

เอกสารประกอบการเรียน

English for Career

ภาษาอังกฤษสำหรับงานอาชีพ

30000-1201

หลักสูตรประกาศนียบัตรวิชาชีพชั้นสูง (ปวส.) พุทธศักราช 2567

Unit 6 HR Department



T. Wilasinee W. Ruengsrimun
Bangsaphan Technical College

A. Listening and speaking

Listen to the conversation

Scan to hear
English audio



Interviewee

Good morning. Thank you for taking the time to interview me.



Interviewee

Actually, my apartment isn't far, so it was no problem to get here at all.



Interviewee

I'm just interested in a new field.



Interviewee

I'm best at organizing things. Everything at work, such as schedules that have to be planned in advance.



Interviewee

I'm a competitive person, but it's not that I just want to win. I love to set goals, so I can achieve greater success and progress faster.



Interviewer

Good morning, have a seat. I'm Jackson Brown, Chief Human Resources officer. Did you find your way here okay?



Interviewer

Can I ask why you're switching jobs?



Interviewer

What are your strengths?



Interviewer

What is your biggest weakness?



Interviewer

That is good to hear.



Interviewer asking interviewees about their strengths

Question		Response
<ul style="list-style-type: none"> What is your biggest strength? What are you good at? What are you best at? What would you consider your strengths? 	<p>คุณมีจุดแข็งอะไรบ้าง</p>	<ul style="list-style-type: none"> I am good at / best at / skilled at managing time. ผมถนัดในเรื่องการบริหารจัดการเวลา I am a creative / cooperative / determined person. ผมเป็นคนมีความคิดสร้างสรรค์ / ชอบให้ความร่วมมือ / มุ่งมั่น



ในการสัมภาษณ์งานบางครั้งเมื่อผู้สัมภาษณ์ถามถึง “จุดแข็ง” ของผู้ถูกสัมภาษณ์ ผู้สัมภาษณ์อาจไม่ได้ใช้คำถามว่า “What is your biggest strength?” แต่อาจถามถึงคุณสมบัติของผู้ถูกสัมภาษณ์ที่ทำให้ตนเองแตกต่างจากผู้ถูกสัมภาษณ์คนอื่น ๆ ดังนี้

- 1 Why should we hire you? แปลว่า “เหตุใดเราจึงควรว่าจ้างคุณ”
- 2 What makes you unique? แปลว่า “คุณสมบัตินี้ที่ทำให้คุณรู้สึกว่าคุณแตกต่างจากคนอื่น”
- 3 What makes you stand out from other candidates/applicants? แปลว่า “คุณสมบัตินี้ที่ทำให้คุณแตกต่างจากผู้สมัครคนอื่น ๆ”

Scan to hear
English audio



สื่อเสริม
การเรียนรู้



<https://eqreo.de/a/aE177c>

Asking interviewees about their weaknesses and responses

Question		Response
<ul style="list-style-type: none"> What is your biggest weakness? What are you not good at? What is your biggest challenge in terms of skills? 	<p>คุณมีจุดอ่อนอะไรบ้าง</p>	<ul style="list-style-type: none"> I am not good at / not skilled at solving problems. ผมไม่ถนัดเรื่องการแก้ไขปัญหา I am an inflexible / impatient / emotional person. ผมเป็นคนไม่ยืดหยุ่น / ไม่อดทน / อารมณ์อ่อนไหวง่าย



ในการสัมภาษณ์งานบางครั้ง เมื่อผู้สัมภาษณ์ถามถึง “จุดอ่อน” ของผู้ถูกสัมภาษณ์ ผู้สัมภาษณ์อาจไม่ได้ใช้คำว่า “Weakness” แต่อาจใช้คำว่า “Challenge” เพื่อสื่อความท้าทายในการทำงาน หรือความไม่ถนัดในการทำบางสิ่ง โดยสิ่งเหล่านี้ ผู้สัมภาษณ์มองว่าไม่ได้เป็นปัญหา เพราะเป็นสิ่งที่สามารถพัฒนาหรือปรับปรุงแก้ไขให้ดีขึ้นได้

Scan to hear
English audio



Exercise 1

Listen to the conversation and fill in the gaps with the words you hear.

Conversation 1:



1 Interviewer

OK, let's start with the first question. What is your biggest strength?

2

Interviewee



_____ following instructions and orders.



3 Interviewer

I appreciate hearing that about you.

Scan to hear
English audio



Conversation 2:



1 Interviewer

OK, it seems that you've got some of the talents and skills that this position requires. What are you _____?

