1. **Brush up your Vocabulary**

Révisez ces quelques mots ou expressions mais surtout, écoutez-les et prononcez-les à votre tour en veillant à bien marquer la syllabe accentuée :

A/ Listen and repeat:

A want ad.
a “now hiring” sign
A resumé
How to apply
an applicant
an application
a résumé
Work part-time
work flexible hours
A full-time job with benefits
High wages

B/ Practise

*Etes-vous un bon interprète ? Complétez la traduction anglaise avec les articles (défini /indéfini/ zéro) qui conviennent : a, an or 0?*

1. La plupart des gens croient que le travail des enfants n’existe que dans les pays en voie de développement.
   ..... most ..... people believe that .......child labour only exists in ....... developing countries.

2. Et pourtant (yet) , des centaines d’enfants travaillent actuellement dans des vergers (fruit farms) du sud des Etats-Unis.
   And yet, ....... hundreds of children are currently working on...... fruit farms in ..... south of ...... USA.

3. Comme ils doivent cueillir des fruits toute la journée ils manquent l’école.
   As they have to pick ....... fruit all ....... day long, they miss ....... school.

4. Privés d’éducation, ils ne peuvent espérer de meilleures conditions d’existence à l’âge adulte.
   Deprived of ...... education, they cannot hope for ...... better life conditions when they reach ...... adulthood.
5. Des emplois épuisants ou le chômage, voilà ce que l’avenir leur réserve !
Exhausting jobs or unemployment is what the future holds for them.

6. Situation déplorable à laquelle il faut mettre fin !
…….. deplorable situation we must put ..... end to!

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**2. Phonology**

1. Comme en français, l’écrit peut être trompeur ! En effet, certaines lettres comme le « k » initial + « n » de knife, par exemple, sont muettes. D’autres ne s’entendent pas à l’oral, mais affectent la prononciation du son-voyelle qui les précède. Prononcez les phrases suivantes, repérez les « absentes » et indiquez la lettre (ou le groupe de lettres) que vous ne prononcez pas, puis écoutez et vérifiez vos réponses :

1. Joe and Monica have nown each other for 10 years
2. Their frendship didn’t come to an end when Monica moved to San Diego.
3. They are still communicating regularly.
4. Monica ofen sent mails.
5. She used to rite long messages.
6. But Joe coudn’t always anser them. He was too busy.
7. So, they thout it was better to call twice a week

2. Dans la liste de mots suivants, quels sont ceux où le son-voyelle indiqué en bleu (graphie « i » ou « y ») se prononce comme dans FIVE et ceux où il se prononce comme dans SIX ? Faites glisser chaque mot dans la colonne correspondant au son qui vous semble juste puis écoutez et vérifiez votre réponse.

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Vous allez entendre un court exposé sur les droits dont peuvent bénéficier les salariés américains, exposé sur lequel portent 7 questions. Lancez l’enregistrement et sélectionnez la réponse (a), (b) ou (c) qui vous semble correcte.

Benefits: facts and figures

1. "Paid leave" means that most employees:
   a. are given money when the company fires them.
   b. are paid normal wages when on legal holidays.
   c. pay the company to be able to obtain days off.

2. In the private sector:
   a. very few companies provide paid leave to their employees
   b. 77% of employees benefit from paid leave
   c. 77% of the companies provide paid leave to their employees

3. Employees may enjoy a 21-day paid leave:
   a. when they’ve been working for more than 9 days per year in the company.
   b. when they’ve spent almost 15 years in the company
   c. when they’ve been in service for more than 15 years

4. "Retirement" refers to:
   a. the money employees are able to withdraw from the bank
   b. the allowance some employees will receive when on retirement
   c. the funds provided by all companies to benefit pensioners

5. Retirement pensions are granted:
   a. by one third of the companies with fewer than 100 workers
   b. by 10% of the companies with 100 workers or more
   c. by 33% of the companies provide paid leave to their employees

6. Employees are covered by medical care plans:
   a. only when they are single.
   b. only when they have a large family
   c. only when they are working for companies providing such a benefit.

7. Medical care premiums:
   a. don’t require employee contributions.
   b. employee contributions are almost four times higher for family coverage than for single coverage
   c. company contributions are higher for single coverage than for family coverage
Résumés

A résumé (also spelt resume) is a document used by individuals to present their background and skills. Résumés can be used for a variety of reasons but most often to secure new employment. A typical résumé contains a summary of relevant job experience and education.

