watch Unit 4 of the DVD.



## Activity 106

Circle true or false.

Asha is an aged care worker.

1. She studied English before she came here.
2. She studied in the AMEP for 18 months.
3. The AMEP careers counsellor gave her good advice.
4. Asha did a traineeship.
5. She studied full time.
6. She got a Certificate III in Aged Care Work.
7. It took her six months to finish.

Example

☒ True ☐ False

☐ True ☐ False

☐ True ☐ False

☐ True ☐ False

☐ True ☐ False

☐ True ☐ False

☐ True ☐ False

☐ True ☐ False

## Activity 107

Write each word or phrase from the box in the correct sentences.

<del>volunteer</del>	certificate	part time
Further Study	aged care worker	traineeship
TAFE	AMEP	no

### Example

Asha did volunteer work in the refugee camp.

1. When she came to Australia she had \_\_\_\_\_ English.
2. First Asha studied in the \_\_\_\_\_.
3. Then Asha needed to study English for \_\_\_\_\_.
4. After that she went to \_\_\_\_\_.
5. She did a \_\_\_\_\_ and studied and worked \_\_\_\_\_.
6. After one year she got a \_\_\_\_\_.
7. Now she is an \_\_\_\_\_.

## Activity 108

Now write the sentences from Activity 107 in three paragraphs.

Paragraph 1  
(in Africa)

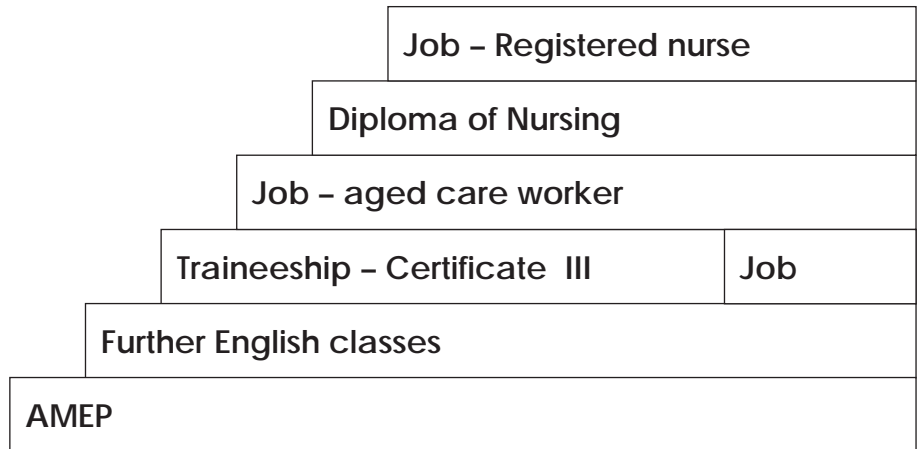
Asha did volunteer work

Paragraph 2  
(study)

Paragraph 3  
(job)

## Activity 109

Look at Asha's career pathway.




## Activity 110

Write the numbers from 1 to 7 to put the sentences in order.

- ☐ She went to TAFE to do a traineeship.
- ☐ Now she has a good job as an aged care worker.
- ☒ 1 Asha studied English in the AMEP. Example
- ☐ She needed to do more English classes.
- ☐ Maybe she will do some more study in the future.
- ☐ At the same time, she studied and worked part time for one year.
- ☐ Her goal is to be a Division 2 Registered Nurse.

# Career goals

## Activity 111

 Listen to the three stories. Write each goal from the box under the correct person.

fitness instructor   outdoor council worker   kindergarten teacher



Name: Tabitha

Goal: \_\_\_\_\_

\_\_\_\_\_



Name: Amina

Goal: \_\_\_\_\_

\_\_\_\_\_



Name: Daniel

Goal: \_\_\_\_\_


\_\_\_\_\_

## Activity 112

 Listen and complete the sentences.

1. Tabitha likes helping her mum with her \_\_\_\_\_  
and \_\_\_\_\_.
2. Amina likes \_\_\_\_\_ and \_\_\_\_\_.
3. Daniel likes \_\_\_\_\_ soccer and being \_\_\_\_\_.

## Activity 113

 Listen again to Daniel's story from Activity 111. Then complete this form for him.

Name: Daniel   Class: 2C   Teacher: Mike

Likes/interests

\_\_\_\_\_  
\_\_\_\_\_

Work experience

Volunteer in a plant nursery

Career goal

I would like to be an \_\_\_\_\_

\_\_\_\_\_

## Activity 114

This table is about qualifications for different careers. Circle the two goals that take the longest time. Underline the two goals that take the shortest time.

Name	Goal	Qualification	About how long
Amina	fitness trainer	Certificate from TAFE	1 year
Daniel	outdoor council worker	Short course from job training provider	6 - 8 weeks
Tabitha	kindergarten teacher	Degree from university	4 years
Adam	auto mechanic	Certificate from TAFE and on-the-job training	3 - 4 years
Bashir	kitchenhand	Short course from job training provider	6 - 8 weeks
Rachel	assistant Human Resources manager	Certificate from TAFE and degree from university	4 years
Asha	aged care worker	Certificate from TAFE and on-the-job training	1 year

### Learning tip

Ask your teacher, librarian or careers counsellor to lend you a Job Guide. A new Job Guide is printed every year. Look through the alphabetical lists. This will give you an idea of the many different types of jobs.

