

การอ่านประกาศรับ
สมัครงาน

Lesson

4

Job Advertising



Warm Up



1. Have you ever read Job Advertisement?
2. What does Job Advertisement consist of?



Scan to Watch Video
(Muangthai Smartbook)

Vocabulary Practice

position	qualification	background	information
required	full-time	experience	skill
an opportunity	duty	job specification	ability
immediately	Human resources	vacancy	applicants



Activity 1

Instruction : Write the words to complete the sentences below by using the words given above.

1. _____ is something you do as part of your job, because of your position or because it is morally or legally right.
2. _____ is a situation in which it is possible for you to do something,
or a possibility of doing something; also a chance to get a job.
3. A job or activity you did in the past is called _____.
4. Our company doesn't have any empty _____.



Activity 1

5. A working man should be paid in proportion to his _____, not his age.
6. A high degree of specialization is _____ in that company.
7. Proper _____ is required for the position.
8. _____ were requested to submit their resumes.
9. We need someone _____.
- 10 He commanded me to leave the room _____.



Grammar Tips

Job Advertisement

Job Advertisement หรือ Job Ads หรือ Position Vacant Ads เป็นโฆษณารับสมัครงาน ซึ่งมีจุดมุ่งหมายที่จะรับสมัครบุคคลเข้าทำงานในตำแหน่งที่ว่าง ซึ่งผู้อ่านประกาศรับสมัครงานจะสามารถตรวจสอบตนเองว่ามีคุณสมบัติเหมาะสมกับตำแหน่งงานที่ประกาศรับสมัครหรือไม่ Job Advertisement จึงเป็นก้าวแรกในการสมัครงาน ผู้อ่านสามารถทราบข้อมูลที่สำคัญ ๆ ก่อนที่จะตัดสินใจเลือกสมัครงานนั้น ๆ

ข้อมูลที่ผู้อ่านควรทราบจากการอ่าน Job Advertisement ได้แก่

Grammar Tips

1. Name & Address of the company	ชื่อ-ที่อยู่ของบริษัท
2. Type of business	ประเภทของธุรกิจของบริษัท
3. Positions wanted	ตำแหน่งงานต่าง ๆ ที่บริษัทต้องการรับสมัคร
4. General qualifications	คุณสมบัติทั่วไปของผู้สมัคร
5. Specific qualifications	คุณสมบัติเฉพาะสาขางาน
6. How to apply	วิธีการสมัคร
7. Documents needed	เอกสารที่จำเป็นต้องใช้ในการสมัครงาน
8. Person to contact	บุคคลที่ต้องติดต่อด้วย
9. Background information of the	ข้อมูลเบื้องต้นของบริษัท

Grammar Tips

10. Other information

ข้อมูลอื่น ๆ ที่เป็นประโยชน์ในการ
ตัดสินใจ) เช่น รายได้ (remuneration),
สวัสดิการ (welfare), การฝึกอบรม
(training),
โอกาสในการก้าวหน้า (chance of
advancement)

Grammar Tips

ข้อความในโฆษณาสมัครงานแบ่งเป็น 3 ส่วน ดังนี้

ส่วนที่ 1

ข้อมูลทั่วไปของบริษัท และเหตุผลในการรับสมัครบุคคลเข้าทำงาน

ส่วนที่ 2

รายละเอียดเกี่ยวกับตำแหน่งงานที่รับสมัครและคุณสมบัติเฉพาะสาขา

ส่วนที่ 3

ข้อมูลเกี่ยวกับคุณสมบัติทั่ว ๆ ไปของตำแหน่งงานทุกตำแหน่ง วิธีการสมัคร เอกสารที่จำเป็นต้องใช้ บุคคลที่ต้องติดต่อด้วย รายได้ สวัสดิการ การฝึกอบรม โอกาสก้าวหน้า ชื่อ-ที่อยู่ของบริษัท

Grammar Tips

ตัวย่อที่ใช้ในโฆษณารับสมัครงาน (abbreviations)

ตัวย่อ	คำเต็ม	ความหมาย	ตัวย่อ	คำเต็ม	ความหมาย
PC	Personal computer	เครื่องคอมพิวเตอร์	CV	Curriculum vitae	ประวัติย่อ
exp.	Experience	ประสบการณ์	Tel.	Telephone number	หมายเลขโทรศัพท์
enc./encl.	Enclosure	สิ่งที่ส่งมาด้วย	APP	Appointment	การนัด
Dept.	Department	แผนก	WK	Week	สัปดาห์
Min.	Minimum	อย่างต่ำ	Max.	Maximum	อย่างสูง
Bd	Road	ถนน	M/F	male/female	ชาย/หญิง

