

It's Your Job

The screenshot shows the 'It's Your Job' website interface. At the top, the logo reads 'IT'S YOUR JOB' with the tagline 'Take control of your career' and a 'MY CHOICE' seal. Below the logo is a navigation bar with 'My Course', 'My Programs', and 'My Account' tabs. A welcome message says 'Welcome, wshen. Today is 27th November 2012.' and the language is set to 'North American English'. The main content area is titled 'Handling difficult questions' and includes a 'Career Library' section with a 'Click here' link. A sidebar on the left lists navigation options: '1 Find the ideal job... for you', '2 The perfect resume', '3 Cover letters that work', '4 Prepare for the interview', '5 Handling difficult questions' (highlighted), '6 Effective follow-up', '7 Interviewing: professional tools', and '8 Study language: vfu'. The main content area features three questions: 'Question 1: Assuming a candidate is capable of doing the job, what is the most need important information you are trying to find out?', 'Question 2: An interview is usually a two-way process. What should a candidate be looking for in the interview?', and 'Question 3: Are there any difficult questions you like to ask, to see how a candidate...'. A video player on the right shows a woman speaking, with the text 'Through an employer's eyes' and 'Click the mouse icon to watch the video'.

簡介



- 在就業市場急速全球化之下，對於非母語者，以英語求職的過程常令人感到不安及挫折。It's Your Job的設計者看到了您的需求也提供了解決的方法！
- 本教材分為十個單元，從了解您的職業趨向到薪資協商等主題，以架構性及分析式的切入方法，帶領您了解求職的過程。
- It's Your Job 提供電子書、雇主訪談影片、互動式活動及求職/面談經驗分享的語音檔，除了學習求職技巧外，也讓您從雇主的角度了解您該扮演的角色，協助您在求職的過程中更加得心應手！

操作方法

IT'S YOUR
JOB
Take control of your career

MY CHOICE

Please log in.

Please type your name and click Start.

Name:

Password:

Start

請輸入你的帳號及密碼

輸入完畢請按Start 登入

使用本程式需先安裝Flash Player。如無法執行時，請於安裝完成後再次進入。

如程式於載入畫面停頓過久，請按“F5”，或點選重新整理。

Clarity
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操作方法

課程

學習進度

The screenshot shows the 'IT'S YOUR JOB' website interface. At the top, there are three tabs: 'My Course', 'My Progress', and 'My Account'. The 'My Course' tab is active, showing a list of 10 topics. The 5th topic, 'Handling difficult questions', is highlighted in pink. To the right of the list, there is a video player titled 'Through an employer's eyes' featuring a woman in a blue shirt. Below the video player are four resource icons: 'Quotes', 'Different angles', 'Tips', and 'Recorder'. The interface also includes sections for 'Career Library', 'Advice Zone', 'Practice Center', and 'Story Point'.

選擇主題



: 電子書



: 雇主訪談影片



: 互動式練習



: 求職/面談經驗
分享語音檔



: 其他資源

操作方法

-  Practice Center 互動式活動

上頁

下頁

批改答案



Back Forward Scoring

10. Job-seeking and technology > Quiz: technology and job-seeking

Read the eBook for this unit again. Then read through the statements below and decide whether they are true or false.