## Activity 115

Ask five students in your class about their career goals and what qualifications they would need to get. Write their answers.

Name	Career goal	Qualification
Tabitha <small>Example</small>	kindergarten teacher	degree from university

## Activity 116

Read the example about Tabitha. Then write about two students in your class and yourself.

### Example

Tabitha would like to be a kindergarten teacher. She needs to go to university to get a degree.

1. \_\_\_\_\_ would like to be a \_\_\_\_\_.

He/She needs to go to \_\_\_\_\_ to get a \_\_\_\_\_.

2. \_\_\_\_\_ would like to be a \_\_\_\_\_.

He/She needs to go to \_\_\_\_\_ to get a \_\_\_\_\_.

3. I would \_\_\_\_\_.

I need \_\_\_\_\_ to \_\_\_\_\_.



## Activity 117

Complete this form about yourself.

Name: _____	
Class: _____	Teacher: _____
Likes/interests	
_____	
_____	
Work experience	
_____	
_____	
Career goal	
_____	
_____	

## Activity 118



Listen and read.

### Vowel and consonant sounds

There are 44 sounds in English. There are 24 consonant sounds and 20 vowel sounds.

Look has two consonant sounds /l/ and /k/ and one vowel sound /ʊ/ (oo).

Teacher has two consonant sounds /t/ and /tʃ/ and two vowel sounds /i/ (ea) and /ə/ (er).

Degree has three consonant sounds /d/ /g/ /r/ and two vowel sounds /ə/ (e) and /i/ (ee).

## Activity 119



Listen and underline the vowel sound in each word.

see	do	at	me	how
each	say	goal	work	would

## Activity 120



Now listen and underline the vowel sounds in these words.

pathway      career      family      trainee      consonant  
teacher      instructor      counsellor      study

## Activity 121



Listen and underline the consonant sounds in these words.

we      so      day      at      they      know      here

## Activity 122



Listen. Then repeat the sentences.

### Linking words

When a vowel sound follows a consonant sound we join the consonant sound to the vowel sound.

1. My name's sAmina.
2. I come from ma big family.
3. I would like to become man electrician.
4. I worked as a volunteer.

## Activity 123

Now practise the sentences from Activity 122 with a partner.

## Activity 124



Listen to these sentences. Mark the links.

1. Asha studied and worked part time.
2. She got a certificate from TAFE.
3. She has a good job.
4. She works as an aged care worker.
5. She works in a hospital.

# A TAFE form

## Activity 125

Read Asha's form. Then answer the questions.

STUDENT DETAILS	
Is this your first TAFE course? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	
Surname <u>Hasan</u>	First name <u>Asha</u>
Address <u>1/431 Smith St</u>	
Suburb <u>Footscray</u>	Postcode <u>3011</u>
Phone (home) <u>8742 0431</u> (work) <u>8366 9999</u> (mobile) <u>0410 888 444</u>	
Email address _____	
Date of birth <u>1/1/79</u>	Female <input checked="" type="checkbox"/> Male <input type="checkbox"/>
Course title <u>Certificate III in Aged Care</u>	
Fee <u>\$ 250.00</u>	
PAYMENT DETAILS	
Cash <input checked="" type="checkbox"/> Cheque <input type="checkbox"/> Visa <input type="checkbox"/> Eftpos <input type="checkbox"/>	
Credit card no. <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	
Expiry date _____ / _____	
Student signature <u>Asha Hasan</u>	

### Example

- What is Asha's surname? Hasan
- Where does she live? \_\_\_\_\_
  - What is her date of birth? \_\_\_\_\_
  - What course did she do? \_\_\_\_\_
  - How much did it cost? \_\_\_\_\_
  - How did Asha pay? By \_\_\_\_\_

## Activity 126

Read about Adam. Then fill in the form for him.

Adam Deng wants to study at TAFE. This is his first course at TAFE. He lives at 16/44 Amie St, Campsie 2194. He doesn't have a home phone number but he has a mobile phone. The number is 0418 687 700. He doesn't have a job. He was born on 1st June 1987. He wants to do Certificate I in Auto Mechanics. It costs \$177.00. He will pay by Eftpos.

### STUDENT DETAILS

Is this your first TAFE course? Yes ☐ No ☐

Surname \_\_\_\_\_ First name \_\_\_\_\_

Address \_\_\_\_\_

Suburb \_\_\_\_\_ Postcode \_\_\_\_\_

Phone (home) \_\_\_\_\_ (work) \_\_\_\_\_ (mobile) \_\_\_\_\_

Email address \_\_\_\_\_

Date of birth \_\_\_\_\_ Female ☐ Male ☐

Course title \_\_\_\_\_

Fee \_\_\_\_\_

### PAYMENT DETAILS

Cash ☐ Cheque ☐ Visa ☐ Eftpos ☐

Credit card no.

