

May 28, 2021 Topic: “Career Advice”

Today’s class topic is “Career Advice.”

There is a vocabulary list below. Vocabulary words that relate to this topic are highlighted in the blue color.

We will participate in three activities:

- 1) Discuss the value of **networking**. We will view a **LinkedIn** demonstration by Peter.
- 2) Share one career advice **tip**: What is the best career advice you have received?
- 3) Small group practice: “Advice for William”

The best career advice I have received is regarding the **job interview**: “*You only have three seconds. . .*” I will be sharing this advice with you during our class on Friday.

Small group practice: To practice giving career advice, here is a story about my friend William. What advice would you give him?

“William Wants a **Promotion**”

William is employed by a large university. He works in the library as a “document **specialist**.” This job is rated a “Level 100.” He has worked in this job for three years. He has done a very good job and receives excellent **performance reviews**. William wants to advance his career, have more responsibility, and of course make more money. He feels he is ready to be **promoted** to the next level. His boss is always very busy and William is unsure about how to approach him and ask for the **promotion**. What advice would you give William?

Vocabulary for Career Advice

Career - the job or **profession** that someone does for a long period of their life.

Profession - a paid occupation, especially one that involves prolonged training and a formal qualification.

Networking - the exchange of information, advice, and referrals to assist in attaining your goal of finding a job, getting promoted, or changing careers.

Tip – giving someone good advice to achieve a particular goal.

LinkedIn - LinkedIn is an online platform that connects the world's professionals. ... A complete LinkedIn profile will summarize your professional experience to your connections, current and future employers, and recruiters. Through your profile, you can showcase your professional life, milestones, skills and interests.

Job interview - A job interview is a conversation which occurs between a potential employer and a job applicant. During the job interview, the employer has the opportunity to appraise applicant's qualifications, appearance and general fitness for the job opening.

Performance review - A performance review is a formal assessment in which a manager evaluates an employee's work performance, identifies strengths and weaknesses, offers feedback, and sets goals for future performance. Performance reviews are also called performance appraisals or performance evaluations.

Promotion - A promotion is when an employee advances to a position that is classified at a higher salary grade, or in certain circumstances, an acknowledgment of significant greater responsibilities within the same grade.

Specialist - a person who concentrates primarily on a particular subject or activity; a person highly skilled in a specific and restricted field.

I look forward to seeing you on Friday! Please contact me if you have any questions or comments about this material: annhillen.esl@gmail.com

Thank you!