

## Selecting the Right Career

### Learning Outcomes

After completing this unit students will:

- explain the meaning of unfamiliar words and phrases from the context
- illustrate the use of present perfect continuous tense
- structure ideas and arguments of oral discussion in a coherent logical fashion
- summarize the main points of the discussion for the benefit of the whole group
- write an essay on a general subject
- write a formal letter

### Pre-reading

- ◆ When you grow up what would you like to become?
- ◆ Who has chosen this field for you?
- ◆ How can you enter the field of your choice?



### For the Teacher:

- Use pre-reading activity to help students predict the content of the text from the title, picture and by asking questions about their career choices.

There was a time when any student's future plans revolved around (1) becoming a doctor, a pilot or an engineer. These few disciplines were thought to be the only fields that could offer rewarding careers in terms of both respect and money. Resultantly, students were unaware of other opportunities that could, perhaps, have been more advantageous.

In the past, why did people want to become a doctor, an engineer or a pilot?

Today, life has become more dynamic and innovative. Gone are (2) the days when the medical and engineering fields were the only available choices. Now a whole world of non-traditional careers, from IT, electronic media and web networking to online business portals and fashion designing, are available for the young people.

However, there still remains the question of choosing the right (3) profession. Unfortunately, for most of us the right career merely means a profession that guarantees a profitable livelihood, but considerations like interest in the job and mental satisfaction should also be given importance.

Explain the phrase "profitable livelihood".

The scope of any field in terms of market demand should also be (4) considered very seriously. We cannot practically deny the significance of hiring trends; for example, a decade ago when computer science professionals were in demand, masses of MCS (Master of Computer Sciences) students flooded the market with extremely disappointing results.




#### For the Teacher:

- More while-reading questions may also be generated for better comprehension of the text. Ask them to enlist three professions of their choice.

- (5) Career counselors are generally well informed about such trends. They can play a key role in guiding the youth towards a rewarding profession. This highlights the importance of a full time career-counseling department at the school level. The job of this department should be to determine the personalities of students, to observe and analyze their interests and to suggest suitable careers according to their aptitude. Most of the parents and students find themselves in a fix when deciding on a career. Parents are unaware of market trends, educational systems and the scope of any particular discipline. Similarly 14-15 year old students are not mature enough to make such life-changing decisions. So it is widely felt that career counseling must be promoted from school level.
- (6) Once a field has been selected, the next step is to enter that particular field. Which degrees, certifications, courses and subjects should be opted for? A student should also consult successful students and professionals of that particular field.
- (7) Following is a brief introduction to various career choices. This is the outcome of a survey conducted among senior students and professionals to know the most suitable pathway for their selected field.
- (8) Chartered Accountancy (CA), undoubtedly one of the toughest and most highly paid professions, may be started directly after the completion of the Intermediate or equivalent education. However, according to experts, twelfth grade with business subjects like accountancy, business statistics, commercial geography etc. are the best route to a CA degree as it helps build concepts. The Business Studies and IT (Information

How do career counselors help you choose the right profession?

**For the Teacher:**

- Help students identify and analyze the problem in the text to enable them to see the complexity of an issue or idea that a writer presents. Ask them to define, evaluate or determine solution to a given problem by thinking logically and systematically.

Technology) fields also confuse young minds with a wide range of sub-disciplines. MBA (Master of Business Administration), MBIT (Master in Business and Information Technology), MSc. IT (Master of Sciences in Information Technology) and MSc. (Master of Computer Sciences) should ideally be followed by B.Com (Bachelor of Commerce), BBA (Bachelor of Business Administration), BBIT (Bachelor of Business and Information Technology) and BCS (Bachelor of Computer Sciences).

The engineering field has also been introduced to the new areas like (9) Biomedical Engineering. A great opportunity in agriculture discipline has also been developed for pre-engineering students.

Mass communication is certainly one of the fastest emerging (10) industries in the world. This field is highly rewarding in terms of both respect and money. Unlike other disciplines, Mass Communication does not require a particular line of study; you may join this field after completing your BA, BCom or BSc, etc. Fashion designing has now emerged as a separate industry. A number of universities are offering degree programmes and diplomas in fashion designing.

Which of these professions have interested you the most? Why?

So before deciding on any career, make sure that you do not earn (11) only money from your career but also mental peace and satisfaction. It is the only way to lead a hassle free professional life!