Expiry date \_\_\_\_\_ / \_\_\_\_\_

Student signature \_\_\_\_\_ *Adam Deng*

## Activity 127

 Listen and complete the sentences.



### Example

A traineeship is a way to work and study at the same time.

1. A traineeship is usually at Certificate \_\_\_\_\_ or Certificate \_\_\_\_\_ level.
2. Traineeships can last from \_\_\_\_\_ months to \_\_\_\_\_ years' part time.
3. Traineeships prepare people for almost \_\_\_\_\_ jobs including banking, office and \_\_\_\_\_ work.
4. If you want more information about \_\_\_\_\_ talk to your careers counsellor.

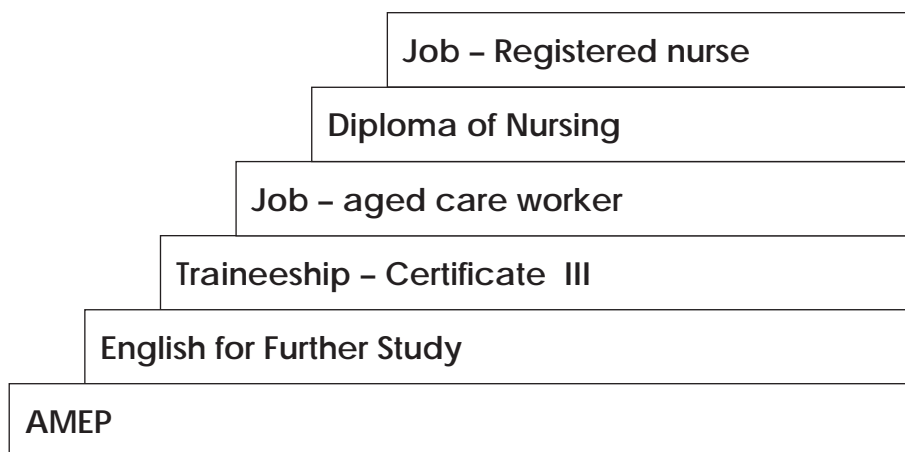
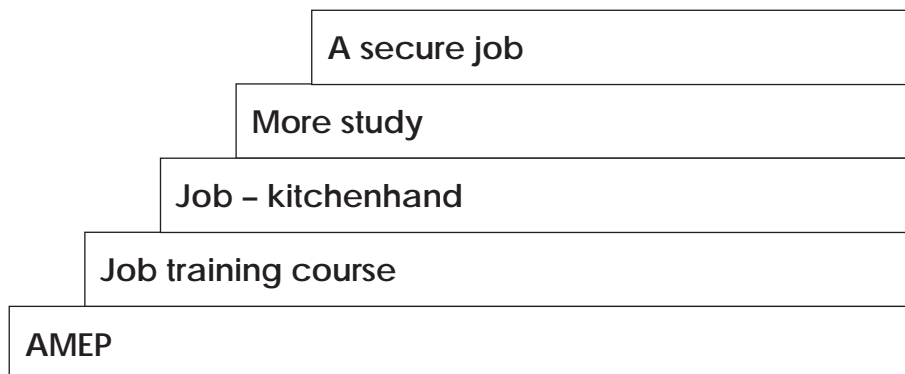
## Activity 128

 Listen again and answer the questions.

1. At what level are most traineeships? \_\_\_\_\_
2. How long are most traineeships? \_\_\_\_\_
3. How many different jobs can you do a traineeship for? \_\_\_\_\_
4. Tick (✓) the correct answer. This information is about:  
☐ shopping.  
☐ traineeships.  
☐ people.

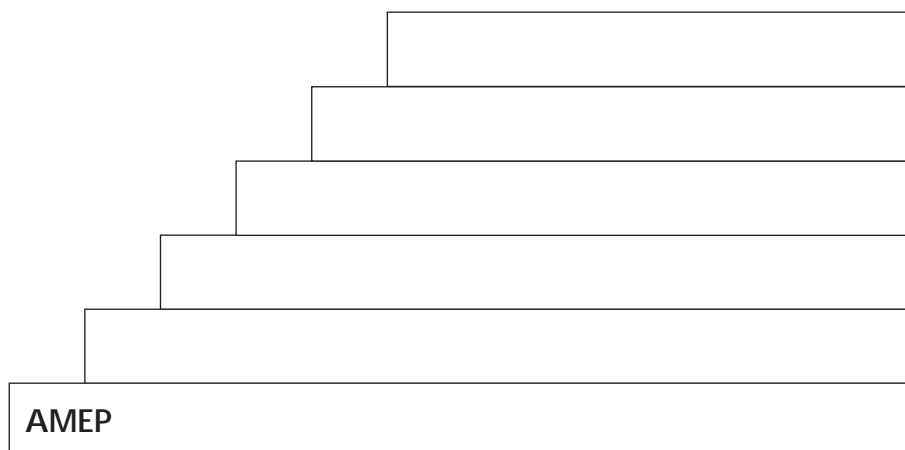
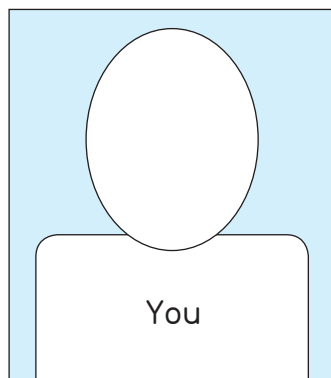
## Activity 129

Look at the charts of Bashir's and Asha's career pathways.