2 Interviewee



I am _____. At times it's hard for me to adjust to changes. And I am not good at _____.



3 Interviewer

That's not a problem. The people here are very helpful.

Conversation 3:



1 Interviewer

From your resume, you are obviously a multi-skilled person. So, what would you consider _____? What is your biggest challenge in terms of skills?

2 Interviewee



I am _____. I am always willing to work with others as a team. However, sometimes I tend to get stressed easily when I work _____.



3 Interviewer

No worries. We've got a _____ working environment here. Your co-workers will help you get through difficulties in this fast-paced world.

Exercise 2

Take turns asking our friends the following questions.

1. What is your biggest strength?

2. What is your biggest weakness?

Qualification	Name		
Strength			
Weakness			

B. Reading “Pre-Reading”: New vocabularies



Exercise 3

In the below, which words indicate strength and weakness? Complete the chart provided below.

<input checked="" type="checkbox"/> Honest	<input checked="" type="checkbox"/> Inflexible	<input checked="" type="checkbox"/> Dedicated	<input checked="" type="checkbox"/> Sensitive	<input checked="" type="checkbox"/> Detail-oriented
<input checked="" type="checkbox"/> Creative	<input checked="" type="checkbox"/> Pessimistic	<input checked="" type="checkbox"/> Self-critical	<input checked="" type="checkbox"/> Hyperactive	<input checked="" type="checkbox"/> Determined
<input checked="" type="checkbox"/> Disorganized	<input checked="" type="checkbox"/> Impatient	<input checked="" type="checkbox"/> Resourceful	<input checked="" type="checkbox"/> Enthusiastic	<input checked="" type="checkbox"/> Collaborative
<input checked="" type="checkbox"/> Unadaptable	<input checked="" type="checkbox"/> Unsociable	<input checked="" type="checkbox"/> Punctual		

[illegible]

While-reading: Recruitment process



The 6 Phases of the Recruitment Process

The recruitment lifecycle consists of seven interrelated steps, as follows:

1 Identifying hiring needs
You should start by identifying the vacancies in your company or department. After that, you should make a list of job specifications including knowledge, qualities, skills and experiences needed for the open position.



2 Preparing the job description

Once you identify the type of candidate you are looking for, the second step is to determine the responsibilities and duties of the job. A good job description should also include important company details, such as the company mission, culture and any benefits it may provide to employees.



4 Screening candidates

Recruiters can screen potential candidates by looking at their resumes and discussing it with members of the hiring team to see if the candidates meet the requirements of the company.

5 Interviewing process

The shortlisted applications now move through the interview process prior to receiving an offer letter or a rejection note. Job interviews can then be conducted in-person, over the phone or even online.

3 Conducting a search for potential candidates

Job listings can be advertised on popular social networking sites and online job boards. Moreover, recruiters can conduct job fairs and promote the job openings in leading publications. With both online and offline searches, there is a greater chance of finding the ideal candidate.



6 Performing an evaluation and offering employment

The last step in the process is to select the finalists by evaluating their professional and educational background, interview performance, and test results. Once the decision is made, the selected candidate should be notified of the decision and the hiring team should immediately send a job offer to the successful applicant.



Pronunciation

การอ่านออกเสียง -ed

การออกเสียง -ed ทำตามกริยามีทั้งหมดสามรูปแบบดังนี้:

- ◆ ลงท้ายด้วยเสียงก้อง (Voiced Sound) ได้แก่ b, g, h, j, l, m, n, r, v, w, y, z
เมื่อเติม -ed ออกเสียงเป็น **ดี**
เช่น begged/ climbed/ played/ amazed
- ◆ ลงท้ายด้วยเสียงไม่ก้อง (Voiceless Sound) ได้แก่ c, f, k, p, s, x, ch, sh เมื่อเติม -ed
ออกเสียงเป็น **ทึ**
เช่น talked/ watched/ smashed / advertised
- ◆ ลงท้ายด้วย T หรือ D เมื่อเติม -ed ออกเสียงเป็น **ติด** หรือ **ดิด**
เช่น wanted/ downloaded/ invested/ invaded

Exercise 4

Listen and pronounce the following sentence.

- 🔊 A cat climbed a tree.
- 🔊 A student waited for a school bus.
- 🔊 They watched Netflix last night.
- 🔊 I invested in The Stock Exchange of Thailand (SET).



Post reading: Identify meanings

Exercise 5

Work in pairs and rearrange the recruitment process in the correct order from 1-8.

