

Unit

1

Interviewing for Success

KNOW-HOW

for Interview Preparation 2

- Dress in formal clothing unless informed otherwise.
- Bring samples of your work and a copy of your résumé.
- Arrive at least ten minutes early.
- Be polite and confident.
- Follow up the next day with a “thank you.”

Warm Up

A Look at the pictures and answer the questions. Then, discuss with a partner.



1. What job do you think they are interviewing for? Why do you think this?

I think they are interviewing for _____
_____ because _____
_____.

2. Who will get the job? Why?

I think _____ will
get the job because _____
_____.

1. How are these people preparing for their interviews?

Some people are _____.

Others are _____.

2. What do you usually do before an interview?

How does it help you?

I _____

before an interview. It helps me _____

_____.



B In pairs, take turns asking each other the following interview questions.

1. What is your name and age?

My name is _____. I am _____ years old.

2. Tell me about your education, hobbies, and any special skills you have.

I went to _____ (university/college).

I enjoy _____.

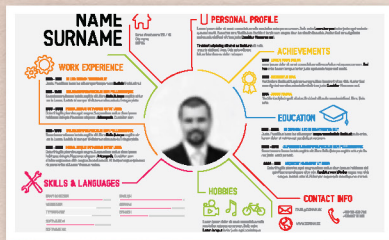
I can _____.

3. Where do you see yourself in five years' time? What can you do to get there?

I see myself _____.

I can _____.

Word Power 3



background (n.)



direct (adj.)



brilliant (adj.)



confident (adj.)



talent (n.)



available (adj.)



reply (v.)



feedback (n.)



accomplish (v.)



motivated (adj.)

A Circle the correct words to complete the sentences.

- I have a (feedback / background) in sales. I worked in a camera shop for five years.
- Nina (accomplished / replied) a lot in university. She was class president and got excellent grades.
- My new employer is very (direct / motivated). She always says what she thinks.
- In order to look more (confident / talented), you should stand up straight and smile.
- Thank you for the (availability / feedback). I will follow your advice on this issue.
- Vicky's biggest (talent / reply) is that she can learn new languages quickly.
- I just sent you an email. Please (reply / feedback) as soon as possible.
- Are you (brilliant / available) tomorrow at 4 p.m.? We need to talk.

B Fill in the blanks with the correct words.

confident	accomplish	brilliant	available	direct
background	feedback	talents	motivated	reply

1. I hope to _____ my goal of graduating first in college.
2. Derrick is a(n) _____ person. He is always sure he will do a great job.
3. I emailed them my résumé yesterday. I hope they _____ soon.
4. You should be _____ in an interview. Don't avoid talking about your skills and achievements.
5. The possibility of getting a pay raise has made the team more _____.
6. I have a(n) _____ in art. I studied art history when I was in college.
7. Lisa has many _____. She draws very well and sings beautifully.
8. They prepared well and received positive _____ on their presentation.
9. Are you _____ to help me move into my new house?
10. Wesley came up with a(n) _____ advertising plan to increase sales.

Conversation

A Listen to the conversation between Bella and Victor and answer the questions. 4

1. Why is Victor right for the job?
He _____.
2. What talents does Victor have?
He is good at _____.
3. How many people took part in the design competition?
_____ people took part.
4. What will Victor do if he gets this job?
He will _____.
5. What will Bella help Victor do?
She will _____.

Cultural Talk

To be Humble or Not? 5

In American culture, talking about your own accomplishments with pride is expected. However, in British culture, this behavior might be considered impolite and arrogant. So, when you are in an interview, be aware of who you are talking to and how much they want you to talk about yourself.





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

Bella Hey, Victor. Did you finish your application for the website designer job?

Victor Actually, could you look at my résumé and give me some _____? I don't feel _____ about applying.

Bella Why not? Your _____ fits perfectly. You graduated from a good university, and you've won many design competitions over the years. You also have great _____ in art and photography.

Victor I know, but there will be a lot of very good applicants with similar experience.

Bella That is true, but you are _____. You have _____ so much, like winning the national design competition last year. You beat over 3,000 people!

Victor I guess I'll just have to get _____.

Bella Is there anything I can do for you?

Victor Are you _____ to help me prepare for the interview?

Bella Of course. First, you should remember that first impressions are very important, so always _____ to questions with confidence. You should also be _____ about why you want the job, and why you are perfect for it.

Victor OK, got it.

Bella Great! Now, let's start practicing some interview questions.



