

Unit # 9

Selecting the Right Career

درست پیشہ کا انتخاب

Learning Outcomes

After completing this unit students will:

- Explain the meaning of unfamiliar words and phrases from the context
- Illustrate 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

For the Teacher

- **When you grow up what would you like to become?**

Ans. I want to become a doctor.

- **Who has chosen this field for you?**

Ans. After consulting my parents and teachers, I have chosen this field for me.

- **How can you enter the field of your choice?**

Ans. I can enter in this field after completing my education.

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.

(1) There was a time when any student's future plans revolved around 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.

کوئی زمانہ تھا جب کسی طالب علم / طالبہ کے مستقبل کے منصوبے ڈاکٹر، پائلٹ یا انجینئر بننے کے گرد گھومتے تھے۔
 صرف یہ چند ایک ذابطے ہی عزت اور روپے پیسے، دونوں کے لحاظ سے ایسے شعبے تصور کیے جاتے تھے جو منافع
 بخش ہمیشہ تھے۔ نتیجے کے طور پر، طلبہ و طالبات دیگر مواقع سے بے خبر تھے جو، شاید زیادہ منافع بخش رہے ہیں۔

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

Ans: In past people want to become a doctor, a pilot or an engineer because they thought that these disciplines are only fields that could offer rewarding [careers in terms of both respect and money.

(2) Today, life has become more dynamic and innovative. Gone are 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 young people.

آج زندگی زیادہ متحرک اور تخلیقی صلاحیتوں سے مزین ہو گئی ہے۔ وہ دن چلے گئے جب صرف طب اور انجینئرنگ ہی اختیار کرنے کے لیے موجود شعبے تھے۔ اب نوجوانوں کے لئے آئی ٹی، الیکٹرونک میڈیا اور ویب نیٹ ورکنگ سے لے کر آن لائن کاروبار کرنے کے راستے اور فیشن ڈیزائننگ پر مشتمل غیر روایتی پیشوں کی ایک مکمل دنیا موجود ہے۔

(3) However, there still remains the question of choosing the right 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.

تاہم، درست پیشہ منتخب کرنے کا سوال اب بھی موجود ہے۔ بد قسمتی سے، ہم میں سے زیادہ تر افراد کے لیے درست پیشہ سے مراد محض ایسا پیشہ ہے جو منافع بخش روزگار کی ضمانت دیتا ہے، لیکن ترجیحات جیسا کہ کام میں دلچسپی اور ذہنی اطمینان کو بھی اہمیت دی جانی چاہیے۔

Explain the phrase "profitable livelihood".

Ans: Profitable livelihood means a source of income that should definitely give profit.

(4) The scope of any field in terms of market demand should also be 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.

کسی بھی شعبہ کی وسعت کا جائزہ مارکیٹ میں طلب کے لحاظ سے بھی نہایت سنجیدگی سے لینا لینا چاہئے۔ ہم عملی طور پر خدمت مستعار لینے کے رجحانات کی اہمیت کا انکار نہیں کر سکتے، مثال کے طور پر، ایک عشرہ قبل جب کمپیوٹر سائنس کے پیشہ ور ماہرین کی طلب پائی جاتی تھی تو بہت زیادہ تعداد میں ایم سی ایس (ماسٹر کمپیوٹر سائنسز) کے طلبہ کا مارکیٹ میں سیلاب آگیا جبکہ نتائج نہایت مایوس کن تھے۔

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.