### THEME

■ *Choosing a career is an involved process that is based on a number of things, including your interests, skills, work-related values, and personality. One of the most important decisions you will make in your lifetime is determining what you want to be when you grow up. So, spend some time researching to decide if a certain career is right for you before making a commitment.*

**GLOSSARY**

<b>aptitude</b>	.....	a natural tendency to do something well, especially one that can be further developed
<b>considerations</b>	.....	something to be taken into account before making a decision
<b>dynamic</b>	.....	active and changing
<b>fix</b>	.....	spot of trouble
<b>innovative</b>	.....	new and creative
<b>merely</b>	.....	only
<b>resultantly</b>	.....	resulting from
<b>rewarding</b>	.....	given as reward
<b>significance</b>	.....	the importance that something has because it affects other things
<b>trends</b>	.....	current fashion or mode

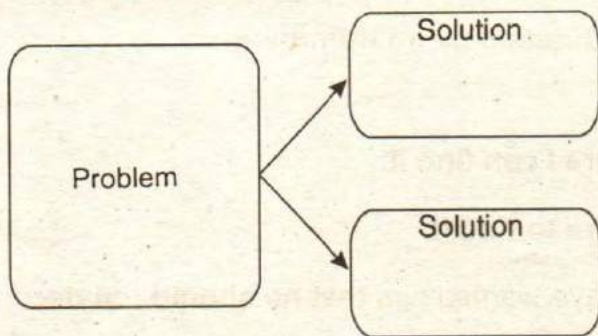
**VOCABULARY**

- A. Give meaning of each word as used in the lesson.**  
disciplines, flooded, scope, significance, trends, pathway
- B. Use these words in sentences.**  
advantageous, innovative, rewarding, aptitude, considerations
- C. Identify the difference between these terms after consulting the dictionary.**  
(i) degree and certificate (ii) diploma and course
- D. Give a name to each of the following persons.**
1. A person who reports for a newspaper. \_\_\_\_\_
  2. A person who introduces performers at a concert. \_\_\_\_\_
  3. A person who takes charge of a school. \_\_\_\_\_
  4. A person who gives evidence in the court. \_\_\_\_\_
  5. A person who repairs boots and shoes. \_\_\_\_\_

6. A person who is skilled in the science of plants. \_\_\_\_\_
7. A person who designs buildings. \_\_\_\_\_

**READING COMPREHENSION****A. Answer the following questions.**

1. What were some famous careers for the young people in the past?
2. Nowadays non-traditional careers are more appealing to young minds? Why?
3. What is meant by the "right profession"?
4. Why is it important to consider the scope of any field?
5. Is there any need of proper career counseling department? Why?
6. How can career counselors help the young people?
7. Which career do you want to opt for? Give reasons.

**B. Read the text again and put relevant information into the graphic organizer showing problem and solution.****For the Teacher:**

- Ask students to identify through their reading the main problem in the text. Ask them what steps or actions may be taken to solve the problem.
- Have them look for transitional devices that show a problem solution text structure, such as because, if/then, as a result, therefore and complete activity B.

## GRAMMAR

### Noun Clause

Function	Begins with .....	Example
Serves as a subject, an object	Words such as how, that, what, whatever, when, where, which, who, whom, whoever whose, or why	<b>That you escaped injury</b> amazed me. I expect <b>that I shall get a prize.</b>

#### A. Pick out the noun clause in each sentence.

1. I often wonder how you are getting on.
2. She replied that she would come.
3. I went to see what had happened.
4. He noticed that the clock had stopped.
5. He could not decide whom he should address first.

#### B. Rewrite each sentence, changing the noun clause into a noun phrase introduced by an infinitive.

#### Example

I know **where I can find it.**

I know **where to find it.**

1. They have warned him **that he should not deceive them.**
2. We had discussed **how we could improve matters.**
3. She has learnt **how she should use the machine.**
4. The child did not know **how he could reach home.**
5. The class has discussed **what they should make for the fun-fair.**

## Present Perfect Continuous Tense

### Form

Subject + HAS/HAVE + BEEN + Verb (continuous form)

### Use

1. Actions that started in the past and continue in the present
2. Actions that have recently stopped
3. Temporary actions and situations