Grammar Tips

ตัวย่อ	คำเต็ม	ความหมาย	ตัวย่อ	คำเต็ม	ความหมาย
Yrs.	year	ปี	Attn.	Attention	ติดต่อ
req.	Required	ต้องการ	approx.	approximately	โดยเฉลี่ย
TEMP	Temporary	ชั่วคราว	ref.	reference	บุคคลอ้างอิง
avail.	Available	สามารถทำได้	FL./Fr.	Floor	ชั้น
Bldg.	Building	อาคาร	ID Card	Identification Card	บัตรประชาชน
Corp	Corporation	กลุ่มบริษัท	Asst.	Assistant	ผู้ช่วย
WPM	Words per minute	คำ/นาที	Equi.	Equivalent	เทียบเท่า

Grammar Tips

ตัวย่อ	คำเต็ม	ความหมาย	ตัวย่อ	คำเต็ม	ความหมาย
Esp.	Especially	โดยเฉพาะอย่างยิ่ง	MKTG.	Marketing	การตลาด
Co., Ltd.	Company Limited	บริษัทจำกัด	pref.	Preferred	ชอบ
a.s.a.p.	As soon as possible	โดยเร็ว	IMMD	immediately	ทันทีทันใด
admin.	Administrative, Administration, Administrator	ธุรการ	Sup.	Supervisor	ผู้คุมงาน

Grammar Tips

ตัวย่อ	คำเต็ม	ความหมาย	ตัวย่อ	คำเต็ม	ความหมาย
Eng.	engineer	วิศวกร	Sr.	Senior	ระดับอาวุโส/ ระดับสูง
PT	Part-time	ไม่เต็มเวลา	FT	Full-time	เต็มเวลา
grad	graduate	จบการศึกษา	Ext./Ext n	Extension	ต่อ (โทรศัพท์)
Mgr.	manager	ผู้จัดการ	G.P.A.	Grade Point Average	เกรดเฉลี่ย สะสม
mo.	month	เดือน	hr/h	hour	ชั่วโมง
doc.	document	เอกสาร	Biz	business	ธุรกิจ



Activity 2

Instruction: What do these abbreviations stand for?

1. apply ASAP =
2. Avail. immed =
3. No exp.req =
4. Exp. Pref. =
5. approx. 40 W.P.M =
6. immed openings =
7. min 2 yrs exp =
8. \$500/wk =
9. FT/PT =
10. Sal 15,000/mo =



Activity 3

Instruction : Read the job advertisement below. Then, rewrite it and change the abbreviations in full words.

Electrical Phuket Marine Co.

We need you....

- Do you have an electrical **quals**?
- Are you 20–35 **yr** old?
- Marine **exp.** would be an advantage, but not **nec.**

We are looking for a **FT** electrical **enr**

Come and work in one of Asia **bus.**

We offer a great **sal.**

Please submit your update **CV** & all **doc.** to Phuket Marine.com

Closing date: **Mon** 30 **Apr.** 2020



Activity 4

Instruction : Read the job advertisement below. Then, write the details of each item in the box given.



AIR MACAU
澳門航空

Flight Attendant Recruitment

Thailand

Air Macau was established on 13 September, 1994.

Its commercial inauguration was on 09 November 1995.

Air Macau is a regional company based in Macau.

To cope with our business expansion and target for services enhancement, we are now seeking Thai cabin crew to join our team based in Macau:



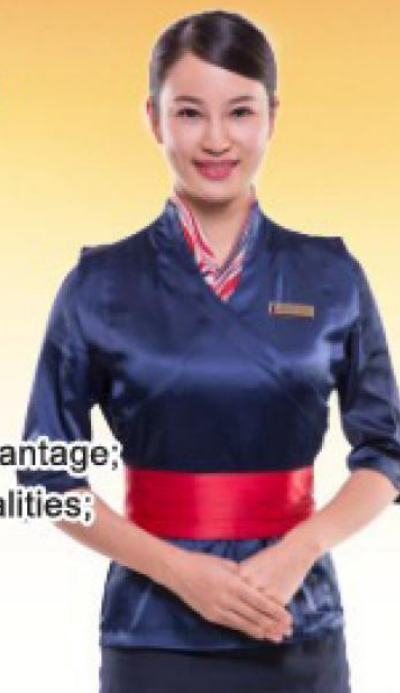
Activity 4

IF YOU ARE

- At least 2 years diploma graduate or above education;
- Able to reach minimum arm-reach of 206 cm;

AND YOU HAVE

- Good command of both spoken Thai & English (TOEIC score of 600 or above)
knowledge of Chinese Mandarin will be a definite advantage;
- Out-going and love meeting people of different nationalities;
- A good complexion & eyesight;
- A friendly personality.