کیریئر کونسلرز عام طور پر اس طرح کے رجحانات سے آگاہ ہوتے ہیں۔ وہ منافع بخش پیشہ کی طرف نوجوانوں کی رہنمائی کرنے کے سلسلے میں کلیدی کردار ادا کر سکتے ہیں۔ اس سے سکول کی سطح پر کل وقتی کیریئر کونسلنگ کے شعبے کی اہمیت واضح ہوتی ہے اس شعبہ کا کام ہونا چاہئے کہ طلباء کی شخصیتوں کا جائزہ ان کی دلچسپیوں کا مشاہدہ کرے اور ان کے رجحان کے مطابق موزوں پیشے تجویز کرے۔ کیریئر کا فیصلہ کرتے وقت زیادہ تر والدین اور طلباء کو بے بس پاتے ہیں۔ والدین مارکیٹ کے رجحانات، تعلیمی نظاموں اور کسی مخصوص شعبہ کی وسعت (اہمیت) سے بے خبر ہوتے ہیں۔ اس طرح چودہ پندرہ برس کے عمر کے طلباء اس قدر بالغ نظر نہیں ہوتے کہ زندگی بدل دینے والے فیصلے کر سکیں۔ اس لئے اس بات کی اشد ضرورت محسوس ہوتی ہے کہ کیریئر کونسلنگ کو سکول کی سطح ہی سے شروع کرنا چاہیے۔

How do career counselors help you choose the right profession?

Ans: Career counselors are generally well informed about such trends. They can play a key role in guiding the youth towards a rewarding profession.

(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.

ایک بار جب کوئی شعبہ منتخب کر لیا جاتا ہے تو اگلا قدم اس مخصوص شعبہ میں داخل ہونے کا ہوتا ہے۔ کون سی ڈگریاں، سرٹیفکیٹس، کورسز اور مضامین منتخب کیے جائیں؟ ایک طالب علم / طالبہ کو چاہیے کہ وہ کامیاب طالب علم / طالبہ اور اس مخصوص شعبہ کے پیشہ ور ماہرین سے بھی استفادہ کرے۔

(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.

مختلف پیشوں کے انتخاب کا مختصر تعارف درج ذیل ہے۔ یہ ایک سروے سے حاصل ہونے والا نتیجہ ہے جو کہ سینئر سٹوڈنٹس اور پیشہ ور ماہرین کے درمیان یہ جاننے کے لئے کرایا گیا تھا کہ ان کی منتخب شدہ شعبہ کے لئے موزوں ترین راستہ کونسا ہے۔

(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 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).

چارنڈ اکاؤنٹسبلا شک مشکل ترین اور نہایت زیادہ تنخواہ پانے والا شعبہ ہے، جسے انٹرمیڈیٹ یا اس کے مساوی تعلیم کے بعد براہ راست شروع کیا جا سکتا ہے۔ تاہم، ماہرین کے مطابق، کاروبار سے متعلقہ مضامین مثلاً اکاؤنٹس، کاروباری شماریات، کمرشل جغرافیہ، وغیرہ میں بارہویں درجے کی تعلیم سی اے کی ڈگری حاصل کرنے کا بہترین ذریعہ ہے کیونکہ اس سے تصورات کی تعمیر میں مدد ملتی ہے۔ وسیع ذیلی ضابطوں کی وجہ سے کاروباری اسٹوڈنٹس اور آئی ٹی (انفارمیشن ٹیکنالوجی) کے شعبے بھی نوجوانوں کو پریشان کر دیتے ہیں۔ بی کام (پچلر آف کامرس)، بی بی اے (پچلر آف بزنس ایڈمنسٹریشن)، بی بی آئی ٹی (پچلر آف بزنس انفارمیشن ٹیکنالوجی) اور بی سی ایس (پچلر آف کمپیوٹر سائنسز) کی تعلیم بہت شاندار طریقے سے ایم بی اے (ماسٹرز آف بزنس ایڈمنسٹریشن)، ایم بی آئی ٹی (ماسٹران بزنس انفارمیشن ٹیکنالوجی)، ایم ایس سی آئی ٹی (ماسٹرز آف سائنسز ان انفارمیشن ٹیکنالوجی) اور ایم ایس سی (ماسٹرز آف کمپیوٹر سائنسز) کی تعلیم حاصل کی جا سکتی ہے۔

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.

