

About the language

(Spoken language is different to written language, in that words and sentences are often shortened, and abbreviations and idioms are often used.)

| Expression                | Meaning                 | Explanation   |
|---------------------------|-------------------------|---|
| 'We the same size?'       | 'Are we the same size?' | The verb 'Are' is understood in spoken English.   |
| 'Think so.'               | 'I think so.'           | The subject 'I' is understood in spoken English.  |
| 'Good idea!'              | 'That is a good idea.'  | The subject 'That is' is understood in spoken English.  |
| 'So how's it going guys?' | 'How are you?'          | The conjunction 'so' is used between these friends as if the sentence is continuing from a previous exchange.<br>In recent times, the meaning of 'guys' has changed to refer to both males and females, used only in spoken language. |

Tongue twister (the aspirated 't' sound) - Say this quickly three times.

Tom talked quite quickly at the interview.

Useful phrases - Say these sentences to your partner.

- Who will be interviewing me?** (An enquiry before the job interview)
- Can you please spell that name?** (An enquiry before the job interview)
- What time is my interview?** (An enquiry before the job interview)
- Where will the interview be held?** (An enquiry before the job interview)
- Where is your office located?** (An enquiry before the job interview)
- So how's it going?** (Initiating a casual conversation)
- Oh, one more thing...** (Adding to a list)
- Any luck with..?** (Enquiring politely about something)

Something to know

- It is the practice in Australia to dress up for a job interview. Dressing well shows the interviewer that you are serious about the job.
- Good grooming is essential.
- For an office-based job - a suit and tie for men and a suit for women.
- For a trade or factory job - clean trousers, shirt and jacket.
- Don't have anything to distract the interviewers from what you have to say, e.g. don't wear colourful ties, heavy make-up, facial rings, heavy jewellery, sandals/thongs.
- Ensure that you have fresh breath, clean and trimmed finger nails, and that your overall presentation is neat and fresh.

## Listening comprehension - Choose the correct answer.

1. Who has not written a resume yet?
  - a) Emina
  - b) Nick
2. What advice does Tom give Emina to prepare for a job interview?
  - a) Talk together at a group interview.
  - b) Get some information about the company from the internet.
3. What advice does Tom give about customer service?
  - a) Check out all the information you can about it.
  - b) Get to the interview on time.
4. Who might Emina ask for help when she is preparing for a job interview?
  - a) Nick
  - b) Her teacher
5. What other advice does Tom give Emina?
  - a) Be early, check where to go, dress well, prepare some questions to ask
  - b) Ask the teacher to prepare some questions for the interviewer.

## The story - Choose the correct word.

Emina, Nick and Tom **catch / catching** up in a coffee shop. Emina tells them that she has **submit / submitted** her application to Kmart. Tom explains that she will have to do a **test / testing** online, and then have an interview. Emina is worried **about / on** the interview. Tom has some good advice for Emina and Nick. He advises them to check out the employer's website **afterwards / beforehand**; to read whatever they can about customer **services / service**; to get to the interview **about / in** plenty of time; to check out where to go the day before; to wear good clothes; and to be ready to **asked / ask** some questions of the interviewer. Emina is very grateful for the **advice / advices**. When Tom returns to work, Emina tells Nick about working at Camberwell Market the following Sunday.

## Getting a job - Circle True or False.

- |  |             |              |
|--|-------------|--------------|
| 1. You cannot prepare for a job interview because you don't know what questions you will be asked. | <b>True</b> | <b>False</b> |
| 2. Customer service is very important in the workplace.  | <b>True</b> | <b>False</b> |
| 3. For a job interview how you dress is not important.   | <b>True</b> | <b>False</b> |

**Grammar (possessive pronouns) - Complete the sentences using the correct possessive pronoun 'his / yours / hers / ours / theirs / mine'.**

1. This mobile phone belongs to my mother. It is \_\_\_\_\_.
2. This is my resume. It is \_\_\_\_\_.
3. Here is the watch you left on the table. It is \_\_\_\_\_.
4. This is Tom's car. It is \_\_\_\_\_.
5. This is the flat where I live with my mother. It is \_\_\_\_\_.
6. The boys left their books on the table. These books are \_\_\_\_\_.

**Vocabulary - Complete the sentences with words from the box.**

|               |                 |                   |                 |                  |
|---------------|-----------------|-------------------|-----------------|------------------|
| <b>borrow</b> | <b>customer</b> | <b>aggressive</b> | <b>practise</b> | <b>confident</b> |
|---------------|-----------------|-------------------|-----------------|------------------|

1. We were all frightened when the \_\_\_\_\_ man started shouting and pushing his way into Ali's office.
2. Linda's interview went well, and she is \_\_\_\_\_ that she will get the job.
3. You can \_\_\_\_\_ the book from the library.
4. The \_\_\_\_\_ went into the shop to buy a book, but there was no one to serve him.
5. If you get a job interview, it is important to \_\_\_\_\_ your answers beforehand.