



# Job Interview

## Pre-Reading

### A. Warm-Up Questions

1. Have you ever been on a job interview?
2. What kind of questions do you think are common?
3. What are good answers to common questions?
4. Is there anything you should not say during an interview?
5. What should you wear to a job interview?

### B. Vocabulary Preview

Match the words on the left with the correct meanings on the right.

- |                   |  |
|-------------------|--|
| ___ 1. coursework | a) responsibility or assignment at work                        |
| ___ 2. promote    | b) natural talent  |
| ___ 3. manager    | c) an emotion towards something, an outlook                    |
| ___ 4. task       | d) work and assignments that are part of an educational course |
| ___ 5. require    | e) a boss, a company   |
| ___ 6. aptitude   | f) to offer employment to a person                             |
| ___ 7. attitude   | g) a person who directs others at a company                    |
| ___ 8. hire       | h) a worker  |
| ___ 9. employer   | i) to be responsible for, to need                              |
| ___ 10. employee  | j) to advance to a better job at a company                     |

## Reading

Practise reading the dialogue out loud with a partner.  
Underline any words or phrases you don't understand.



Lee



Mr. Michaels



Good afternoon, Lee. Thank you for coming to the office.



Good afternoon, Mr. Michaels. I'm happy to be here.



First, tell me a little about your **coursework**.



I studied business classes at the University of Bonnvile.  
I took accounting, marketing, and management classes.



Good. We need people who we can **promote** to be **managers**.



I'm willing to learn. I would like to be a manager.



Your resume says you work for a book company. What do you do there?



I am a gopher, so I do a lot of things!



What kind of **tasks** do you perform?



I am **required** to file documents and help customers.  
I have to study the books a lot so I can answer various questions.



Do you like having a book company as an **employer**?



I really do. I have an **aptitude** for business.  
I enjoy reading, so being an **employee** at a book company was great.



My company is an educational publisher. Do you think you can sell college textbooks?



Yes, sir, I do. I have been studying from college  
textbooks for four years, and I know what students like.



I like your **attitude**. I still have three more interviews.  
I'll call you in a few days to let you know if you are **hired**.



Thank you for your time. I hope I'll have the chance to work for you.

## Comprehension

1. Where does Mr. Michaels meet Lee for an interview?
2. What classes did Lee take at university?
3. What type of people does Mr. Michaels need?
4. What does Lee do at his current book company?

## Vocabulary Review

Complete the passage using vocabulary from page 1.  
You may need to change the word forms.

When I was doing my \_\_\_\_\_ at the university, I thought I  
1.  
would work for a company. I wanted to be a \_\_\_\_\_ and direct  
2.  
other people at the company. I wanted to be the \_\_\_\_\_, not  
3.  
the \_\_\_\_\_. I learned fast! You can't be the boss before you are  
4.  
the worker! I did get \_\_\_\_\_ at a company, but my first job was  
5.  
being a gopher so I did a lot of little \_\_\_\_\_ for a lot  
6.  
of people. I had a good \_\_\_\_\_ because I wanted to learn more.  
7.  
I learned I had an \_\_\_\_\_ for sales because I helped so many people.  
8.  
My boss was \_\_\_\_\_ to do bigger and more important things.  
9.  
I was \_\_\_\_\_ after working for a year. Now I work in the  
10.  
sales department!

## Speaking

Write your own dialogue. Work with a partner and write your own conversation using at least four words or phrases from today's lesson. Practise the dialogue, and then present it in front of the class.

## Writing

It is a good idea to write a thank you letter after an interview.

Read the letter that Lee wrote to Mr. Michaels below.

In your notebook, write your own thank you letter based on your interview from the Speaking task on page 3.

Mr. Lee Timson  
225 Fox Drive  
Bonnville, NY 12345

Mr. William Michaels  
River Education Books  
1530 Fordshackle Street  
Bonnville, NY 12345

July 2, 2015

Dear Mr. Michaels,

Thank you for the time you gave me during my interview. I enjoyed discussing the book business and talking about the sales representative position. After meeting with you, I am sure that I would enjoy the job.

In addition to my educational background, I am a hard worker with an aptitude for business. My experience helping customers will make me a good employee at River Education Books. I will perform all of my tasks and use my good attitude to sell books for your company.

I look forward to hearing from you and I hope that I will be the person you hire. Thank you again for your consideration.

Sincerely,



Lee Timson

# Listening

Fill in the blanks as you listen to the recording.



Lee



Mr. Michaels



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What kind of \_\_\_\_\_ do you perform?



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Do you like having a book company as an \_\_\_\_\_ ?



I really do. I have an \_\_\_\_\_ for business.  
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My company is an educational publisher. Do you think you can sell college textbooks?



Yes, sir, I do. I have been studying from college  
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I like your \_\_\_\_\_. I still have three more interviews.  
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Thank you for your time. I hope I'll have the chance to work for you.