**Since** and **for** are very common time expressions used with the Present Perfect Continuous.

### Questions

**HAVE/HAS + Subject + BEEN + Verb (continuous form)**  
 e.g. *he, she, it,* e.g. *walking, going,*  
 etc. *taking, etc.*

### Negative Sentences

**Subject + HAVE/HAS + NOT + BEEN + Verb (continuous form)**  
 e.g. *he, she, it,* e.g. *walking, going,*  
 etc. *taking, etc.*

### C. Use *since* or *for* to complete these sentences.

1. I have been studying \_\_\_\_\_ three hours.
2. I have been watching TV \_\_\_\_\_ 7 p.m.
3. Tahir hasn't been feeling well \_\_\_\_\_ two weeks.
4. Sarah hasn't been visiting us \_\_\_\_\_ March.



5. He has been playing football \_\_\_\_\_ a long time.
6. He has been living in Peshawar \_\_\_\_\_ he left school.

**D. Answer these questions using present perfect continuous tense.**

**Example:** *Why are you so tired?*

*I am so tired because I have been working for hours.*

1. Why are you wearing joggers?

\_\_\_\_\_

2. Why haven't you finished your work yet?

\_\_\_\_\_

3. Why are you looking pale?

\_\_\_\_\_

4. Why hasn't he seen you for so long?

\_\_\_\_\_

5. Why are you yawning so much?

\_\_\_\_\_

6. Why are you working so hard?

\_\_\_\_\_

**ORAL COMMUNICATION SKILLS**

Discuss the following.

Choosing a career is one of the most important decisions in life. What are the factors that will influence your choice?

Use the following expressions to state your opinion.

- ◆ *First of all, I think ...*
- ◆ *There are various/several/many reasons for this.*
- ◆ *First, ... / Firstly, ...*
- ◆ *Second, ... / Secondly, ...*
- ◆ *Moreover, ... / Furthermore, ... / In addition, ...*
- ◆ *Another significant point is that ...*
- ◆ *Finally, ...*

**WRITING SKILLS**

- A. Make a list of professions mentioned in the lesson and also write the qualification required for each profession.

Profession	Qualification

**For the Teacher:**

**Oral:** Encourage students to use expressions appropriately to state their opinion.

- B. Write a précis of paragraph 5.
- C. Write an essay on "My Favourite Career". (220-250 words).
- D. Complete the following statements by choosing the appropriate words from the box.

salutation	date	complimentary closing
signature	inside address	return address
writer's name		body

- \_\_\_\_\_ is the place for the writer to handwrite the name.
- The recipient's name, company name, and address are called the \_\_\_\_\_.
- The purpose of the letter is included in the \_\_\_\_\_.
- 'Sincerely' is an example of a \_\_\_\_\_.
- The last line in a business letter is the \_\_\_\_\_.
- The \_\_\_\_\_ shows when the letter is written.
- The \_\_\_\_\_ is the address of the letter writer.
- Dear Mr. Rehman is a \_\_\_\_\_.



#### For the Teacher:

**Writing C:** Ask students to make a mind map first to develop the focus of their writing.

**E. Identify parts of the formal letter given below.****Sample Formal Letter**

House No.5, Street No.10  
Johar Town, Lahore

March 20, 2017

Mr. Abdul Rehman  
10-H Blue Area, Islamabad

Dear Mr. Rehman,

I am applying for the Technical Writer's position advertised in the June, 2012, magazine. My relevant experience is diverse and establishes me as a first-class candidate for this opportunity.

My writing experience is extensive. I am currently employed as a staff technical writer for a local company. My past work experience includes business and freelance writing and editing. At my current employer, I draft technical descriptions of products for the company website.

Additionally, I edit fiction manuscripts for an online e-book publishing company. Specifically, I edit for overall flow, content, grammar and spelling. In my editing role, I have regular interaction with the authors and the publisher.

I am available for an interview scheduled at your convenience.

Thank you for your consideration.

Sincerely,

Saeed Zafar

**F. Write an application to the Managing Director of a firm for the post of Manager.****For the Teacher:**

**Writing E:** Help students analyze format of the sample letter.

Guide students to include all parts of a formal business letter appropriately. Ask them to be careful about language appropriacy, spellings or grammatical errors.

\* *Oxford Advanced Learner's Dictionary of current English 6th Edition by Sally Wehmeier.*