



Teenage Life

Note-taking: part-time responsibility | Cambridge IGCSE ESL 0510/0511

1. Lead-in discussion

Talk with a partner before you read.

1. Should teenagers have part-time jobs?
2. What responsibilities can a job teach?
3. How can work affect school routines?
4. What support do young workers need?

Exercise 3 at a glance

In this activity, you will read one factual text and complete notes using information from the text. In the exam, this task is usually worth 7 marks. This practice version includes extra notes to help you build confidence. Use short words or phrases from the text, not your own ideas.

2. Read for overall understanding

Read the text. What can teenagers learn from part-time work?

Learning from Part-Time Work

Part-time work can be a useful experience for teenagers when it is balanced with school. Students may work in cafes, shops, sports centres or family businesses for a few hours each week. Supporters say young people can learn responsibility, communication skills and how to manage time and money. However, work becomes a problem if students are too tired to study properly. Schools often remind students that legal rules about age, hours and safety must be followed. A job that looks useful is not suitable if it keeps a teenager out too late or asks them to do unsafe tasks.

A first job often teaches basic routines. Teenagers learn to arrive on time, wear suitable clothes and follow instructions even when the task is not exciting. They may need to clean tables, stack shelves or prepare simple equipment before customers arrive. These jobs can feel repetitive, but they show why reliability matters in the workplace. A good employer gives clear training rather than expecting a young worker to guess what to do. This might include showing how to use equipment, where to report problems and how to speak to customers politely.

Part-time work also builds communication skills. Young workers practise greeting customers, asking polite questions and dealing with small complaints. A supervisor may teach them how to apologise without arguing or how to ask for help when they are unsure. These skills are useful later in interviews, volunteering and group projects at school. Teenagers may also learn how to handle feedback. A supervisor might correct a mistake about stock, timing or presentation. If the feedback is fair, it can help students become more mature and less afraid of making errors.

There are challenges. Teenagers need clear limits on working hours, safe travel arrangements and enough time for homework. Parents and schools may help students plan their week so shifts do not clash with exams or clubs. Some students spend all their wages quickly, so learning to save a small amount can be valuable. A good part-time job should make teenagers more independent without putting them under too much pressure. Part-time work can also influence future plans. Some teenagers discover that they enjoy working with people, while others realise they prefer practical tasks or quiet organisation. These discoveries can guide later choices about courses, volunteering or careers.

3. Strategy focus

Match skill to example

A paragraph may give an example before naming the skill. Copy the skill or phrase that fits the heading, not the whole example.

4. Practice note-taking task

Complete the notes using information from the text. Use short words or phrases from the text. Do not add your own ideas.

Notes	Write short answers
Where teenagers may work	- - -
Basic work routines	- - -
Communication skills	- - -
Support and limits needed	- - -

5. Vocabulary notebook

Underline five useful words or phrases from the text. Check their meaning, then record them in your vocabulary notebook.

6. Follow-up tasks

1. Discussion: What part-time job would be most suitable for a responsible teenager?
2. Strategy: Choose three answers and underline the clue sentence that supports each note.
3. Writing: Write advice for a teenager starting a first job.
4. Vocabulary: Circle words and phrases connected to work, responsibility and independence.

Teenage Life

Note-taking: part-time responsibility

2. Read for overall understanding

Suggested answer: they can learn responsibility, communication skills and how to manage time and money.

4. Practice note-taking task

Where teenagers may work

- cafes
- shops
- sports centres

Basic work routines

- arrive on time
- wear suitable clothes
- follow instructions

Communication skills

- greeting customers
- asking polite questions
- dealing with small complaints

Support and limits needed

- clear limits on working hours
- safe travel arrangements
- enough time for homework

Notes for checking

This is an extended practice version of the IGCSE ESL note-taking task. The live exam normally has fewer marks, but this version includes extra notes to build confidence and selection skills.

Accept short phrases that keep the same meaning.

Learners should avoid copying a whole sentence if a shorter note answers the heading.

Some answers need more than one or two words, especially when the key detail is a phrase.