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

نئے شعبہ جات مثلاً بائیومیڈیکل انجینئرنگ میں انجینئرنگ کا شعبہ بھی متعارف کرایا گیا ہے۔ پری انجینئرنگ کے اسٹوڈنٹس کے لیے زراعت کے شعبہ میں بہت بڑا موقع فراہم ہوا ہے۔

(10) Mass communication is certainly one of the fastest emerging 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, B.Com or B.Sc, etc. Fashion and designing have now emerged as a separate industry. A number of universities are offering degree programs and diplomas in fashion designing.

ماس کمیونیکیشن یقیناً دنیا میں سے سب سے زیادہ تیزی سے ابھرتی ہوئی صنعتوں میں سے ایک ہے۔ یہ شعبہ عزت اور روپیہ دونوں کے لحاظ سے نہایت زیادہ منافع بخش ہے۔ دیگر ضابطوں کے برعکس ماس کمیونیکیشن میں مطالعہ کے لیے

مخصوص راستہ اپنانے کی ضرورت نہیں، آپ بی اے، بی کام یا بی ایس سی وغیرہ مکمل کرنے کے بعد یہ شعبہ اختیار کر سکتے ہیں۔ اب فیشن اور ڈیزائننگ الگ صنعت کے طور پر سامنے آئے ہیں۔ بہت سی یونیورسٹیاں فیشن ڈیزائننگ میں ڈگری پروگرامز اور ڈپلومہ جات پیش کر رہی ہیں۔

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

Ans: I am interested in Fashion and designing industry because it has a future scope in market.

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

اس لئے کسی بھی پیشہ کو اختیار کرنے سے فیصلہ کرنے سے پہلے یقین کر لیں کہ آپ اپنے پیشے سے نہ صرف روپیہ میسر کمائیں گے بلکہ ذہنی سکون اور اطمینان بھی حاصل کر لیں گے۔ یہ پریشانی سے بغیر پیشہ وراہ زندگی کا واحد راستہ ہے۔

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

Aptitude	a natural tendency to do something well, especially one that can be further developed
Considerations	something to be taken into account before making a decision
Dynamic	active and changing
Fix	spot of trouble
Innovative	new and creative
Merely	only
Resultantly	resulting from
Rewarding	given as reward
Significance	the importance that something has because it affects other things
Trends	current fashion or mode

Vocabulary

A. Give meaning of each word as Used in the lesson.

Ans:

Words	Meanings
Disciplines	Regulation
Flooded	Snowed under
Scope	Possibility
Significant	Meaning
Trends	Tendency
Pathway	Trail

B. Use these words in sentences.

advantageous, innovative, rewarding, aptitude, considerations

Ans.

Words	Sentences
Advantageous	Industrial zone project is advantageous for our country.
Innovative	Our school principal is innovative and hardworking.
Rewarding	Medical is a rewarding profession.
Aptitude	He has no aptitude for business.
Considerations	Some people have no consideration for others.

C. Identify the difference between these terms after consulting the dictionary.

degree, certificate, diploma, course

Ans.

Degree	Educational qualification
Certificate	A Document showing qualification
Diploma	Certificate given by any institution
Course	Program of study in a particular

D. Give a name to each of the following persons.

- | | |
|--|----------------------|
| 1. A person who reports for a newspaper. | News reporter |
| 2. A person who introduces performers at a concert. | Compare |
| 3. A person who takes charge of a school. | Headmaster |
| 4. A person who gives evidence in the court. | Witness |
| 5. A person who repairs boots and shoes. | Cobbler |
| 6. A person who is skilled in the science of plants. | Botanist |
| 7. A person who designs buildings. | Architect |

Reading Comprehension

A. Answer the following questions.

1. What were some famous careers for the young people in the past?

Ans. Becoming a doctor, a pilot or an engineer were some famous careers for the young people in the past.

2. Nowadays non-traditional careers are more appealing to young minds? Why?

Ans. Nowadays, non-traditional careers, from IT, electronic media and web networking to online business portals and fashion designing, are available for young people. These careers are more appealing to young minds because these careers are more rewarding in terms of respect and money.

