

# รายวิชา ภาษาอังกฤษ

รหัสวิชา อ23102 ชั้นมัธยมศึกษาปีที่ 3

## เรื่อง Job Fair Reflection

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# Job Fair Reflection



# จุดประสงค์การเรียนรู้

อ่านประกาศสมัครงานและเขียนใบสมัครงานได้



# Vocabulary



# commercial (adj.)

related to making money by buying and selling things:

## Example

The commercial future of the company looks very promising.



# attitude (n.)

a feeling or opinion about something or someone, or a way of behaving that is caused by this:

## **Example**

He has a very bad attitude to/towards work.



# incoming (adj.)

arriving at or coming towards a place:

## Example

incoming mail/phone calls



# proficient (adj.)

skilled and experienced:

## Example

He studied Chinese and became proficient in the language.





# reserve (v.)

to keep something for a particular purpose or time:

## Example

I reserve Mondays for tidying my desk and answering letters.



# receptionist (n.)

a person who works in a place such as a hotel, office, or hospital, who welcomes and helps visitors and answers the phone

## Example

When you get here, the receptionist will direct you to my office.



# diploma (n.)

A document given by a college or university to show that you have passed a particular exam or finished your studies.

## Example

a diploma in business studies



# entry level (n.)

the lowest level of an organization, type of work, etc.

## Example

E-commerce is presenting a lot of new jobs at entry level.



# Skill Level



# Skill Level

**excellent**

**good**

**fair**



# Job Advertisement



# Job Application Form

ใบงานที่ 1 เรื่อง Job Application Form  
หน่วยการเรียนรู้ที่ 8 เรื่อง Occupations  
แผนการจัดการเรียนรู้ที่ 60 เรื่อง Job Fair Reflection  
รายวิชา ภาษาอังกฤษ รหัสวิชา อ23102 ภาคเรียนที่ 2 ชั้นมัธยมศึกษาปีที่ 3

Directions: Read the job advertisement and fill in the application form.

Job Position: \_\_\_\_\_

First name: \_\_\_\_\_

Last name: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone number: \_\_\_\_\_

Degree: \_\_\_\_\_

Work experience:

\_\_\_\_\_  
\_\_\_\_\_

Skills:

\_\_\_\_\_

Language Skills:

Language	Speaking	Listening	Reading	Writing
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1. \_\_\_\_\_

2. \_\_\_\_\_

## ใบงานที่ 1

Directions: Read the job advertisement and fill in the application form.





# Job Advertisement

## **Receptionist (hybrid)**

Jobs DB Recruitment (Thailand) Limited by SEEK

Sathorn, Bangkok

Posted on 6-Mar-23

## **Job Highlights**

- Strong critical reasoning and commercial skills
- Strong 'can-do' attitude
- Proficient in English communication



# Job Advertisement

## Key Responsibilities

- Manage incoming call both local and international calls
- Welcome company customer, guests and visitors
- Keep records of documents received and sent out
- Reserve the meeting room
- Support Accounting department for other administration tasks as assigned



# Job Advertisement

## The Ideal candidate would have

- Experience in an office environment as a receptionist or operator with a multinational company is a plus.
- Proficiency in English (speaking, reading and writing)
- Good computer literacy and knowledge of Microsoft Office applications
- Diploma of vocational education are very welcome!



# Job Advertisement

## Career Level

Entry Level

## Qualification

Degree

## Job Type

Full Time, Permanent

## Years of Experience

1 year





BYE BYE

