

Unit

1

Get That Job!

RÉSUMÉ

Street Name: 1
70000 City Name
Tel: 0000 5555555
E-Mail: emailname@server.com

SUMMARY

- Experience in commercial engines development
- Expert knowledge in programming
- Strong experience in software design and architecture, animation, performance optimization
- 10 years of development experience. Worked on projects in various industries
- Management of a small team of engineers

WORK EXPERIENCE

07/2007 - Present Company Name Ltd. (United States)
Lead Position Name

Working on new innovative projects

- Sed sed ipsum et to
- Suspendisse ne
- Donec et i
- Integ
- M

01/2005 - 07/2007

KNOW-HOW

for an Interview 2

- Research the person and company you are interviewing for.
- Perfect your résumé.
- Practice common interview questions.
- Prepare questions to ask at the end of the interview.

Warm Up

A What kind of job should you apply for? Check the pictures that interest you the most.



Mostly **blue**: You are interested in jobs like doctors or scientists.

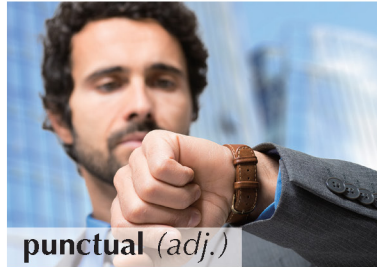
Mostly **red**: You are interested in becoming an office worker or a boss.

Mostly **green**: You are interested in jobs like artists or designers.

Mostly **yellow**: You are interested in becoming a technician or a builder.

B Can you think of jobs to match each color? In small groups, come up with as many as possible.

Word Power 3



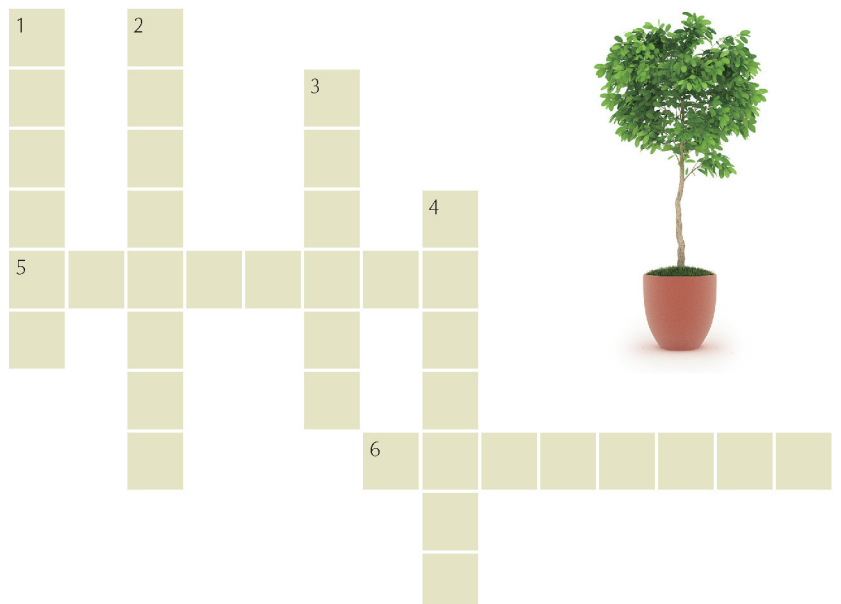
A Use the clues to complete the puzzle with the correct words.

Down

1. Describing something serious or important
2. To be on time
3. A summary of one's work experience and skills
4. To be worried about something

Across

5. The way one acts
6. A job in a company





B Fill in the blanks with the correct words.

nervous	formal	interview	position
attitude	résumé	punctual	application form

- Sarah has a great _____. She is always smiling and happy.
- You should wear _____ clothing to a wedding.
- There is a new _____ at my company. You should apply for it.
- Johnny is always late. He is not very _____.
- Fill out the _____ with your personal details.
- My _____ lists all the places I have worked at before.
- I'm really _____ about the test next week.
- He was asked many questions during the _____ with that company.

Conversation

A Listen to the conversation about Sarah's job interview and answer the questions. 4

- What is Sarah's news?
 - She got a job offer.
 - She has an interview.
 - She made a sale.
- What kind of job did Sarah apply for?
 - A salesperson
 - A manager
 - A marketing director
- How does Sarah feel about the interview?
 - She is scared.
 - She is confident.
 - She is nervous.
- Why does James think Sarah will be successful?
 - She has a great résumé.
 - She has great style.
 - She has great attitude.



Cultural Talk

What Time is On Time? 5

Different countries have different attitudes towards being on time. For example, people in Germany, Japan, and Switzerland are very punctual. Being just one minute behind is considered to be late. However, people in India, Nigeria, and Saudi Arabia are more flexible. People there are less punctual and can freely change their schedules. If you want to work in a certain country, you should first learn about its ideas on punctuality.