SURVIVAL ENGLISH 7



- ❖ To *call it a day* means to decide or come to an agreement to stop doing something.
- ❖ *Cross off* means to cancel or delete by marking with a cross or a line.



Listening

Listen to Sheila and Tom talk about an interview and circle True (T) or False (F). 8

- | | | |
|---|---|---|
| 1. Tom and Sheila interviewed ten candidates. | T | F |
| 2. Sheila wishes that they had some outside help. | T | F |
| 3. All of the applicants have good résumés. | T | F |
| 4. Sheila is going to ask for more time to make a decision. | T | F |
| 5. Tom will decide on the final candidates for Mr. Chang. | T | F |

Language in Action

- ① We usually use the **past simple** to describe our past experiences which happened at a known time and to give more specific details about experiences or accomplishments.

E.g. I worked at the bank (two years ago). I sold over 1,000 books (yesterday).

- ② We usually use the **present perfect** to describe a past event that happened at an unknown or unspecified time. This is useful for talking about past accomplishments and important experiences. The sentence pattern is **have + p.p.**

E.g. I have completed many big projects. I have not sold enough products this month.

A Complete the sentences using the past simple.

1. Mike _____ (travel) to China four times last month.
2. After getting great feedback, I _____ (feel) motivated to write another book.
3. Before I became the manager, I _____ (be) just a shop assistant.
4. Sue _____ (try) calling you yesterday afternoon.
5. We _____ (sign) a new contract with the company.

B Complete the sentences using the present perfect.

1. I _____ (not be) very confident, but I'm working on that.
2. Over the years, Jennifer _____ (develop) many of our best products.
3. Hank and Charles _____ (attend) every meeting so far.
4. I _____ (meet) with many of the top names in the industry.
5. Kate _____ (not visit) all the sights that she wanted to visit.

C Complete the sentences about yourself using the grammar points above and the given clues. Then, share them with a partner.

1. Specific experiences and when they happened:

a. read, last year _____

b. enjoy, in my childhood _____

c. study, in high school _____

2. Important experiences:

a. write _____

b. try _____

c. finish _____

Be Creative, Be Flexible! 9

Nowadays, almost everyone has a college **degree**, and most of the **applicants** for any job are **overqualified**. It's tough out there, so you might not get your dream job right away.

My advice for this is: Any job is a good job. You have to start somewhere, so you should never say no to an entry-level position. If this opportunity is at a company you can be proud of, or is in the **field** you hope to work in, you should take it. A low-level job might be the first step toward higher goals.

You should also be **flexible** with which department you are willing to work in. For example, even if you have a background in IT, you shouldn't only look for openings in IT-related **departments**. You can try other positions with IT skills as part of the qualifications. Of course, searching for a job this way will take more time, but it increases the number of positions you can apply for, which will give you more opportunities. You might even **discover** skills and talents you never knew you had!

When it comes to job hunting, it's important to **think outside the box**. It requires more time, **effort**, and **creativity**, but the reward is much more satisfying.



A Choose the best answer for each question.

- What do most job applicants have nowadays?
 - Experience
 - A degree
 - A position
- What kind of entry-level position should people definitely take?
 - A flexible one
 - A creative one
 - One in their field of interest
- The word "flexible" is closest in meaning to _____.
 - open-minded
 - serious
 - confident
- What is NOT a reason to look in different departments for jobs?
 - It takes time and effort.
 - It creates opportunities.
 - It helps you find new skills.
- Who would most likely read this?
 - Job seekers
 - Employers
 - Recruiters

B Read the passage again and answer the questions.

- Why is there so much competition for jobs?
People are _____ and everyone _____.
- Where should people look for entry-level positions?
They should _____.
- Why should people consider different departments for job openings?
It will increase _____.

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

1. In what companies do you plan on looking for a job? Why?

*I plan to _____ because _____
_____.* And you?

2. Would you say no to an entry-level position? Why?

*I would/wouldn't say no because _____.
How about you?*

3. What are three different kinds of industries you can work in?

I could work in _____. How about you?

Useful Expressions

10

Trying to get an interview...

*I would like to ask about available positions.
Do you have any job openings right now?*

Talking about your goals...

*I would like a career in the arts industry.
I want to become a business owner.*

Describing your life outside work...

I enjoy outdoor activities, such as surfing and rock climbing.

Explaining your experience...

I graduated from college top of my class. / I established a training program in 2016.



Writing

Your university needs a new English professor. The head of the English Department has asked a group of students to help her decide who to hire.

A In groups, complete the following chart. Write down as many ideas as you can.

