**Urdu Study Guide 56**

**Five College Center for World Languages**

**Available online at** [**http://langmedia.fivecolleges.edu**](http://langmedia.fivecolleges.edu/)Version Date: January 2018

**Materials for this Study Guide**

*Beginning Urdu: A Complete Course*  (and accompanying audio recordings on CD)

* Unit VIII: Chapter 39 (My Experience and Accomplishments: Exercise 5)

Urdu Resources on LangMedia: <http://langmedia.fivecolleges.edu/culturetalk/Pakistan>

* *CultureTalk Pakistan* Video: Society, Health, & Environment: [Improving Quality of Life](http://langmedia.fivecolleges.edu/culturetalk-subtopics/Pakistan/198/Improving-Quality-of-Life): “NGO Work in Karachi”

*Language Learning Strategies and Tools* on LangMedia (<http://langmedia.fivecolleges.edu/strategies>)

**Assignments for Independent Study**

*Chapters 39*: Hiring Committee Exercise

* Prepare *BU* Chapter 39, Exercise 5 for your conversation session. Read the information about all three applicants. Make a version of the chart in Exercise 5 and fill in information for each applicant.
* Do *BU* Chapter 39, Exercise 5, Part B on your own. Listen first without reading the transcript of the voicemail. Make notes and then review the transcript to compare with your notes.
* **HAND IN:** Choose which applicant you think is the most qualified applicant and write a paragraph giving the reasons you think the applicant is the best person for the job.
* **Prepare for Conversation Session:** Be prepared to describe the qualifications of each candidate in your conversation session. Be prepared to give your reasons for hiring one candidate rather than the others.
  + - **For further discussion:** Be prepared to discuss why you would or would not be a qualified applicant for the job in Exercise 5. Who do you know who would be a qualified applicant? What qualifications do you have for other types of jobs?

*CultureTalk Pakistan*: Learning about NGOs in Pakistan

* Study the video [*CultureTalk Pakistan* Video: Society, Health, & Environment: Improving Quality of Life: “NGO Work in Karachi”](http://langmedia.fivecolleges.edu/culturetalk-subtopics/Pakistan/198/Improving-Quality-of-Life). This is a long video. Do not expect to understand all of it. Work through it in pieces. Study the transcript and translation. Focus on getting the gist of what the speaker is saying in Urdu.
* Make a list of 10 key words used in the video that you could add to your vocabulary for talking about the work that people might do with various NGOs in India.
* **HAND IN:** Write a summary of what the NGO described in the video does, between 10-15 sentences, making use of these ten words.

*CultureTalk Pakistan:* Applying for a Job with an NGO

* **HAND IN:** Make a simple resume in Urdu. Include your name, contact information, education, work experience, and a bulleted list of skills and attributes you have to offer.
* **HAND IN:** Write a short cover letter to the director of an NGO stating your qualifications for working with the NGO and why you think you would be a good person for them to hire. You can google “NGOs in Pakistan” online to get some specific ideas of how to prepare your resume and cover letter.
* **PREPARE FOR CONVERSATION SESSION:** Be prepared to role play job interviews. You should be prepared to play the role of the person being interviewed and to conduct an interview yourself.

**Conversation Session Preparation**

* Be prepared to role play job interviews for various forms of jobs. Be prepared to play both the role of the interviewer and the interviewee.
* Be prepared to discuss what types of NGOs work in Pakistan and to compare with the types of charitable and non-profit organizations common in the U.S.
* Be prepared to do the hiring committee activity in Exercise 5. You should be able to speak only in Urdu. Describe each candidate’s qualifications. Make an argument for why one is more qualified than the others.

**Homework for Tutorial**

* Paragraph telling which candidate you think should be chosen in BH Chapter 39, Exercise 5.
* Write a summary of what the NGO described in the video does, between 10-15 sentences, making use of the ten words you chose.
* Your simple resume and cover letter.