The résumé is one of the first items, along with a cover letter, that a potential employer encounters regarding the applicant and is often followed by an interview, when seeking employment. The résumé is comparable to a curriculum vitae in many countries.

A résumé is short (usually one to three pages), and directs a reader's attention to the aspects of a person's background that are relevant to a particular position.

Most résumés contain keywords that potential employers are looking for, make heavy use of active verbs, and display content in a flattering manner. A résumé is a “marketing” tool in which the content should be adapted to suit each individual job application and/or applications aimed at a particular industry.

Résumés may be organized in different ways:

- A reverse chronological résumé enumerates a candidate's job experiences in reverse chronological order, generally covering the last 10 to 15 years. It works to build credibility through gained experience, while illustrating career growth over time and filling all gaps in a career trajectory.
- A functional résumé lists work experience and skills sorted by skill area or job function. This format directly emphasizes specific professional capabilities and experience.
- The hybrid résumé balances the functional and chronological approaches. But it has a tendency to repeat itself and is therefore less widely utilized than the other two forms.
- Online résumés: it is common for employers to accept résumés electronically, either out of practicality or preference. This electronic boom has changed much about the way résumés are written, read, and handled. For job seekers, taking résumés online also facilitates distribution to multiple employers via the Internet. Finally, the Internet is enabling new technologies to be employed with résumés, such as video résumés.

1. Most of the time, a résumé is a document written......
   a. by individuals applying for a job
   b. by employers to present the background and skills of their company.
   c. by individuals for a variety of reasons.

2. An applicant should......
   a. send his/her résumé after an interview with the employer
   b. send it along with a cover letter before any interview
   c. give it to the employer on their first encounter

3. Résumés must be......
   a. short and direct
   b. short and addressed to a particular reader’s attention
   c. short and relevant to the position advertised

4. As a “marketing tool”, a résumé should......
   a. avoid making heavy use of active verbs
   b. use many flattering keywords to please an employer
   c. display an applicant’s specific skills and experience relating to the job

5. A functional résumé...
   a. emphasises an applicant’s specific professional skills
   b. emphasises an applicant’s career growth and gained experience over time
   c. balances the hybrid and the chronological approaches and is the most widely used.

6. Online résumés......
   a. are written, read and handled in exactly the same way as before.
   b. can include media other than text
   c. are more widely circulated and thus reach too many employers.
1. Brush up your Vocabulary!

B/ Practise
1. Most people believe that child labour only exists in developing countries.
2. And yet, hundreds of children are currently working on fruit farms in the south of the USA.
3. As they have to pick fruit all day long, they miss school:
4. Deprived of education, they cannot hope for better life conditions when they reach adulthood.
5. Exhausting jobs or unemployment is what the future holds for them.
6. A deplorable situation we must put an end to!

2. Phonology

1. Joe and Monica have known each other for 10 years
2. Their friendship didn’t come to an end when Monica moved to San Diego.
3. They are still communicating regularly.
4. Monica often sent mails.
5. She used to write long messages.
6. But Joe couldn’t always answer them. He was too busy.
7. So, they thought it was better to call twice a week

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3. Train and Test your Listening Comprehension

**Paid leave:** It is the most commonly provided employee benefit in the private sector: 77% of employees get from 9 days to 21 days per year, but only when they’ve been for more than 15 years in service.

1. "Paid leave” means that most employees:
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   a. when they’ve been working for more than 9 days per year in the company.
   b. when they've spent almost 15 years in the company
   c. when they've been in service for more than 15 years

**Retirement pension:** One-third of all establishments with 100 workers or more offer a defined benefit plan to their employees, compared to only one out of every 10 establishments with fewer than 100 workers

1. "Retirement” refers to:
   a. the money employees are able to withdraw from the bank
   b. the allowance some employees will receive when on retirement
   c. the funds provided by all companies to benefit pensioners

2. Retirement pensions are granted:
   a. by one third of the companies with fewer than 100 workers
   b. by 10% of the companies with 100 workers or more
   c. by 33% of the companies provide paid leave to their employees
**Health insurance:** Most employees covered by medical care plans were in plans requiring employee contributions for both single and family coverage. Employee contributions for medical care premiums averaged $82 per month (single coverage), and $313 per month for family coverage.

1. Employees are covered by medical care plans:
   a. only when they are single.
   b. only when they have a large family
   c. only when they are working for companies providing such a benefit.

2. Medical care premiums:
   a. don’t require employee contributions.
   b. employee contributions are almost four times higher for family coverage than for single coverage
   c. company contributions are higher for single coverage than for family coverage

4. **Train and Test your Reading Comprehension**

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