Activity 4

Interested parties please visit Air Macau website:

<http://www.airmacau.com.mo/eng/> for more details of the application.

Fill in the On-line Application and send together the following documents to hr@airmacau.com.mo

- 1) Detailed resume in English
- 2) Passport copy
- 3) 1 full-size and 1 half-size recent color photo

(please put your on-line application no. in your e-mail resume, passport copy & photos)

Deadline of Application: 03 April 2020

Interview Date & Venue in Bangkok: To be confirmed

All applications will be treated with confidence and only shortlisted candidates will be notified.

DON'T MISS THIS GREAT OPPORTUNITY!!



Activity 4

1. Name of the company

2. Type of business

3. Position wanted

4. General qualifications



Activity 4

5. Specific qualifications

6. How to apply



Activity 4

7. Documents needed

8. Background information of the company



Activity 4



9. Deadline of application



Activity 5

Instruction : Read the job advertisement below. Then, decide if the statements are true or false by circling the correct answer.



The Emerald Centre
450 Gipsy Lane, Leicester, LE5 OTB
Tel 0116 2769186

Charity number: 1119027 Company Number: 06028027

2 Bar Vacancies

- 1) 16 hours per week
- 2) Sessional hours to support with functions
£8 per hour 1-year contract

We wish to recruit an experienced bar worker to cover our Saturday & Sunday hours. There may be additional hours if required for functions.



Activity 5

Kitchen Cook Vacancy

15 hours per week

£8 per hour 1-year contract

We have a position for a cook within our kitchen.

Kitchen-Tuesday, Wednesday and Friday.

Possibly weekend hours if required for functions.

Cleaning Vacancy

8 hours per week

£8 per hour 1-year contract

Cleaning-Monday morning. Friday afternoon & weekends.

Application packs are available by emailing

marymcelwainellif@yahoo.co.uk or

please arrange to collect your pack from the centre.

We do require your CV with your application.

Closing date: Monday 23d July 2020 by 5pm

1. The company is called the Emerald Centre. (true/false)
2. The company needs four positions. (true/false)
3. The company number is 0116 2769186. (true/false)



Activity 5

4. The company doesn't have an email address. (true/false)
5. You can still apply on 23 July, 2018. (true/false)
6. The company requires CV with application. (true/false)
7. If you apply for kitchen cook position, you have to work 16 hours per week.
(true/false)
8. If you apply for cleaning position, you have to work 15 hours per week.
(true/false)
9. You have to sign the contract in one year. (true/false)
10. For all positions, the company will provide equitable remuneration.



Activity 5

11. If you apply for kitchen cook position, you have to work on Tuesday to Friday. (true/false)
12. If you apply for bar position, you have to work on Saturday and Sunday hours. (true/false)



Activity 6

Instruction : Read the job advertisements below.
Then, choose the best answer.

REQUIRES MALE

ACCOUNTANT

Qualification: B.Com. with 5-8 years experience of handling work of accounts Independently & having Knowledge of Tally.

Walk-in Interview from 18 to 24 Dec., 12
between 09:00 AM. to 1.00 PM. (except Sunday)

JINDAL PUBLIC SCHOOL

Dashrathpuri, Dwarka-Palam
Road, New Delhi-110 045

Want to be part of our team?
Recruiting Now

- Post Office® Branch Manager
- Post Office® Assistant Branch Manager
- Post Office® Counter Clerks

Previous Post Office® experience although desirable is not essential for these roles as full training will be provided

To find out more and apply go to:
www.whsmithcareers.co.uk

New challenge. Think



Activity 6

Job Opportunity



A prestigious Public Private partnership company is looking for competent, self-motivated and dynamic candidate to fill the following position based in Islamabad:

Officer/Assistant Manager

Required qualification & experience:

- Degree in Business Administration/Finance/Economics. Candidate having additional qualification in HR/IT shall be preferred
- Minimum 03 years of work experience in coordination.
- He/she will be responsible to give support in the area of administration, communication, payroll, and HRD side.
- He/she must be proficient in MS Office.