3. What is meant by the "right profession"?

Ans. A right profession means a profession, which gives mental satisfaction and money.

4. Why is it important to consider the scope of any field?

Ans. It is very important to consider the scope of any field because the scope of any field in terms of market demand should also be 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.

5. Is there any need of proper career counseling department? Why?

Ans. Yes, there should be a proper career counseling department. This highlights the importance of a full-time career-counseling department at the school level. The function 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.

6. How can career counselors help the young people?

Ans. Career counselors can help the young peoples to choose the best carrier. Career counselors are generally well informed about latest trends. They can play a key role in guiding the youth towards a rewarding profession.

7. Which career do you want to opt for? Give reasons.

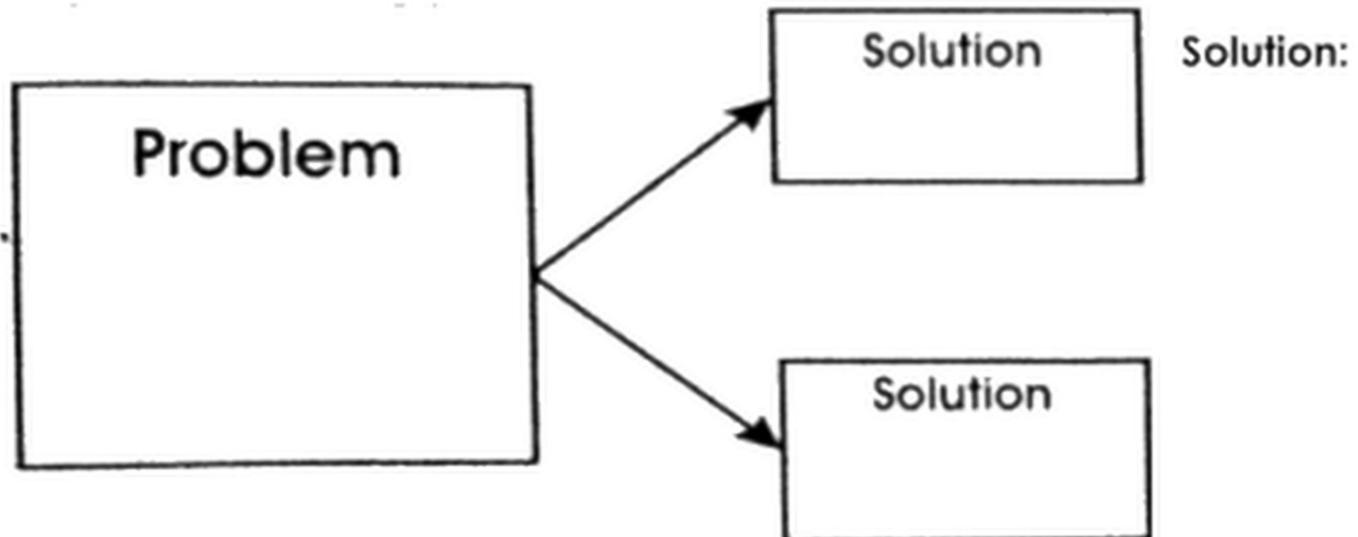
Ans. I want to become a doctor. After consulting my parents and teachers, I have chosen this field for me. I think I have good grip on the science subjects that is why I choose this profession. This profession is a noble profession.

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

Ans.

Problem: Choosing right Profession.

Solution: Going to some carrier counselor.



Choose profession according to your interest.

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
Server as a subject an object	Words such as how, that, what, whatever, when, where, which, who, whom, whoever whose, or why	That you escaped injury amazed me. I expect that I shall get a prize.

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 infinity.**Example**

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

I know **where to find it.**

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

Answers:

1. They warned him not deceive them.
2. We discuss how to improve matters.
3. She learnt to use the machine.
4. The child did not know how to reach home.

