

## Where Can You Find a Job?

Study the spelling and meaning of each word. These words are used in today's story. Match each word with its definition.



- |       |                  |                          |
|-------|------------------|--------------------------|
| _____ | 1. agencies      | a. businesses            |
| _____ | 2. opportunities | b. chances               |
| _____ | 3. private       | c. open to everyone      |
| _____ | 4. public        | d. only for a few people |
| _____ | 5. section       | e. walk around           |
| _____ | 6. wander        | f. part                  |

Read the story carefully and remember the details.

Many people who are ready to work simply do not know where to go to find a job. They wander from one place of employment to another. They are unorganized and, though they may be hired by a company, they often miss better opportunities.

Finding a job requires planning. Once you decide the type of work you would like to do, how will you get the job? There are many people and agencies to help you. One such agency is the school placement bureau. The bureau is usually in touch with the personnel directors of many firms, both large and small. Public and private employment agencies also have contacts with personnel directors. These agencies can tell you of current openings and may even do the actual hiring.

The "Help Wanted" section of a newspaper may also offer some promising leads to finding a job. Friends and relatives may be very helpful in getting you a job. Ask them, but remember they can only get you the job. It is your responsibility to keep it.

**A. Underline the correct answers about today's story.**

- |                                   |                       |                             |                      |
|-----------------------------------|-----------------------|-----------------------------|----------------------|
| 1. Finding a job                  | (a) requires planning | (b) depends totally on luck | (c) is easy          |
| 2. Who helps find jobs?           | (a) no one            | (b) employment agencies     | (c) friends          |
| 3. Agencies stay in touch with    | (a) small firms only  | (b) small and large firms   | (c) large firms only |
| 4. "Help Wanted" ads are          | (a) never helpful     | (b) sometimes helpful       | (c) always helpful   |
| 5. Getting jobs through relatives | (a) insures the job   | (b) reduces responsibility  | (c) is helpful       |

**B. Reread the story and write the answers to these questions.**

1. What do many people not know?

\_\_\_\_\_

2. What does finding a job require?

\_\_\_\_\_

3. What is helpful in finding a job?

\_\_\_\_\_

4. Have you ever looked for a job? Why or why not?

\_\_\_\_\_

\_\_\_\_\_