B Listen to the conversation again and complete the dialogue. Then, practice with a partner. 6

Sarah I've got great news!

James What is it?

Sarah I have an _____ for a sales _____ at the advertising company I told you about last week!

James Wow! How did you get it?

Sarah Well, I saw a job opening, so I filled out an _____ form and sent it in with my _____.

James That's so exciting! Are you _____?

Sarah Not really. I'm pretty confident when it comes to job interviews.

James Really? What's your secret?

Sarah It's simple, really. I wear nice, _____ clothes and make sure I'm _____. Then I just smile and answer the questions calmly and politely.

James I think you are going to do very well with that _____.

Sarah Thanks. Wish me luck!



SURVIVAL ENGLISH 7



- ❖ *Bomb an interview* means that someone has failed at an interview.
- ❖ Informally speaking, an employer is usually called a *boss*.
- ❖ *Pulling someone's leg* is used to say that you are joking about something to make someone believe it's true. ✨



Listening

Tony just had an interview. Listen to the conversation and match the two columns to complete the sentences. 8

- | | | |
|------------------------------|---|--|
| 1. Tony thinks | • | • he couldn't find the location. |
| 2. Tony was late because | • | • how to answer a simple interview question. |
| 3. Tony's phone rang because | • | • the interview went really badly. |
| 4. Tony didn't know | • | • he forgot to put it on silent. |
| 5. Tony says | • | • he will try harder next time. |

Language in Action

We use **imperatives** to give instructions, orders, and warnings.

❶ Do NOT use a subject when giving orders. Add **please** to be polite.

E.g. You sit down. → Sit down. / Please sit down. / Sit down, please.

❷ Always use the **bare infinitive form** of the verb (an infinitive without “to”).

E.g. To open your books. → Open your books.

❸ Use **don't** to make the negative form.

E.g. Not be late. → Don't be late.



A Circle the correct answer to each sentence.

1. (Walk / To walk / Walking) to platform 3 to take the train.
2. Please (not / aren't / don't) leave the door open.
3. Please (tidied / tidy / tidier) your room.
4. (Hold / Held / Holding) the line and someone will be with you in a minute.
5. (Don't / Not / Can't) turn off the heater. It's cold.

B Match the two columns to complete the sentences.

- | | | |
|-------------|---|--|
| 1. Write | • | • in the form to the front desk. |
| 2. Hand | • | • your personal details here. |
| 3. Don't | • | • a seat, please. |
| 4. Take | • | • the form with a pen. |
| 5. Fill out | • | • leave yet. You forgot to write your address. |




C Underline the mistakes and rewrite the sentences correctly.

1. Please taking your shoes off. _____
2. No speak during the meeting. _____
3. To write down your name here. _____
4. Please not leave now. _____
5. Closing the door. _____

Job Interview Dos and Don'ts 9

For many people, job interviews are difficult. However, if you are well-**prepared**, a job interview is not something you have to worry about. Let's look at some important "dos" and "don'ts" to help you at your next job interview.

Do	Don't
<ul style="list-style-type: none"> • Arrive at least ten minutes early. • Dress well. Wear formal clothes. • Remember the importance of body language. Sit up straight and maintain good eye contact. • Speak confidently about your achievements. • Show that you want the job and talk about what you can do for the company. • Prepare some questions to ask at the end of the interview. • After the interview, write a "thank-you" email. 	<ul style="list-style-type: none"> • Don't smoke, chew gum, tell jokes, or use your phone during an interview. If you do these things, it shows you don't take the interview seriously. • Don't bring a friend or partner to support you or wait for you outside. You should always go to an interview alone. • Don't be soft-spoken. Speak loudly and clearly with confidence. • Don't lie or say bad things about your previous employers. • Don't let your résumé do all the work. It's your job to sell yourself during an interview. 

* This is a T-Chart, used to list two or more separate views on a topic.

A Read the following statements about the passage and circle True (T) or False (F).

- | | | |
|--|---|---|
| 1. It's OK to answer your phone during a job interview. | T | F |
| 2. You should never make eye contact with the person interviewing you. | T | F |
| 3. You should arrive early to a job interview. | T | F |
| 4. It's OK to say bad things about your previous employer. | T | F |
| 5. You should send a "thank-you" email after an interview. | T | F |

B Fill in the blanks to complete the summary of how to behave in an interview.

First of all, make sure you arrive _____ for your interview. You should wear _____ clothes and sit properly. Speak _____ and clearly and show that you really _____ the job. Don't smoke, chew gum, or tell jokes because it means you're not taking the interview _____. Also, you should never say _____ things about your previous employers. Finally, be confident and try to _____ yourself. After the interview, it is always a good idea to write a(n) _____ email.