- _____ 1 Screen the candidates through their resumes and a discussion with the recruitment team
- _____ 2 Interview the shortlisted candidates
- _____ 3 Send the job offer letter to the selected candidate
- _____ 4 Prepare a job description to be put in the job advertisement
- _____ 5 Make a list of job specifications such as skills, knowledge and experience
- _____ 6 Advertise job openings on social media or websites
- _____ 7 Shortlist candidates via applications sent to the company
- _____ 8 Evaluate the finalists based on their backgrounds, interview performances and tests.



Exercise 6

Read the statements and match them with the personality traits of job candidates.

- 1 _____ I always focus on the small details.
- 2 _____ I have no trouble asking for help.
- 3 _____ I have trouble saying "no".
- 4 _____ I sometimes lack confidence.
- 5 _____ I can always maintain work-life balance.
- 6 _____ I prefer working independently.
- 7 _____ I always have frustration over missed deadlines.
- 8 _____ I can't stand blaming myself for making mistakes.

- a Compassionate
- b Organized
- c Self-critical
- d Detail-oriented
- e Friendly
- f Timid
- g Uncollaborative
- h Punctual

Exercise 7

In small groups, discuss the employee benefits you would like to offer and explain your reasons.

<input type="checkbox"/> Meal allowance	<input type="checkbox"/> Annual outing	<input type="checkbox"/> Overtime pay
<input type="checkbox"/> Maternity leave	<input type="checkbox"/> Dental insurance	<input type="checkbox"/> Team-bonding events
<input type="checkbox"/> Travel allowance	<input type="checkbox"/> Paid vacations/holidays	<input type="checkbox"/> On-site gym
<input type="checkbox"/> Performance bonus	<input type="checkbox"/> Unsociable	<input type="checkbox"/> Punctual
<input type="checkbox"/> Social security	<input type="checkbox"/> Emergency loans	<input type="checkbox"/> 24-hour snack station



การพูดเกี่ยวกับจุดแข็งในการสัมภาษณ์งาน
สามารถใช้ verb to be ได้ตามโครงสร้าง
ดังต่อไปนี้

Subject	Verb	Adjective+Noun
I	am	a dedicated person. an organized person. an open-minded person.

สามารถใช้โครงสร้าง “verb to be + adj + at” ได้ตามโครงสร้างดังต่อไปนี้

Subject	Verb to be	Adjective	Preposition	V.ing
I	am	good / best / skilled	at	managing time. solving problems. working with others.

การพูดเกี่ยวกับจุดอ่อนในการสัมภาษณ์งาน
สามารถใช้ verb to be ได้ตามโครงสร้าง
ดังต่อไปนี้

Subject	Verb	Adjective+Noun
I	am not	a flexible person. a fast learner. a tech-savvy person.

สามารถใช้โครงสร้าง “verb to be + not + adj + at” ได้ตามโครงสร้างดังต่อไปนี้

Subject	Verb to be	Adjective	Preposition	V.ing
I	am not	good / skilled	at	managing time. solving problems. giving presentation.

สามารถใช้โครงสร้าง “tend to get” ได้ตามโครงสร้างดังต่อไปนี้

Subject	Verb	Adjective	Adverb
I	tend to get	bored stressed frustrated	easily.

Exercise 8 Choose the correct answer in the parenthesis.

- 1 I am not a (*sensitive / sensitivity*) person. This is why I can take criticism very well.
- 2 I am a (*dedicated / dedication*) person. I refuse to give less than 100%, no matter what I am working on.
- 3 I used to work in the accounting department so I am skilled at (*work / working*) with numbers.
- 4 I am a very (*collaboration / collaborative*) person and have always preferred to work in groups.
- 5 I tend to get (*stressed / stress*) easily when I am overloaded with projects.
- 6 I can speak three languages and I am best at (*give / giving*) presentations.
- 7 I would say I am a (*working hard / hard-working*) person. I am willing to work late hours.
- 8 When I'm given a task, I am very (*goal-orientation / goal-oriented*) and work hard to complete that task.

C. Writing

Example of interview question

Exercise 9

Choose the correct word to complete the interview questions.