## Activity 130

Fill in the chart for your career pathway. Ask your teacher or the careers counsellor to help you.



## Activity 131

Look for each word from the box in the word puzzle and circle it. Some read down ↓ and some read across →. Then highlight the unused letters.

What would Asha like to do one day? To find out, copy the highlighted letters into the spaces below the puzzle to find out. Start from the top left corner and finish at the bottom right corner.

<del>advice</del>	details	interview	title
application	education	pathway	trainee
apply	enrolment	payment	volunteers
cash	<del>fee</del>	signature	would
college	goals	supervisor	

E	N	R	O	L	M	E	N	T	R	E	G
D	A	P	P	L	I	C	A	T	I	O	N
U	C	A	I	S	A	D	V	I	C	E	V
C	O	Y	A	P	P	L	Y	T	T	F	O
A	L	M	D	E	T	A	I	L	S	E	L
T	L	E	E	C	A	S	H	E	R	E	U
I	E	N	E	D	W	O	U	L	D	N	N
O	G	T	U	P	A	T	H	W	A	Y	T
N	E	I	N	T	E	R	V	I	E	W	E
G	O	A	L	S	T	R	A	I	N	E	E
R	S	U	P	E	R	V	I	S	O	R	R
S	I	G	N	A	T	U	R	E	S	E	S

What would Asha like to be one day?

She would like to be a \_\_\_\_\_.

# After class

## Activity 132

Fill in the form with your details.

### STUDENT DETAILS

Is this your first TAFE course? Yes ☐ No ☐

Surname \_\_\_\_\_ First name \_\_\_\_\_

Address \_\_\_\_\_

Suburb \_\_\_\_\_ Postcode \_\_\_\_\_

Phone (home) \_\_\_\_\_ (work) \_\_\_\_\_ (mobile) \_\_\_\_\_

Email address \_\_\_\_\_

Date of birth \_\_\_\_\_ Female ☐ Male ☐

Course title \_\_\_\_\_

# About your learning

## Activity 133

Read the sentences below. Tick (✓) the correct boxes for yourself.

	Yes	No	A little
I can talk about my career goals.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
I can write about my career goals.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
I understand vowel and consonant sounds.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
I understand linking between words.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
I can fill in a chart for my career pathway.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
I know what a traineeship is.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
I can fill in a TAFE form.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>



The image features a solid blue background with a curved top edge. A lighter blue, semi-transparent curved shape is positioned behind the text. The text "DVD scripts" is written in a white, sans-serif font, centered horizontally and partially overlaid by the lighter blue shape.

# DVD scripts

## Unit 1 Adam's story

### Part 1

Theresa: Are you Adam?

Adam: Hi, I'm Adam. I'm here to see the educational counsellor.

Adam: Hi, I'm Adam. I'm here to see the educational counsellor.

### Part 2

Theresa: I understand you're interested in work?

Adam: Yes, I'm an auto mechanic. I want to own my own garage.

Theresa: Uh huh. So you can fix cars?

Adam: Yes, my uncle can fix cars. He showed me.  
I help him.

Theresa: And have you done formal training as a mechanic?

Adam: No, no school. Just my uncle.

Theresa: Well, that's training too. But to work as a mechanic in Australia, you'll at least have to do some study.

Theresa: Let's write this down.  
Your teacher's Judy.

Adam: Yes.

Theresa: OK. That's your goal.

Adam: No, that's my garage!

Theresa: Yes, your garage is your goal. It's what you want in the future. And what do you need to get your garage?

Adam: Money ... so, I'll have to get a job I guess.  
I'll get a job as an auto mechanic.

Theresa: OK. So you can do an auto mechanics course at TAFE.

Adam: No ... no course. I can fix cars now.

Theresa: I know, Adam. And you may not have to do as much study as people who are just starting. But you'll have to do at least some study. Look.

This is education in Australia. Here is school and the AMEP.

When a young person like you leaves school or the AMEP or additional English classes, they go to TAFE or to university or do job training.

Now they go to university to be a doctor or a teacher. And they study for four or five or six years sometimes.

Adam: Oh, too much.

Theresa: Or some people get a job straight from school. But even with these jobs, the worker usually needs to do a short job training course to get ready.

Adam: Really?

Theresa: Yes. And to be an auto mechanic, you go to TAFE. You study for three or six or twelve months or three years. And you get a certificate.

Adam: So how do I know which course is good for me?

Theresa: Well, let's look at your options.

Adam: But what if I know all this already?

