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|    | <b>MODELO 0</b><br><br><b>INGLÉS</b>                             |
|   | <b>Prueba de Acceso a la Universidad para mayores de 25 años</b> |
|   | <b>ACTUALIZACIÓN:</b> 16 de diciembre de 2009                    |
|   | <b>VALIDEZ:</b> a partir de la convocatoria 2010                 |
| <b>AUTORIZACIÓN:</b> Comisión Organizadora de las pruebas de acceso a enseñanzas universitarias oficiales de Grado de Castilla y León |  |

## FINDING A JOB

Not so long ago almost any student who successfully completed a university degree could find a good job quite easily. Companies toured the academic institutions, competing with each other to recruit graduates. However, those days are gone. Most careers organizations highlight three stages for graduates to follow in the process of securing a suitable career: recognizing abilities, matching these to available vacancies and presenting them well to prospective employers.

Firstly, job seekers have to make a careful assessment of their own abilities: academic qualifications, personal values and attitudes. The second stage is to study the opportunities available for employment and to think about how the general employment situation is likely to develop in the future. To do this, graduates can study job vacancies and information in newspapers. After studying all the various options, they should be in a position to make informed comparisons between various careers. Finally, graduates must consider that good personal presentation is essential in the search for a good career. Job application forms and letters should, of course, be filled in carefully and correctly.

There will always be good career opportunities for people with ability, skills and determination; the secret to securing a good job is to be one of these people.

### QUESTIONS

**1. Translate the following paragraph into Spanish (4 marks):**

Firstly, job seekers have to make a careful assessment of their own abilities: academic qualifications, personal values and attitudes. The second stage is to study the opportunities available for employment and to think about how the general employment situation is likely to develop in the future. To do this, graduates can study job vacancies and information in newspapers.

**2. Read the text and answer the questions. Use your own words. Answers will be assessed from 0 to 1 (2 as a whole).**

- a) What system did companies follow to enlist candidates?
- b) How can a graduate achieve a good career opportunity?

**3. Complete the following sentences. Use the appropriate form of the word in brackets when given. Answers will be assessed from 0 to 0.5 each (4 as a whole).**

- a) Good personal presentation is essential in the search \_\_\_\_\_(1) a good career. Job application forms and letters \_\_\_\_\_ (2)(write) without grammar or spelling \_\_\_\_\_(3).
- b) Where additional information is asked \_\_\_\_\_(4), job seekers should describe \_\_\_\_\_ (5) abilities and work experience in more depth, with examples if possible.
- c) They should try to balance their abilities with the employer's needs, explain \_\_\_\_\_ (6) they are interested \_\_\_\_\_ (7) a career with the particular company and try to show that they already know something \_\_\_\_\_(8) the company and its activities.