C Work with a partner. Take turns asking each other the following questions.

1. Have you ever had a job interview? What kind of position was it for?

E.g. Yes, I have. It was for a clerk at a bank. Have you?

No, I haven't. I've never had a job interview. Have you?

2. How do you feel about job interviews?

E.g. I find job interviews very scary. How about you?

I think job interviews are easy. How about you?

3. Do you have a résumé? When was the last time you updated it?

E.g. Yes, I do. I updated it recently / a while ago / a long time ago. How about you?

No, I don't. I haven't written one yet. How about you?



Useful Expressions

10

Talking about your education...

I graduated with a law degree in 2016.

Talking about yourself...

I am good at meeting targets.

I am a team player.

Talking about your experience...

I have 3 years' experience in this field.

Talking about salary...

I would expect NT\$28,000 to NT\$35,000 per month.



Writing

You are looking for part-time work and saw the following advertisement in the local newspaper.

MARA is Hiring!

Our fashionable new clothing store is looking for young, outgoing salespeople to join the team. Experience in retail is not necessary, but would be helpful. Please visit our official website (www.marawears.org) to download a copy of the job application form. Once completed, email your application to HR@mara.com.

A Complete the application form based on your background and experience.

APPLICATION FOR EMPLOYMENT AT MARA

Contact Details:

Name: _____ Email: _____

Phone number: _____

Address: _____

Background:

Highest level of education: _____

Qualification(s): _____

Work Experience:

Skills:

B You went to Mara for an interview. Complete the thank-you email to your interviewer.

To: <HR@mara.com>

From: _____ (your email address)

Subject: Thank you.

Dear Ms. Trent,

Thank you for taking the time to talk to me about the position of _____
_____.

After speaking with you, I believe that I would be the perfect person for this job. As we discussed, I have _____

_____ (experience) and I am a _____
_____ (skills) person.

I am very interested in joining the team and will be free to start working from _____
_____. If you need any more information, please call me at _____
_____. I look forward to hearing from you.

Yours sincerely,

_____ (your name)



Tammy's Job Interview

11 01



A Before you watch, fill in the blanks with the correct words from the box.

current communicate position challenge attending

1. My real strength is my ability to _____ with customers.
2. I want to improve my public speaking skills, so I've been _____ classes.
3. Tell me, why do you want to leave your _____ job?
4. I feel like I need a new _____.
5. This _____ will allow me to be part of a bigger team.

B While you watch, check the things that Tammy did in her interview.

- She said bad things about her previous employer.
- She talked about her strengths.
- She asked a good question.
- She told Mr. Jones how much she wants to be paid.
- She lied about her achievements.

C After you watch, use the common interview questions below to role-play an interview in small groups.

1. Tell me about yourself.
I'm hardworking and....
2. What are your strengths and weaknesses?
I'm great at..., but I'm not good at....
3. Why did you leave your last job?
I left because....
4. Do you have any questions for me?
Yes, can you tell me about...?

TOP TIP!

12 When asked about your weaknesses, don't say something like "I have no weaknesses." or "I work too hard." You should choose a real weakness, but also talk about how you are fixing it.

B Fill in the blanks.

24 When doing business with people from other (11), it is very important to know how to greet them. If you are meeting someone from Japan, you should know the correct way (12). The 15-degree bow is used for casual greetings. In business, the (13) commonly used is the 30-degree bow. To be safe, this is the one that you should always use in (14) situations. Finally, the 45-degree bow is used to show that you are really sorry or that you deeply (15) something. You can also use it if you want to ask for a favor.

- | | | |
|-------------------|-------------|--------------|
| 11. a. country | b. cultures | c. companies |
| 12. a. to bow | b. bowing | c. bow |
| 13. a. more | b. mostly | c. most |
| 14. a. formal | b. casual | c. unusual |
| 15. a. appreciate | b. witness | c. forget |

25 Johnny just (16) his job interview. First, he was a little (17) because he didn't confirm the address and got lost trying to find the location of the interview. Johnny's second mistake was his choice of clothing. He dressed (18) casually, wearing a T-shirt instead of a shirt, and sneakers instead of leather shoes. During the interview, Johnny acted quite shy. He didn't sit up straight or make (19) with his interviewer. He also said some bad things about his previous (20). Johnny definitely won't get the job. The good news is he will learn from his mistakes and do better next time.

- | | | |
|-----------------|----------------|-----------------|
| 16. a. bombing | b. to bomb | c. bombed |
| 17. a. early | b. late | c. on time |
| 18. a. enough | b. much | c. too |
| 19. a. sense | b. eye contact | c. conversation |
| 20. a. employer | b. application | c. résumé |