To apply and for details of above positions, visit the link:
<http://telecomsector.rozee.pk> or website www.Rozee.pk. Apply within 15 days from publication date of this advertisement.

PID(i) 3838/12

1. Which position is available for male only?

a. An accountant

b. Officer/Assistant manager

c. Branch manager

d. Counter clerk



Activity 6

2. For the position “Officer/Assistant manager” the applicant should _____.

a. graduate from university b. have 3 years’ working experience

c. not be over 35 years old d. be female only

3. Which one of the following statements is true according to the advertisement?

- a. Working experience is essential
- b. The candidate should have bachelor degree
- c. Successful candidates must work in Bangkok
- d. Detailed resume should not be enclosed



Activity 6

4. How many job vacancies are mentioned in the advertisement?

- a. two
- b. three
- c. four
- d. five

5. What is the name of the company mentioned in the advertisement?

- a. Jindal Public School
- b. A public company
- c. The Post Office
- d. Job Opportunity

6. If you are interested in an accountant position, how do you apply?

- a. visit the link: <http://telecomsector.rozee.pk>
- b. go to www.whsmithcareers.co.uk
- c. Walk-in interview
- d. go to www.Rozee.pk



Activity 6

7. Which position required 3 years' experience?

- a. An accountant
- b. Officer/Assistant manager
- c. Branch manager
- d. Counter clerk

8. Which qualification should the applicants have for the officer/assistant manager?

- a. ability to operate PC
- b. good command of English
- c. at least Bachelor's degree
- d. must be proficient in MS office



Activity 6

9. Which position do you have to apply in 15 days from publication date of the advertisement?

- a. An accountant
- b. Officer/Assistant manager
- c. Branch manager
- d. Assistant branch manager

10. If you are interested in an accountant position, what should you do?

- a. Apply from Monday to Friday
- b. Apply from Monday to Saturday
- c. Apply only on Sunday
- d. Apply on Saturday and Sunday



Activity 7

Instruction : Read the job advertisement below. Then, answer the questions.



Lee Marine International Marine Brokerage Requires Immediately

THAI CAPTAIN

- THAI NATIONALITY
- MALE, AGE BETWEEN 25 – 50 YEARS OLD
- VERY GOOD ENGLISH SPEAKING & READING
- CAPTAIN EXPERIENCE (ANDAMAN SEA)
WITH FIRST CLASS CERTIFICATE
- STARTING SALARY 100,000 THB
WITH BONUS AND SOCIAL SECURITY (SSO)
- START WORK IMMEDIATELY

DROP BY WITH RESUME IN ENGLISH or EMAIL:
BEE@LEEMARINE.NET, 076 681 015

1. Who do you work for, if you get this job?

.....

.....

2. What is the position in which the company wanted?

.....

.....

3. How do you apply for this job?

.....

.....



Activity 7

5. How much does the company pay for starting salary?

.....

..... 6. When will you work, if you get this job?

.....

..... 7. Do you have to write your resume in Thai or English?

.....

.....

8. Can you apply for this job, if you are twenty four years old?

.....

.....

9. Does the company require the job experience for this position?

.....



Activity 8



Instruction : Work in pair: Listen to the conversation below. Then, practice with your partner. You can change some information.

A: Hello David. Did you get a new job?

B: No, I'm looking for a job now.

A: What job are you interested in?

B: An electrician position. Do you have any suggestion?

A: You should find the job advertisement on the internet. There are many websites.

B: That sounds great. I will do. Thank you very much.

A: You're welcome.



Scan to Watch Video
(Muangthai Smartbook)



Activity 9

Instruction : Search a job advertisement on the internet.
Then, summarize it in the table below.

website	
name of the company	
position required	
salary	
qualifications	
how to apply	
document attached	
applying date	
contact for information (number, e-mail address)	



Activity 10

Instruction : Search a job advertisement on the internet.
Then, present it to your friends in front of the class.

The background is a collage of business-related images. At the top left, a group of four people (three women and one man) are smiling. To their right, two men are shaking hands. Below the handshake, a man in a white shirt is gesturing with his hand while talking to another man. In the bottom left, a man in a suit is holding a tablet. The entire collage is overlaid with a semi-transparent white rectangle in the center, which contains the text. A thick red diagonal line runs from the top right towards the bottom left, passing through the collage.

Thank you
for watching.