Paragraph 1: reason for hiring

-The department is growing

Paragraph 2: qualifications

-Master's degree

Paragraph 3: characteristics

-Smart, kind

Paragraph 4: how to apply

-Send résumé and cover letter

English professor position

B Use the information in Part A to complete the following email.

To: ESL Teachers Org.

From: PSU English Department <eng.dept@psu.edu>

Subject: English Professor Wanted

To Whom It May Concern:

The English Department at PSU is looking to hire an English professor before the start of the fall semester. This is because *the English Department is growing.*

Those who want to apply will need to have *a Master's degree in English.* They have to

We are looking for someone who is *smart and kind.* The applicant must be

To apply for this job, please *send us your résumé and cover letter by email.* You can also apply by

All applications must be submitted by the end of the month. Qualified candidates will receive an email with the details of an interview.

Thank you for your time.

Best regards,
PSU English Department



Sam's Stellar Interview

11 01



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

challenging candidate graduation impressed capable

1. For my _____ project, I designed and created a video game.
2. Working with other people was quite _____ for me.
3. I found out in this project that I am a very _____ leader.
4. I am very _____ with your educational background.
5. HR will send the successful _____ an email on Friday afternoon.

B While you watch, circle the mistakes and write down the correct information about Sam.

1. Sam graduated from university with a degree in design. _____
2. Sam's has mostly worked on group projects in university. _____
3. As a leader, Sam had to make decisions not everybody was happy with. _____
4. Sam's classmates had game designing skills as advanced as his. _____
5. Sam feels he can bring to life the ideas that Midas has in place. _____

C After you watch, answer the following questions and discuss your answers with a partner.

1. What kind of skills do you possess that can help you get your ideal job?
I am capable of _____. How about you?
2. What can you do to stand out among competitors of the same position in a company?
I can _____.
_____. What about you?

TOP TIP!

12 If you don't have any work experience, think of other training or accomplishments that have prepared you for the position you want. This could include school projects, school clubs, sports, hobbies, or volunteer work. Describe what you have accomplished to increase your chances of being hired.

Review 1

A Choose the correct answers.

1. I am _____ tomorrow at 2 p.m. to discuss the contract.
a. available b. feedback c. frustrated
2. The _____ of the project were excellent. We achieved all the goals.
a. clues b. gatherings c. outcomes
3. It's difficult to keep track _____ the prices. They keep changing.
a. at b. of c. on
4. Mrs. Brown _____ at the hotel an hour ago.
a. has arrived b. arrives c. arrived
5. They can't cancel the conference, _____?
a. can they b. do they c. are they
6. You enjoy playing video games, _____?
a. do you b. don't you c. can't you
7. Hank _____ the new office plan. He should be done next week.
a. finished b. finishing c. hasn't finished
8. The team is very _____ to improve. They are all working very hard.
a. direct b. motivated c. considered
9. All new employees should _____ in the front room.
a. gather b. benefit c. accomplish
10. When you finish a task, please cross it _____ the to-do list.
a. in b. to c. off

B Fill in the blanks.

24 In order to feel ___(11)___ in a job interview, it's important to be prepared. You should research the company before you apply. This doesn't just mean reading the company's website. You should also ___(12)___ for current news articles about their products, services, or business deals. It's also recommended that you try to get in touch with a current or former employee. It would be ___(13)___ helpful to ask an insider about the people who will be interviewing you. Gathering ___(14)___ on these people will definitely help you feel ___(15)___ self-assured.

- | | | |
|--------------------|---------------|--------------|
| 11. a. frustrated | b. confident | c. annoyed |
| 12. a. search | b. to search | c. searching |
| 13. a. not | b. very | c. some |
| 14. a. information | b. background | c. talent |
| 15. a. less | b. most | c. more |

25 Mike used to be a(n) ___(16)___ athlete. He ___(17)___ playing basketball and soccer. By the age of 15, he was already training to play for the national soccer team. However, when he was 16, he injured his knee. Mike had a difficult time playing at the same level after the incident. He then focused his energy on his studies and later ___(18)___ a bachelor's degree in sports medicine. After college, his first interview was for a managing position on the national team that he trained with. Because of this ___(19)___ and his degree from a top university, he got the job. The coach didn't even ___(20)___ anyone else.

- | | | |
|------------------|-----------------|---------------|
| 16. a. direct | b. helpful | c. brilliant |
| 17. a. grow up | b. has grown up | c. grew up |
| 18. a. got | b. gets | c. will get |
| 19. a. colleague | b. reply | c. background |
| 20. a. consider | b. accomplish | c. assist |