

About the language

(Interested in / interesting; bored / boring.)

Expression	Meaning	Synonyms
'She's <b>interested in</b> fashion.'	'She really likes fashion.'	attracted to, engrossed in, involved in
'She's <b>interesting</b> .'	'She is an interesting person to know.'	gets your attention, fascinating, unusual, appealing
'He's <b>bored</b> .'	'He finds this boring. He is not interested in it.'	uninterested, tired and impatient with something
'He's <b>boring</b> .'	'He is a boring person. I don't like being around him.'	dull, tedious, dreary

Useful phrases - Say these sentences to your partner.

- That's good to hear!** (Giving feedback to show you agree with something)
- I'm here for my 10 o'clock *appointment* with Mark Lowe.** (A good introduction)
- I'm here for the administrator *position*.** (A good introduction)
- I've got a *job interview* with Mr Smith.** (A good introduction)
- Hello. I'm Jane. *Pleased to meet you*.** (A polite greeting)
- Nice to meet you.** (A polite greeting)
- What is the next step in the *application process*?** (A good question towards the end of a job interview)
- When does this *position* start?** (A good question towards the end of a job interview)
- When can I expect to hear from you?** (A good question towards the end of a job interview)
- Thank you for your *time*.** (A polite end to a job interview)
- I'll be in *touch*.** (Signalling that you will follow up on something)

Something to know

- On the day before a job interview, it is a good idea to go to the place where it is to be held so you can check exactly where to go and how to get there.
- Arrange to be at the place about ten minutes beforehand, so you are composed and have everything ready.
- It is important to introduce yourself and to speak clearly and confidently.
- Initial impressions count, so a neat appearance and good clothes are essential in the short time you have to try to secure the job.
- Be confident talking about past work and study, and the skills and qualities you can bring to a job.
- You need to be able to demonstrate to a prospective employer that you have the skills required for the job. You may have acquired these skills through your experience in class (e.g. teamwork, technology, self-management, communication, learning) or in your country (e.g. problem solving, initiative and enterprise, planning and organizing).
- You need to have some questions ready to ask the interviewer towards the end of the interview, It show that you are serious about your application.

**Listening comprehension - Choose the correct answer.**

1. What does Emina say when she arrives for her job interview?
  - a) 'My name's Emina. I've come for a job interview with Steve.'
  - b) 'My name's Emina Zabadi. I've come for a job interview with Steve Lim.'
  
2. What is Emina's dream?
  - a) To do a course in fashion and clothing design at TAFE.
  - b) To have her own shop one day.
  
3. What situation does Steve put to Emina?
  - a) A customer gets angry because he can't find something.
  - b) The manager gets angry with her because she can't find something.
  
4. What example does Emina give to show she can work in a team?
  - a) She is volunteering to help out at the Camberwell Market.
  - b) She worked with a group of classmates on a project about Melbourne.
  
5. What does Emina ask about at the interview?
  - a) A training program for new workers.
  - b) Working at night.

**The story - Choose the correct word.**

Emina arrives at Kmart for her **jobs / job** interview. She is well-prepared, and is **able / ability** to give good answers to all the questions. Her reply to Steve's question about customer **services / service** shows that she has done her homework. She also gives him a good example of how she had worked **successful / successfully** in a team. She shows Steve during the interview that she **is / has** knowledgeable about the company, confident in dealing with **peoples / people**, able to be flexible in her work arrangements, and has the **ambition / ambitions** to continue learning. The interview goes well, and Steve tells her **what / that** he will be in touch soon.

**Getting a job - Circle True or False.**

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|--|-------------|--------------|
| 1. It is important to introduce yourself properly when you have a job interview. | <b>True</b> | <b>False</b> |
| 2. Experience in the classroom is not relevant to a job situation.               | <b>True</b> | <b>False</b> |
| 3. The interviewer wants to know about all your problems.                        | <b>True</b> | <b>False</b> |

**Grammar (question tags) - Complete the questions with a question tag according to the pattern below. The first one is done for you.**

(We often use question tags in spoken English as an invitation to the other person to continue a conversation. The tag agrees with the subject, but is usually positive in a negative sentence and negative in a positive sentence.)

1. We've got all your details, **haven't we?**
2. You're still studying, \_\_\_\_\_?
3. Emina's interested in working in fashion, \_\_\_\_\_?
4. They don't have any work experience in Australia, \_\_\_\_\_?
5. It's a well-paid, \_\_\_\_\_?
6. You haven't done your resume yet, \_\_\_\_\_?

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

<b>interests</b>	<b>course</b>	<b>flexible</b>	<b>induction</b>	<b>calm</b>
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1. Gloria wants to do a \_\_\_\_\_ in child care.
2. She is very relaxed and \_\_\_\_\_ about the interview.
3. In a workplace you may be asked to do a lot of different jobs. You have to be \_\_\_\_\_.
4. When you start work, there is usually an \_\_\_\_\_ program so you become familiar with the workplace and the people.
5. Jeff has many \_\_\_\_\_. He enjoys bushwalking, western films, pop music and table tennis.

**Pronunciation - The following words have a silent letter. Put them into the correct category below. Check pronunciation with your teacher.**

<b>calm</b>	<b>sign</b>	<b>honest</b>	<b>know</b>	<b>should</b>
<b>thumb</b>	<b>write</b>	<b>psychologist</b>	<b>half</b>	<b>castle</b>
<b>hour</b>	<b>subtle</b>	<b>talk</b>	<b>sandwich</b>	<b>answer</b>
<b>handkerchief</b>	<b>knee</b>	<b>listen</b>	<b>wrong</b>	<b>cupboard</b>

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|------------------|------------------|
| Silent 'b' _____ | Silent 'l' _____ |
| Silent 'd' _____ | Silent 'p' _____ |
| Silent 'g' _____ | Silent 't' _____ |
| Silent 'h' _____ | Silent 'w' _____ |
| Silent 'k' _____ |                  |