

Nombre de la actividad	Reading: Skimming and Scanning
Idioma	Inglés
Nivel	Pre-intermedio
Objetivo	Identificar dos técnicas de lectura rápida y ponerlas en práctica con un texto.
Competencia lingüística a desarrollar	Lectura
Estrategias	<p>Hoja de trabajo:</p> <ul style="list-style-type: none"> - Practicar la lectura rápida para tener una idea general del texto. - Practicar la lectura rápida para obtener información específica de un texto.
Actividades	<p>Instrucciones:</p> <ol style="list-style-type: none"> 1. Lee los anuncios de la hoja de trabajo lo más rápido que puedas para tener una idea general de cada uno. 2. Lee las descripciones de las personas y busca lo más rápido que puedas el mejor trabajo para cada una de ellas. 3. Compara tus respuestas con las de la hoja de trabajo.
Feedback	Hoja de respuestas

Reading Skimming and Scanning: Applying for a Job



Instructions: Skim the job advertisements. Then answer the question below.

1. Needed: Full time secretary position available. Applicants should have at least 2 years' experience and be able to type 60 words a minute. No computer skills required. Apply in person at United Business Ltd., 17 Browning Street.

2. Are you looking for a part time job? We require three part time shop assistants to work during the evening. No experience required. Applicants should be between 18 and 26. Call 366 - 76564 for more information.

3. Computer trained secretaries: Do you have experience working with computers? Would you like a full time position working in an exciting new company? If your answer is yes, give us a call at 344-5487

4. Teacher Needed: Tommy's Kindergarten needs two teacher/trainers to help with classes from 9 a.m. to 3 p.m. Applicants should have appropriate licenses. For more information, visit Tommy's Kindergarten in Leicester Square No. 56

5. Part time work available: We are looking for retired adults who would like to work part time during the weekend. Responsibilities include answering the telephone and giving information to customer. For more information, contact us by calling at 344-6589

6. University positions open: The University of Cumberland is looking for four teaching assistants to help with homework correction. Applicants should have a degree in one of the following: Political Science, Religion, Economics, or History. Please contact the University of Cumberland for more information.

Which position is best for these people? Now scan the text and choose ONLY ONE position for each person.

a) **Jane Madison.** Jane recently retired and is looking for a part time position. She would like to work with people and she enjoys public relation work.

b) **Jack Anderson.** Jack graduated from the University of Trent with a degree in Economics two years ago. He would like an academic position.

c) **Margaret Lillian.** Margaret is 21 years old and she would like a part time position to help her pay her university expenses. She can only work in the evenings.

d) **Alice Fingelhamm.** Alice was trained as a secretary and has six years of experience. She is an excellent typist but does not know how to use a computer. She is looking for a full time position.

e) **Peter Florian.** Peter went to business school and studied computer and secretarial skills. He is looking for his first job and would like a full time position.

f) **Vincent san George.** Vincent loves working with children and has an education license from the city of Birmingham. He would like to work with young children.

Reading Skimming and Scanning: Applying for a Job (Answers)

Instructions: Skim the job advertisements. Then answer the question below.

- a) The best job for Jane is 5.
- b) The best job for Jack is 6.
- c) The best job for Margaret is 2.
- d) The best job for Alice is 1
- e) The best job for Peter is 3.
- f) The best job for Vincent is 4.

* Adapted from: http://esl.about.com/library/reading/bl_read_jobad.htm