5. The class discussed **what to 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 + 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 **for** three hours.
2. I have been watching TV **since** 7 p.m.

3. Tahir hasn't been feeling well for two weeks.
4. Sarah hasn't been visiting us since March.
5. He has been playing football since a long time.
6. He has been living in Peshawar since 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?

Ans. I am wearing joggers because I have been having a walk for an hour.

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

Ans. I haven't finished my work yet because I have been watching T.V for two hours.

3. Why are you looking pale?

Ans. I am looking pale because I have been ill for two weeks.

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

Ans. He hasn't he seen me for so long because I have been living at Rawalpindi for two years.

5. Why are you yawning so much?

Ans. I am yawning so much because I have been working for many hours.

6. Why are you working so hard?

Ans. I am working so hard because I have been serving the nation for several years.

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
Chartered accountant	CA
IT Professionals	MCS, BIT, BCS, MSc
Fashion Designing	MA Fashion Designing

For the Teacher

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

B. Write a précis of paragraph 5.

Ans. Well informed career counselors can guide the youth towards a rewarding profession. Full time career-counseling departments are necessary at the school level. This department can suggest suitable careers according to student's aptitude. Most of the parents and young students find it difficult to decide about carrier.

C. Write an essay on "My Favourite Career". (220-250 words).

Ans. My Favourite Career

My favorite Career job is teacher. Teaching is really a noble profession Every one of us, including our nation's Presidents are the product of teaching.

The teacher is the one who molds a child into what he will be on the future. He is being taught how to read and how to write, how to deal with others and how to deal with himself. The knowledge of the teacher is being shared or transferred to the child from science, technology, arts and values. And when the child is ready to pursue for a higher degree of education and specialization, it is still the teacher who is guiding the child for him to attain his dreams and expectations.

No other profession is greater than teaching. Without teacher, there will be no Engineers who will plan, design and manage the construction of buildings, roads, bridges, communication facilities and other mechanical

infrastructure. Doctors, scientists, politicians, etc will not exist without the teacher and the teaching process.

As a teacher, I am motivated by the sheer joy of discovery and understanding that I find in my work. As a teacher, I am motivated by the desire to help others to find that same spark of joy in discovering and understanding new concepts.

The most rewarding part of my career as a teacher is to work with a student one-on-one and to witness the moment that he or she finally grasps the essence of a new idea. That moment can surprise and delight a student at any level, from beginning algebra to category theory. Sharing that moment, however brief, and no matter how deep the subject matter, always boosts my enthusiasm, and continues to provide the motivation for the necessary hours of preparation and grading.

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

1. **Signature** is the place for the writer to handwrite their name.
2. The recipient's name, company name, and address are called the **inside address**.
3. The purpose of the letter is included in the **body of letter**.
4. Sincerely' is an example of a **complimentary closing**.
5. The last line in a business letter is the **writer's** name.
6. The **date** shows when the letter is written.
7. The **return address** is the address of the letter writer.

8. Dear Mr. Rehman is a **salutation**.

E. Identify parts of the formal letter given below.

Sample formal letter

House No.5, Street No.10

Green Town, Faisalabad

March 20, 2014

Mr. Abdul Rehman

10-H Blue Area, Islamabad

Dear Mr. Rehman,

I am applying for the Technical Writer's position advertised in the April 12, 2014, 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 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.

To,

Managing Director,

A.B.O Organization

H-8, Islamabad.

Subject: Job Application for the Post of Assistant Manager

Dear Sir,

It would be a treasured opportunity for me to apply my diversified experience in the domain of management. This position relates to my 3 years of experience in various organizations. I believe that I meet all the essential criteria of the position, which you will see, from my CV (attached with application).

I believe that I am well qualified to make an effective and useful contribution to your organization.

I feel my CV simply touches on the highlights of my career and a meeting will prove a better forum to discuss my background in further detail.

Sincerely,

X. Y.Z

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, spelling or grammatical errors.

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