Theresa: Well, there are still basic subjects that all mechanics have to do, for example, Occupational Health and Safety. That's so you will be safe in the workplace. Certificate I covers these basic subjects. And you can apply to work in a garage after that.

Adam: How long does that take?

Theresa: About three months. But if you're serious about being a mechanic, you should look at doing the Certificate III Apprenticeship. Which includes Certificates I and II.

Adam: How long?

Theresa: Three years part time while you work.

Adam: But with apprenticeship, you don't get paid much.

Theresa: Well, that's because you're learning on the job as well as studying at TAFE but at the end you'll get a well paid job.

Adam: Does that mean I can have more money to buy my own garage?

Theresa: Yes. Adam, there's a much better chance that you'll earn more money after completing your studies. Or you can do it step by step if you like, without an apprenticeship. First Certificate I, then Certificate II and then later finish Certificate III. The subjects you do in Certificates I and II count towards Certificate III.

You might even consider Certificate IV to help you prepare to own your own garage. But entry level into these courses starts at a higher level of English than you have now. So you have to continue your study in the AMEP and perhaps do a Further English class.

Adam: This seems like a lot of study.

Theresa: I know. But it's going to benefit you. Look.

- There's an English for Automotive class to help you prepare for the language used in the Automotive Certificate course.
- Adam: Theresa? I know a lot about auto mechanics. You said before that maybe I don't need to study as much.
- Theresa: Yes, we have something called RPL.
- Adam: RPL?
- Theresa: This means Recognition of Prior Learning. Now you can get RPL if you're working or if you want to study. But you have to prove that you can do the job. You may have to do a long assessment where someone watches you tick off your competencies. Sometimes, when you get a job, if your employer thinks you're working well, he might help you to get RPL. Getting RPL is a long process. So it's good if you have an employer who can help you.
- Adam: Ooh, this seems like a lot of information.
- Theresa: I know. But you don't have to make a decision now. And I'm here when you do decide.
- Adam: Thanks, Theresa.
- Theresa: My pleasure Adam. Make an appointment to see me when you decide which option is best for you.
- Adam: OK. Bye, Theresa. Thanks again.

## Unit 2 Bashir's story

Yeah, my name's Bashir but my friends here call me Bazza! I'm from Afghanistan. I came here when I was 19. I had about six years' education in my country but I didn't have any English. I left my mum and my little brother in Afghanistan and I had to bring them out. So I just wanted to get a job and some money to set up a flat. But I couldn't get a job. No experience and no English. What could I do?

Well, I did the AMEP youth program.

I thought, just three months, study English, get a job, get a car, get a flat ... no worries. But what happened was, I ended up studying almost for a *year* in the AMEP. That's what I needed to do to get enough English to find a job. The teachers taught me about the Australian workplace and the AMEP counsellor gave good advice about what sort of job I could get.

The counsellor asked me what I was good at, what I liked to do. As it turns out I'm good in the kitchen! So I thought, kitchenhand is the

quickest job I could get. But I still had to do a short course.

Yeah. I don't think you can get a job in Australia now without doing *some* sort of job training course.

Mine was just six weeks. I learnt how to clean and prepare food, how to follow health and safety procedures and keep the kitchen clean and tidy.

Well, now I work here, at the Hungry Bull Restaurant. It's a great place to work.

And I've been here for eight months and I've learnt a lot about Australian language working with these guys! But seriously, I had a bit of trouble with signs and forms at first. You really need to know how to read and write English in any job I think.

The pay's not too bad if I work late shifts and weekends. My mum and my brother are here now so I have to keep working to help them but the only problem with my job is that it's casual work. Maybe one day I'll want to buy a house for my family. The banks don't lend money to casual workers. So I think maybe I'll go back and study part time, do a higher certificate so I can get a more permanent job with better pay.

I'd really love to have a secure job ... and a BMW! Hey! Anything's possible!

## Unit 3 Rachel's story

Rachel, my name's Rachel. I'm from Uganda. I was 19 when I came here. I went straight into an AMEP class. I finished Certificate III pretty quickly. I'd studied English in Uganda so I just needed to understand the accent and the Australian expressions but I learnt a lot more there than I thought. The AMEP orientation program was great. It helped me find my way around ... taught me to become self reliant. For example, when I wanted to find my own flat, I could read the ads in the newspapers and I knew just what to do ... my teachers had shown me how to do that.

Yeah, I got the Certificate in three months then I did a further English class before I went to TAFE to study Certificate IV in Small Business Management. I thought it might be good to have my own small cleaning company. But I got interested in Human Resources Management, you know, managing the workers, being responsible for who's employed ... so I continued at TAFE and did the Diploma in Human Resources Management the next year. I studied that full time for a year and a half.

The Certificate and the Diploma together ... that took me two years. Then I had to make a decision. You know, I still had some family at home and they needed money so I had to get a job but also, I really wanted to study more ... very hard decision.

In the end, I did both part time. I worked in a hotel and studied at uni part time for two years. I was studying the Bachelor of Business in Human Resources Management. I graduated at the end of last year. Yeah, it felt good. And now I've got a job, a good job. I work at the Vibe Hotel. I'm the assistant Human Resources Manager.