Notepad

Print

Recorder

簡易筆記本

列印

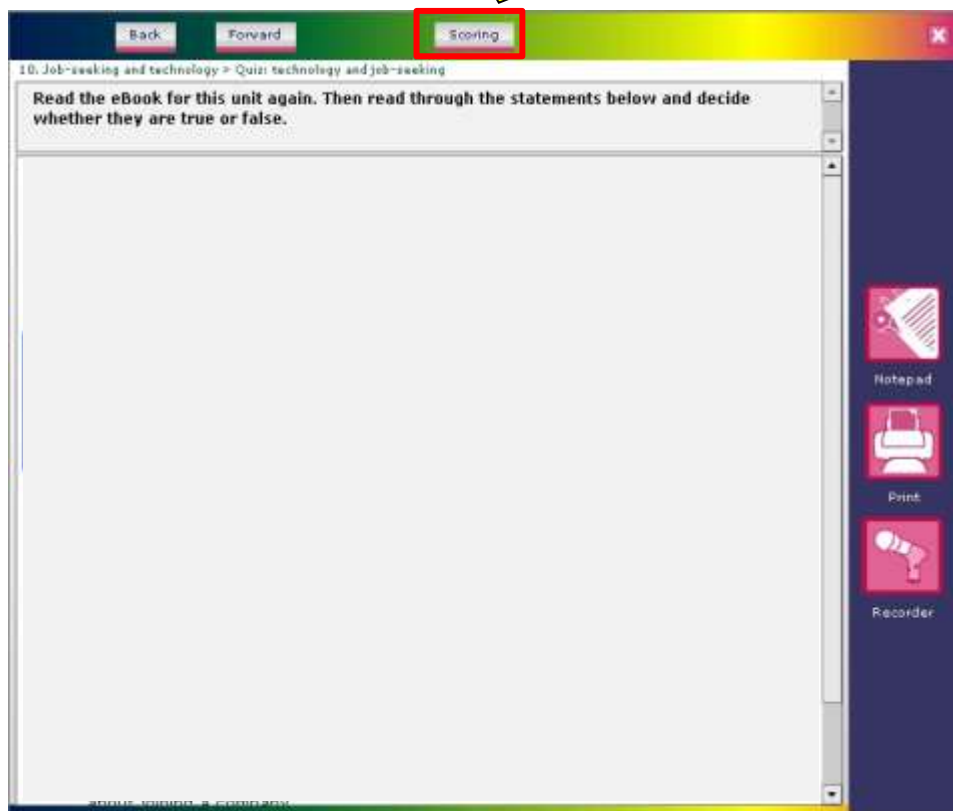
錄音

查詢單字: 將游標移到該字上方，同時按下鍵盤上的Ctrl及滑鼠右鍵。

操作方法

-  Practice Center 互動式活動

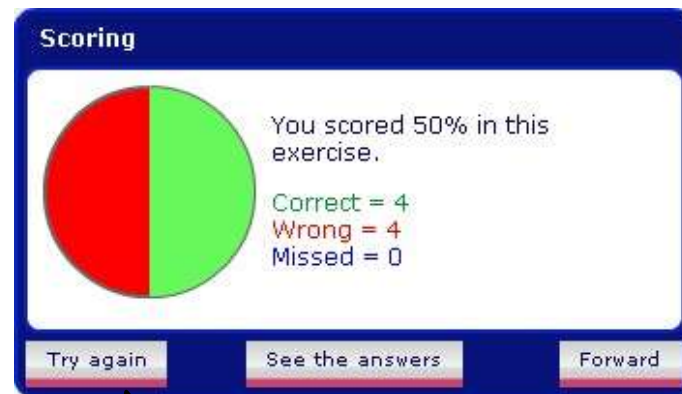
批改答案



10. Job-seeking and technology > Quiz: technology and job-seeking

Read the eBook for this unit again. Then read through the statements below and decide whether they are true or false.

Notepad
Print
Recorder



Scoring

You scored 50% in this exercise.

Correct = 4
Wrong = 4
Missed = 0

Try again See the answers Forward

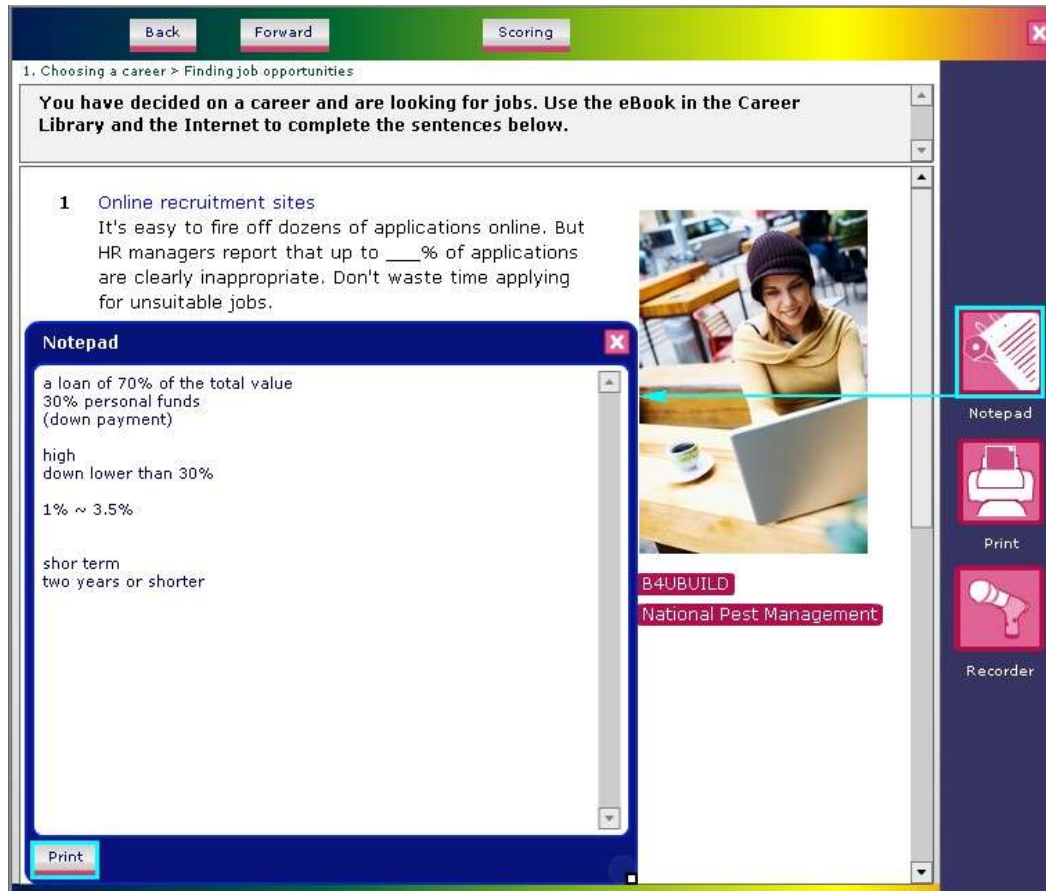
再試一次

檢視正確答案

下一單元

操作方法

● Practice Center 互動式活動



Back Forward Scoring

1. Choosing a career > Finding job opportunities

You have decided on a career and are looking for jobs. Use the eBook in the Career Library and the Internet to complete the sentences below.

1 Online recruitment sites
It's easy to fire off dozens of applications online. But HR managers report that up to ___% of applications are clearly inappropriate. Don't waste time applying for unsuitable jobs.

Notepad

a loan of 70% of the total value
30% personal funds
(down payment)

high
down lower than 30%

1% ~ 3.5%

shor term
two years or shorter

Print

Notepad

Print

Recorder

84UBUILD
National Pest Management

您可利用印表機
或pdf轉換器列印
或轉存您的筆記。
(請參考下一頁)

筆記本

列印

錄音



操作方法

-  **Practice Center 互動式活動**
 - Recorder 錄音功能

一般錄音功能

:點選“Run”即可啟動。



跟讀錄音功能

1. 先啟動一般錄音功能；
2. 點選系統音檔，再點選錄音功能中的聲波圖示。

