



# Unit

# 1

## Job Hunting and Interviews

### Part I Starting Up

Listen to four short dialogues about the interviews. Do the exercises.

#### *Dialogue 1*

Please tick (✓) the sentences that the interviewee can do.

- a. She can travel.
- b. She can work nights.
- c. She can speak Spanish.
- d. She can work on Saturdays.
- e. She can use a computer.
- f. She can work on Sundays.

#### *Dialogue 2*

What do you think is the strength of the interviewee?

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#### *Dialogue 3*

Please tick (✓) the correct information about the interviewee.

- a. Married but separated.
- b. Having three children.
- c. Self-employed for four years.
- d. Enjoy reading the paper, playing tennis and so on.

***Dialogue 4***

What does the man want?

- a. He wants a cup of tea.
- b. He is looking for a job as a waiter.
- c. He needs a job as a kitchen worker.
- d. He wants to get a job as a cleaner.



## Part II Showing Your Best Self

### A. Are you ready?

Listen and tick (✓) the words and phrases that you hear in the following box.

competitive	competition	sensitive
director	application	speed
direct	video	creative
market share	audio	steady
a safe pair of hands	expand	create
responsible	extent	list
sensible	sales department	risk
look over	good judgment	in the long term
look for	assess	in the short term
		asset

#### Words

asset /'æset/ <i>n.</i>	财富
director /də'rektə(r)/ <i>n.</i>	主管
expand /ɪk'spænd/ <i>v.</i>	扩大, 扩展
risk /rɪsk/ <i>n.</i>	风险
steady /'stedɪ/ <i>a.</i>	稳重的
sensible /'sensəbl/ <i>a.</i>	明事理的
sensitive /'sensətɪv/ <i>a.</i>	敏感的

#### Phrases

a safe pair of hands	做事可靠, 令人放心的帮手
good judgment	很好的判断力
in the long term	长远地
look over	仔细查阅
market share	市场份额
sales department	销售部

**B. Let's go!**

1. You're going to hear some people presenting the reasons they apply for the job. Match Column A, the applicants, with Column B, words and phrases best describing the applicants.

<i>Column A</i>	<i>Column B</i>
Applicant 1	have good judgment/have the ability and experience
Applicant 2	lead a team well/like organizing people/a very fast learner
Applicant 3	patient/realistic/not take too many risks
Applicant 4	ambitious/become a director
Applicant 5	competitive/like to win
Applicant 6	get good results/help each other

2. A man and a woman are talking about four applicants. Listen carefully and fill in the chart with the words which best describe each applicant.

<i>Applicant</i>	<i>Words</i>
John	hardworking; _____
Nancy	_____ ; a little boring
Gina	_____
Paul	_____

3. Three applicants are being discussed and compared. Listen carefully and decide whether the following statements are true (T) or false (F).

- ( ) 1. Tony is intelligent and ambitious but not so hardworking.
- ( ) 2. Tony might be chosen because he has the quality of being independent.
- ( ) 3. Marcia is humorous and that's the most important thing.
- ( ) 4. Jill Spencer is a calm type of person.
- ( ) 5. The man is looking for someone honest.



## C. You win!

In an interview, if you're the interviewee, you always want to present your strengths. Work in groups to list all the words that describe a person's strengths in the above dialogues. Then add as many words as you can to this list.

**Here are some words and structures for your reference.**

academic  
imaginative  
intelligent  
resourceful  
insightful  
...

a man/woman of ideas  
a man/woman of great potential  
have an inventive brain/mind  
be quick in response  
have some experience in ...  
...



## Part III Choosing the Right Person

### A. Are you ready?

Listen and tick (✓) the words and phrases that you hear in the following box.

dependent	liable	ambitious
independently	reliable	ambiguous
indifferent	marketing	qualities
convince	project	funny
absolutely	projection	experiences
actually	active	experiment
the personnel manager	host	put you through
advertisement	advertising	a full-time job
consultant engineer	a fairly small staff	hostess
hold on	posters	a part-time job
the department manager	details about the job	tales of the job
management	qualifications	to some extent
catering	quantity	your duties
gateway	initial	

#### Words

catering / 'keɪtərɪŋ/ <i>n.</i>	(招待会等的) 餐饮供应
hostess / 'həʊstɪs/ <i>n.</i>	(聚会的) 女主人; 女招待
initial / ɪ'niʃəl/ <i>n.</i>	(姓名的) 首字母
project / 'prɒdʒekt/ <i>n.</i>	项目
marketing / 'mɑ:kɪtɪŋ/ <i>n.</i>	市场营销
reliable / rɪ'laɪəbl/ <i>a.</i>	可靠的



## Phrases

a fairly small staff	雇员较少
consultant engineer	顾问工程师
hold on	(打电话用语) 等一下, 别挂断
put you through	为你接通电话
to some extent	在某种程度上
the personnel manager	人事经理

## B. Let's go!

## 1. Listen to the dialogue. Answer the following questions.

1. What sort of person is Ms. Mrianski looking for? Why?

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2. Why doesn't Ms. Mrianski want the person to be too ambitious?