It's a really interesting job, because it's a big hotel and there's a large turnover in staff ... there are a lot of casual workers. I have to make sure everyone gets proper training. I'm a people person, you know. You need to be able to communicate easily with people to do this job well.

When I first came to Australia I thought, easy, I'd get my own business and make a lot of money quickly. Now I know nothing happens quickly. I had a lot to learn about Australian education and workplace culture.

Well, I guess that's my advice. Don't expect it to happen quickly. It's taken me almost five years and when I arrived I could speak and write English quite well. It will take longer for someone who is starting to learn English or for someone who hasn't had that much education in their own country. And be ready to change your direction. Look at me, I thought I wanted to be my own boss but I'm enjoying working for a big hotel. I hope to be an executive manager one day but I've got enough people to boss around here for now!

## Unit 4 Asha's story

My name's Asha. I come from Liberia. I was 25 when I came here. I didn't have any English! I went straight into the AMEP classes. I have a little boy and he went to childcare while I studied in the AMEP class. I lost my husband during the war.

So I studied in the AMEP for about 18 months. That included some further English classes. I'd never been to school before but the teachers there taught me how to study. I made great friends in that school.

Theresa, she's an AMEP counsellor, she gave me good advice about what to do after my English class. I really like helping sick people. I would like to be a nurse. I did volunteer work with the IRC hospital in the refugee camp for two years. They gave me a letter. So Theresa looked

into claiming RPL for me. That's Recognition of Prior Learning. But they wanted so much evidence ... you know, papers, details ... that it was easier for me to just do the full training.

I did my study as a traineeship. I did it part time because my son was still young and also because I still kept some of my benefits, like the health care card.

A traineeship? That means I worked and studied at the same time and I got paid to do both. I worked in a job at a home for the aged ... you know, for people who are older and can't help themselves any more. I worked about 15 hours a week and I got one and a half hours' paid training per week ... that training could either be away from the hospital or in the hospital.

My supervisor, she taught me this way:

'Do it normal,  
Do it slow,  
Do it together  
And off you go!'

That means I watched my supervisor do a task, say, prepare a patient's bed. Then she did it again, slowly and talked about what she was doing. Then we did the task together and then I did the task by myself. It's a good way of learning.

The name of the traineeship was Certificate III in Aged Care Work. It took me a year to finish. And I had to do extra English studies for all the language you need in nursing. It's so important to understand instructions clearly.

Now I'm working here ... St Alban's Home for the Aged. It's closer to my home and my son's school.

I'm happy with my job. I might go back and study Certificate IV if I want more responsibilities ... and *more money!*

Who knows? I might even study to be a Division 2 Registered Nurse one day. But I'll have to wait until my son is in school.

Maybe when he's six or seven, I'll go back and study part time.

# Audio scripts

## Unit 1 Adam's story

### Activity 6

#### Listen and read.

My name is Adam. I'm a student. I want to be an auto mechanic.

My name is Theresa. I'm a careers counsellor. I want to help students to find the best career pathway.

### Activity 22

#### Listen and highlight the names of jobs.

Short job training courses will help you get a job as a cleaner, a hotel worker or a factory worker. You can study at TAFE to be a hairdresser, a childcare worker or an auto mechanic. You have to study longer at TAFE. You can learn to be a doctor, a teacher or a lawyer at university. You have to study for four to six years at university.

### Activity 25

#### Listen and read.

##### Syllables

One-syllable words:

fix                  goal                  work                  job

Two-syllable words:

garage                  study                  career                  pathway

Three-syllable words:

mechanic                  apprentice                  studying

### Activity 26

#### Listen and write each word under the correct heading.

car	appointment	counsellor
helping	formal	brochure
employer	school	use
training	own	assessment

### Activity 28

#### Listen and write each word or phrase from the box under the correct photo.

**Example** She can draw.

1. He can cook.
2. They can sew.
3. He can SMS.
4. She can drive.
5. She can cut hair.
6. She can tell stories.
7. He can fix things.
8. He can fix cars.
9. He can build things.
10. She can use a computer.
11. She can look after children.

### Activity 31

#### Listen to the sentences.

**Example** Adam can fix cars. Adam knows how to fix cars. Adam is good at fixing cars.

1. He can play basketball. He knows how to play basketball. He's good at playing basketball.
2. She can use a computer. She knows how to use a computer. She's good at using a computer.
3. He can play soccer. He knows how to play soccer. He's good at playing soccer.
4. He can cook healthy food. He knows how to cook healthy food. He good at cooking healthy food.
5. She can save money. She knows how to save money. She's good at saving money.

### Activity 33

#### Listen and complete the sentences.

Adam can fix cars. He wants to be an auto mechanic. One of his options is to do an apprenticeship.

An apprenticeship is a great way to be paid while you learn.

Apprenticeships usually take three to four years. You learn all about your trade on the job and sometimes away from the job at TAFE. You study at Certificate level III or IV.

Apprenticeships are available for more than 100 jobs such as auto mechanic, cook, hairdresser and builder.

If you want to do an apprenticeship, you need to find an employer or Group Training Organisation to employ you. If you are studying, your careers counsellor can help you *or* you can call the New Apprenticeships phone line on 1800 639 629.

## Unit 2 Bashir's story

### Activity 39

#### Listen and fill in the appointment card for Bashir.

Receptionist: Can I help you?

Bashir: Yes. I'd like to make an appointment to see the careers counsellor.

Receptionist: Yes, that's Theresa.

Bashir: Theresa?

Receptionist: That's right. Your name, please?

Bashir: Bashir. B-a-s-h-i-r.

Receptionist: And your surname?

Bashir: Hussaini. H-u-double s-a-i-n-i.

Receptionist: Can you come on Tuesday?

Bashir: Yes. What time?

Receptionist: 4 pm?

Bashir: No worries.  
 Receptionist: Can you fill in this form please?  
 Bashir: Sure.  
 Receptionist: Here's your appointment card.  
 She's in room six.  
 Bashir: Thank you.

### Activity 40

#### Listen and read.

Theresa: What can I do for you, Bashir?  
 Bashir: I want to get a job. I need to bring my mum and brother to Australia.  
 Theresa: OK. So you want to work as soon as possible.  
 Bashir: That's right.  
 Theresa: How many years did you go to school in your country?  
 Bashir: Just six years.  
 Theresa: Uh huh. And Bashir, what do you like doing?  
 Bashir: Well, I like cooking for my friends. I had to learn how to cook when I came to Australia.  
 Theresa: Oh, that's great. But you need to study at TAFE to be a cook.  
 Bashir: Oh, really? But I need a job now. I don't have time to study.  
 Theresa: Well, you can work as a kitchenhand, helping a cook.  
 Bashir: Yeah? That sounds good. What do I have to do?  
 Theresa: You can do a short course at TAFE, just six weeks and they can help you find a job.  
 Here's a brochure.  
 Bashir: Thanks, Theresa.

### Activity 41

#### Listen and write the verbs from the box in the correct place.

Theresa: What can I do for you, Bashir?  
 Bashir: I want to get a job. I need to bring my mum and brother to Australia.  
 Theresa: OK. So you want to work as soon as possible.  
 Bashir: That's right.  
 Theresa: How many years did you go to school in your country?  
 Bashir: Just six years.  
 Theresa: Uh huh. And Bashir, what do you like doing?

Bashir: Well, I like cooking for my friends. I had to learn how to cook when I came to Australia.  
 Theresa: Oh, that's great. But you need to study at TAFE to be a cook.  
 Bashir: Oh, really? But I need a job now. I don't have time to study.  
 Theresa: Well, you can work as a kitchen hand, helping a cook.  
 Bashir: Yeah? That sounds good. What do I have to do?  
 Theresa: You can do a short course at TAFE, just six weeks and they can help you find a job.  
 Here's a brochure.  
 Bashir: Thanks Theresa.

### Activity 50

#### Listen and read about careers counsellors.

The careers counsellor may ask a lot of questions to find out about your interests.

Would you like to work in an office?

Would you like to work in hospitality or in the service industry?

Would you like to help people?

Would you like to make things or fix things with your hands?

Would you like to work outside?

### Activity 55

#### What skills and interests do these people have?

I'm good at communicating with people.  
 I enjoy looking after animals.  
 I like skateboarding.  
 I like working in the garden.  
 I'm good at doing makeup.  
 I'm good at using my hands.  
 I'm good at music.  
 I'm good at taking photographs.  
 I'm good at looking after children.  
 I'm good at dancing.  
 I enjoy studying.  
 I'm good at fixing cars.

### Activity 56

#### Listen to these people talking about their jobs.

##### Example

I like working with people. In my job I make men and women look good.

1. I like working with my hands. Sometimes my job is dirty and smelly. I fix problems in houses. I work with water and gas.



2. I like working outside. I work casually from 6am to 6pm. I work outside the city. I grow vegetables for the market.
3. I'm good at talking to people. Sometimes I work on Saturdays and Sundays and Friday nights. I sell things.
4. I like helping sick people. I work at different times of the day and night. I work in a hospital.
5. I work with my hands. I often work early in the morning. I clean office buildings.
6. I like talking to people. I work in a different place every day. I drive them to where they want to go.

### Activity 58

#### Listen and read about Bashir's skills and interests.

I like cooking. I can prepare food and I know how to keep a kitchen clean and tidy. I'm good at working in the kitchen. I'm also good at using the computer, so I help my friends.

### Activity 62

#### Listen and read.

##### Bashir's job training course

Bashir did a six-week job training course to help him get a job as a kitchenhand. He learnt how to clean and prepare food, and how to follow health and safety procedures. He also learnt how to keep the kitchen tidy and clean. When he finished his course he got a Certificate I in Hospitality. In the future maybe he can study more to learn how to be a chef.