<i>switching</i>
<i>salary</i>
<i>consider</i>
<i>weakness</i>
<i>hire</i>
<i>environment</i>
<i>pressure</i>
<i>at</i>
<i>graduate</i>
<i>experience</i>
<i>company</i>
<i>advertisement</i>

- 1 What are you good _____?
- 2 What would you _____ your greatest strength?
- 3 What is your biggest _____?
- 4 Where did you _____ from and what was your major?
- 5 Why are you _____ jobs?
- 6 Why should we _____ you?
- 7 Where did you see our job _____?
- 8 Could you please tell me about your previous work _____?
- 9 What type of work _____ do you prefer?
- 10 Why do you want to work at this _____?
- 11 What are your _____ expectations?
- 12 How do you deal with _____ or stressful situations?

Exercise 10

Act as an interviewer and interview your friends based on the questions in Exercise 9.

Exercise 11

Imagine you are interviewer and think about what should be done “before”, “during”, and “after” an interview and put a tick (ü) in the correct box.

	Before	During	After
1 Greet the interviewee and introduce yourself.			
2 Prepare the questions to ask the interviewee.			
3 Inform the candidates about the interview results.			
4 Briefly describe the company background.			
5 Send a job offer email to the selected candidate.			
6 Review the resume and profile of the candidates.			
7 Offer the interviewee something a drink.			
8 Rate the answers of the candidates with other recruitment team members.			
9 Advertise a job vacancy on a website.			
10 Send details about the interview venue.			

Tasks : Group work

Directions

Creating a Job Advertisement

Creating job ads is a necessary part of running any business. Yet this is a responsibility some recruiters in the HR Department find tricky. Knowing how to describe a job and attract the right talent can be a challenge. JobsDB, one of the most popular job boards in Thailand, offer a free service in creating job ads for employers across the country. If you have ever tried to create such an ad, you will realize that it is not so hard to create for your company.

Job title: Project manager (English Speaking)
YNC Public Company
195, Fifth Avenue, New York City 30700



Job requirements

- ☐ Male / Female
- ☐ Maximum age 35 years old
- ☐ Good at working with team members to achieve the project goals
- ☐ Skilled at giving presentations and conducting market analysis
- ☐ Excellent English communication skills
- ☐ Minimum 7 years of experience in real estate

Job description

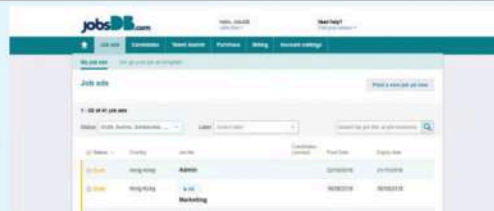
- ☐ Planning annual sales strategies
- ☐ Overseeing and enhancing the performance of the team, if necessary
- ☐ Keep track of the work progress and improvement of the team
- ☐ Build and maintain relationships among both internal and external parties

Send your CV & Application to:
HR@YNCwebsite.com

Directions:

JobsDB.com is an employment, career and recruitment site where users can seek job vacancies, and organizations can search a candidate's specific information to meet a company's requirement. The site allows employers to create a job recruiting advertisement, and provides a variety of work field for employees.

- 1 Click the **Job ads** at the top menu bar to access the **My job ads** page, and Click **Post a new job ad now** at the top right.



- 2 Write your Job Ad.
- **Select package**
 - **Post job in** (choose a country you wish to post to)
 - **Job title**
 - **Job details** (enter the job description and requirements)

- 3 In **Application management**, enter the email address of your company.

Application management

- Manage applications in jobsDB Recruitment Centre

- Also, receive application via email

johndoe@email.com x johndoe2@email.com x |

Use commas to separate multiple email recipients.

- Redirect applicants to another website when they click "Apply Now"

- 4 Click  in **Employer Profile** to edit your employer profile if you wish to.

Employer profile**SEEK Asia**

jobsDB and JobStreet.com are part of SEEK Asia, which is the leading online employment market place in Asia. SEEK Asia covers 7 countries namely Hong Kong, Indonesia, Malaysia, Philippines, Singapore, Thailand and Vietnam. SEEK Asia is the extension of the Australian Securities Exchange listed company called SEEK. The company's purpose is to help improve people's lives through a better career. SEEK Asia's database consist of over 500,000 corporate hirers and over 24 million candidates.

- 5 In **Job functions**, choose from the dropdown menu which includes **industry**, **primary work location** and **post-date**.

- 6 Add the **salary details** from the drop down menu.

- 7 Add the **Benefits** from the menu provided.

- 8 Then you can preview your job ad.
Capture this page and submit it to your teacher for rating.

Exercise 12

Imagine you are working in the HR Department for NYC Public Company, create a job advertisement on JobsDM.com by following the steps below:

