

Unit 26

THE CLASSIFIEDS

Grace Hsu

For Sale
TOWN HOUSE
3 bedrooms
300 sq. m lot
2 minutes from
Downtown
\$210,000
Has swimming pool

**American
Pizza**

Delivery person
uniform provided
6 P.M. – midnight
\$8/hr

PC salesperson
Company car
Annual bonus
\$40,000/yr.

Cashier
3 days per week
(Mon./Wed./Sat.)
\$6 per hour

\$100 OFF

SAVE \$100

SAVE 30¢

“Let’s make up.”
(我們和好吧！)

Before You Read

1. How many types of advertising do you know?
2. If you want to find a house, where can you get the information?
3. Besides placing some ads in the newspapers, some companies also post their job openings on the Internet. Can you name two or three websites?

Newspapers are full of information about people's activities. Have you ever looked at the classified section of an English newspaper? Read the classified ads below. Imagine that you are looking for a room, a job or whatever.

(A) House For Rent

Room

- **Suite** for couple & single room for female
- NT\$ 4000 & 2500
- Safe, quiet, convenient, and furnished
- Central location near National Lien Ho Institute of Technology and Commerce

For further information, call : 337-666

Apartment For Rent

- 34 pings, 3 bedrooms, 2 share bathrooms
- Rental \$35,000
- Hi-tech **facilities**, 2 **elevators**, 24H **guard**
- Huge parking place, downtown, near **Botanical Garden**

Contact Jackie, pager 080-12-3456, mobile 109-187-654

(B) Service

Tutor

- Practice telephone conversation. Effective, easy, all-level
- English/ Japanese classes for one on one or small group
- Foreign teachers - Tuition fee 1-1: NT\$300p/h

Contact for info: (02) 23456789

Help Wanted

Au Pair. To work in families in Canada. Light housework only. Free time for study. **Accommodation**, food and **pocket money**. **Previous** experience with kids useful. References needed.

Phone: (04) 311-1234 ext. 214 Mrs. Wang

(C) Personal (小啟)

Notice of Apology

I wish to express my sincere apology to Mr. Chen for the misunderstanding and inconvenience caused by me. I promise to correct the mistake and do whatever I can do to make up for his loss.

David Huang ID Card No. P123456789

Mini-dictionary

1. **suite** (n) a set of rooms, e.g. a bedroom, sitting-room and bathroom 套房
2. **facilities** (n) circumstances, equipment, aids, etc. 設備；設施
3. **elevator** (n) American English = lift (British English) 電梯
4. **guard** (n) a group of persons who protect buildings, etc. 警衛；看守
5. **Botanical Garden** (n) a park where plants and trees are grown 植物園
6. **au pair** (n) a person who receives board and lodging with a family in return for helping with the housework 免費寄宿以幫忙做家事換取學英文機會
7. **accommodation** (n) lodgings; room and food 膳宿設備
8. **pocket money** (n) small amount of money given to a child 零用錢
9. **previous** (a) coming before in time or order 先前的

(D) Position Vacant *Well-known firms seek qualified employees.*
 Please send your resume, a recent photo, **transcript**, and brief autobiography to:
 Ms Chang, P.O. Box 33-600, Taipei. **Indicate** on the outside of the envelope
 which firm you are interested in. This newspaper will forward all **applicants'**
 materials to the firms **indicated**, and will inform applicants of similar
 opportunities. Questions may be directed to us at (02) 2341-5678.

1	tsmc (Taiwan Semiconductor Manufacturing Co., Ltd.)
<p><i>1) Mechanical Engineer (2 positions)</i></p> <ul style="list-style-type: none"> - University graduate - starting monthly salary NT46,000 <p style="text-align: right;">- able to work rotating shifts - one year contract</p> <p style="text-align: center;"><i>2) Sr. Accountant</i></p> <ul style="list-style-type: none"> - BA degree or above, major in Accounting, MBA preferred - Fluent in spoken & written English <p style="text-align: center;"><i>3) Business Secretary</i></p> <ul style="list-style-type: none"> - College graduate - Female, ages below 35 - PR will be a plus - Housing provided <p style="text-align: right;">- presentable, good communication skills - Good command in written and spoken English - familiar with electrical products - Be able to work independently or under pressure</p> <p>Send your resume both in English and Chinese in A4 format with day phone number ASAP to:</p> <p style="text-align: center;">Ms Hsieh, Human Resources Office, Tsmc</p> <p>(pls. Specify the job title on the envelope)</p>	

2	Rock Records Co., Ltd.
<p>Rock Records is a leading company in the music industry. Rock is currently seeking qualified persons for <i>Research Assistant</i>.</p> <p>Qualifications:</p> <ul style="list-style-type: none"> - Min. 1 year or above experience in telecommunication industry - Interested in AUTO CAD design application - Basic English communication ability preferable. - Holds a passport and willing to be relocated abroad (for 1 yr. only) <p style="text-align: center;">If interested, please send your resume with expected salary to:</p> <p style="text-align: center;">Attn: Julie</p> <p style="text-align: center;">Personnel Department</p> <p style="text-align: center;">384, Hoping West Road, sec. 2, Tainan</p>	

3	Formosa Plastics Corp.
<i>Customer Services Representative</i>	
<ul style="list-style-type: none"> - Degree or higher diploma (BS/MS) in EE or related fields - Interested in systems maintenance both in H/W & S/W - Working location : Hsinchu - Working experience is not essential, new graduates with aggressiveness are welcome - Technical background or computer peripheral knowledge is preferred - Attractive salary plus commission - Benefits : Health insurance, paid vacation, year-end bonus, dividend <p>Call for interview.(02) 23456789</p>	

Mini-dictionary

1. **qualified** (a) having suitable knowledge for a job 合格的；有資格的
qualification (n) training or examination that qualify sb for work 資格
2. **transcript** (n) copy of official record of a student's work 成績單
3. **applicant** (n) 申請人
apply (v) 申請 application (n) 申請；應徵；應用
4. **indicate** (v) to show something by pointing 指出
5. **semiconductor** (n) substance that conducts electricity 半導體
6. **rotating shifts** (np) taking turns working 輪流值班
7. **contract** (n) legally binding agreement, usu. In writing 契約；聘書
8. **accountant** (n) a person whose profession is to keep or inspect financial account 會計師 accounting (n) 會計
9. **fluent** (a) able to speak or write a language smoothly 流利的
10. **presentable** (a) fit to appear or to be shown in public 體面的；像樣的
11. **command** (n) mastery (對語言)運用自如的能力
12. **plus** (n) positive quality; advantage 加分；有利的特質；好處
13. **(be) familiar with** (ap) having a good knowledge of sth 熟悉
14. **Human Resources Office** (np) 人力資源部
15. **specify** (v) to state or name clearly 列舉；註明
16. **preferable** (a) more suitable 更合人意的；較好的
preferred (a) 更合人意的
17. **expected salary** (np) regular payment that you hope for 期望的薪水
18. **Personnel Department** (n) a dept. in a firm handling employees 人事部門

19. **representative** (n) a person chosen to represent others 代表
20. **maintenance** (n) the act of maintaining 維修
21. **aggressiveness** (n) aggression 衝勁
22. **peripheral** (a) of secondary or minor importance 周邊的
23. **commission** (n) payment to sb for selling goods 佣金
24. **bonus** (n) payment added to what is usual 獎金；紅利
25. **benefits** (n) fringe benefits; extra things that sb gets from the job 福利
26. **dividend** (n) shares of profits paid to share-holder 股票分紅；股息

Grammar

A. 下列是一些常見的分類廣告縮寫字 (Abbreviation)

- 1) apt. = apartment brs. = bedrooms dept., dpt. = department
 facils. = facilities furn. = furnished (附有傢俱的)
 pls. = please tks = thanks
- 2) BA = Bachelor of Arts(文學士) BS= Bachelor of Science (理學士), MS
 B.E. = Bachelor of Engineering (工程學士)
 MBA= Master of Business Administration (企業管理碩士)
- 3) attn. = attention coll. grads = college graduates bfts. = benefits
 corp. = corporation exp./exper. = experienced f.t. = full time
 info = information Ltd. = limited (有限的) min. = minimum
 p/t = part-time sec'y./ sect. = secretary p/h = per hour
 sr. = senior yr. = year
- 4) PR = Public Relations (公關) RA= Research Assistant (研究助理)

Exercise

Writing Project

1. Find a job you want to apply for and practice writing an application letter, which is sent with your resume to introduce yourself to an employer.
2. Write a help-wanted ad for your "ideal" teacher.
3. Practice writing a thank-you note to an interviewer.