### Activity 67

#### Listen and read.

##### Syllable stress

In English, words with more than one syllable have some syllables that are longer and louder.

training	study	kitchen
enough	Theresa	procedure possible

### Activity 68

#### Listen and write each word under the correct heading.

safety	restaurant	counsellor	pathway
appointment	advice	perhaps	important

## Unit 3 Rachel's story

### Activity 83

#### Listen to these work verbs and nouns.

##### Some work verbs

use	make	prepare	clean
organise	build	cut	repair
communicate	drive	operate	sell

##### Some work nouns

machine	computer	forklift	tools
truck	people	files	cloth
wood	buildings	meals	cash register

### Activity 90

#### Listen and read about Ivana and Mahmud.

##### Ivana

Ivana wants to be a doctor. She likes helping people. She likes studying science and working with her hands. To be a doctor she needs to study very hard and get high marks in her exams. She needs to communicate very well. She needs to go to university for six years to get a degree.

##### Mahmud

Mahmud wants to be a ward assistant. He likes helping people and he likes working with his hands. To be a ward assistant he needs to do a part-time traineeship for one year. He can work four days in a hospital and study one day a week at TAFE. He will get a certificate from TAFE.

### Activity 91

#### Listen and read about doctors and ward assistants.

Doctors work in hospitals. They help sick people and write prescriptions. They need to communicate with patients and study hard. They need to go to university to get a degree.

Ward assistants work in hospitals. They clean floors and rooms. They make beds and they take patients from one place to another. They need to understand health and safety. They need to go to TAFE to get a certificate.

### Activity 92

#### Listen and circle the correct words about the job.

##### Example

Teachers work in schools.

They prepare lessons for their classes and teach.

They need to communicate with people and like young people.

They need to go to university to get a degree.



**Activity 95**

**Listen and mark the syllable stress.**  
qualification

- |                |                   |
|----------------|-------------------|
| 1. degree      | 2. diploma        |
| 3. training    | 4. university     |
| 5. certificate | 6. apprenticeship |

**Unit 4 Asha's story****Activity 111**

**Listen to the three stories and write.**

Hello. I'm Tabitha. I come from a big family. I'm the oldest. I like helping my mum with my brothers and sisters. I think I would like to work with little children, maybe be a kindergarten teacher.

Hi. My name's Amina. I really love dancing and keeping fit and I like showing my friends how to dance. I would like to be a fitness instructor.

How are you doing? My name's Daniel. I really like playing soccer. Actually I just love being outside. In the refugee camp I was a volunteer in the plant nursery. I think I would like to work outside. Maybe become an outdoor council worker.

**Activity 112**

**Listen and complete the sentences.**

1. Tabitha likes helping her mum with her brothers and sisters.
2. Amina likes dancing and keeping fit.
3. Daniel likes playing soccer and being outside.

**Activity 113**

**Listen again to Daniel's story.**

How are you doing? My name's Daniel. I really like playing soccer. Actually I just love being outside. In the refugee camp I was a volunteer in the plant nursery. I think I would like to work outside. Maybe become an outdoor council worker.

**Activity 118**

**Listen and read.**

**Vowel and consonant sounds**

There are 44 sounds in English. There are 24 consonant sounds and 20 vowel sounds.

'Look' has two consonant sounds /l/ and /k/ and one vowel sound /ʊ/.

'Teacher' has two consonant sounds /t/ and /tʃ/ and two vowel sounds /i/ and /ə/.

'Degree' has three consonant sounds /d/ /g/ and /r/ and two vowel sounds /ə/ and /i/.

**Activity 119**

**Listen and underline the vowel sounds in these words.**

see	do	at	me	how
each	say	goal	work	would

**Activity 120**

**Now listen and underline the vowel sounds in these words.**

pathway career family trainee consonant  
teacher instructor counsellor study

**Activity 121**

**Listen and underline the consonant sounds in these words.**

we so day at they know here

**Activity 122**

**Listen.**

**Linking words**

When a vowel sound follows a consonant sound we join the consonant sound to the vowel sound.

**Now repeat these sentences.**

1. My name's Amina.
2. I come from a big family.
3. I would like to become an electrician.
4. I worked as a volunteer.

**Activity 124**

**Listen to these sentences. Mark the links.**

1. Asha studied and worked part time.
2. She got a certificate from TAFE.
3. She has a good job.
4. She works as an aged care worker.
5. She works in a hospital.

**Activity 127**

**Listen and complete the sentences.**

A traineeship is a like an apprenticeship because it is a way to work and study at the same time. A traineeship is usually at Certificate II or Certificate III level. Traineeships can last from twelve months to six years' part time. But most are one or two years. The other difference is that traineeships prepare people for almost 800 jobs including banking, office and shop work. If you want more information about traineeships talk to your careers counsellor.

**Activity 128****Traineeships**

A traineeship is a like an apprenticeship because it is a way to work and study at the same time. A traineeship is usually at Certificate II or Certificate III level. Traineeships can last from twelve months to six years' part time. But most are one or two years. The other difference is that traineeships prepare people for almost 800 jobs including banking, office and shop work. If you want more information about traineeships talk to your careers counsellor.