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3. What quality is Ms. Mrianski not so satisfied about her former assistant?

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4. What job position might Ms. Mrianski hold now?

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2. The interviewer is interviewing three applicants, Brett, John and Julie. Listen to the dialogue and choose the words from the box below that best describe each applicant's strengths to finish the chart.

*a wide range of interests*  
*like meeting people*  
*active*

*like team work*  
*interested in marketing area*

*a good organizer*  
*energetic*

<i>Applicants</i>	<i>Strengths</i>
Brett	
John	
Julie	

3. Now listen to a long conversation about the interview. Fill in the chart with the appropriate information.

<i>Applicant's name:</i>	
<i>Job vacancy:</i>	
<i>Working time:</i>	
<i>Duties:</i>	
<i>Salary:</i>	
<i>Size of the company:</i>	
<i>Time for an interview:</i>	

### C. You win!

Now work in pairs to practice the words and sentences you've learned in the previous parts by presenting a dialogue about an interview. One of you will be the interviewer and the other the applicant.

Here are some sentence patterns for your reference.

Interviewer		Applicant
Why do you want to work in this area?		I enjoy ...
I don't know if you have the experience of ...		I think ... is really interesting /...
Have you had any experience in ...?		I'm just very ...
What do you think your strengths are?		I think it's good to ...
...		...

**Part IV** Unit Project: Tough questions

In a job interview, the interviewers will very often ask some questions, some of which might be quite tough. The class can be divided into four or five groups. Try to work out the appropriate answers to the questions in the box below. Then compare your answers with the ones of other groups. Finally give your answers in class. When one group presents the answers, another group can play the role of the interviewer. Make the presentation look like a real job interview.

*Questions*

- a. Why do you want to work for our company?
- b. Why should we employ you?
- c. If we hire you, how long will you stay with us?
- d. What are your greatest weaknesses?
- e. How do you spend your leisure time?
- f. Are there any weaknesses in your education or experience?
- g. What are your salary expectations?
- h. Tell me something about yourself.



## Part V Challenging Yourself

In the following episode of the video, eight candidates are going to take the exam. Before it begins, the invigilator announces the rules for the exam. Watch and listen to the rules.

### Difficult words

invigilator /ɪnˈvɪdʒɪlətə/ <i>n.</i>	监考人
endure /ɪnˈdʒʊə(r)/ <i>v.</i>	忍受, 耐住
resilience /rɪˈzɪliəns/ <i>n.</i>	适应力
attribute /ˈætrɪbjʊt/ <i>n.</i>	属性; 特征
hurdle /ˈhɜːdl/ <i>n.</i>	障碍
trial /ˈtraɪəl/ <i>n.</i>	考验
disqualify /dɪsˈkwɒlɪfaɪ/ <i>v.</i>	取消……资格, 淘汰
intentionally /ɪnˈtenʃənəli/ <i>ad.</i>	故意地

### Phrases

a contract of employment	雇佣合同
join our esteemed ranks	加入我们受人尊敬的队伍
the bus fare home	回家的公共汽车票

### Difficult sentences

I won't apologize for the hardships you've endured reaching this room, 'cause the pressures and the pains were necessary. 我不会对你们一路走来所经历的艰难道歉, 因为压力和痛苦是必要的。

Resilience is a key attribute in these dark times and if you can't survive our selection process, you won't survive in the job. 适应力是渡过难关的必备条件, 如果你们不能承受这个选拔过程, 将来是无法胜任工作的。

Now watch the video and focus on the rules. Cross out the things in the box below that candidates are not allowed to do during the exam.

<i>Candidates can</i>
a. talk to the invigilator
b. have 80 minutes to answer the question
c. speak to the guard
d. tear the paper
e. leave the room



I'm the invigilator. Listen carefully to every word I say. There will be no repetition. I won't apologize for the hardships you've endured reaching this room, 'cause the pressures and the pains were necessary. Resilience is a key attribute in these dark times and if you can't survive our selection process, you won't survive in the job. Many highly-qualified candidates tried to get this far and failed. You have succeeded. And now the final stage lies before you. One last hurdle separates you from your goal — which is to join our esteemed ranks. The test is simple in comparison, yet it will determine who leaves this room with a contract of employment and who leaves with the bus fare home. Through these trials, you've gained some idea of the power of this organization, so believe me when I tell you that there's no law in this room but our law. And the only rules in here are our rules. There is one question before you, and one answer is required. If you try to communicate with myself or the guard, you will be disqualified. If you spoil your paper, intentionally or accidentally, you will be disqualified. If you choose to leave this room for any reason, you will be disqualified. Any questions? Best of luck, ladies and gentlemen. We're giving the eight of you 80 minutes. 80 minutes for you to convince us you have what it takes to join us. 80 minutes to determine the next 80 years of your lives. Begin.

