

10

HOW LONG DID YOU WORK THERE?

LEARNING GOALS

In this unit, you

- start a job interview
- talk about your work experience
- give more details about your work experience
- read interview advice
- write a cover letter



GET STARTED

- A** Read the unit title and learning goals.
- B** Look at the photo of an interview. What do you see?
- C** Now read Mandy's message. What is she interviewing people for?



MANDY WILSON

@MandyW

Interviewing people for the open marketing position this week. Hope to hire someone soon!

LESSON 1

START A JOB INTERVIEW



MANDY WILSON

@MandyW

I'm always nervous at job interviews—even when I'm the interviewer!



1 VOCABULARY Job interviews

A ▶ 10-01 Listen. Then listen and repeat.

a **position**: a job, or a title

a **candidate**: someone who is being considered for a job

human resources (HR): the department in a company that deals with hiring, training, and helping employees

an **application**: a formal, written request for a job, usually a form

a **résumé**: a written description of your education, abilities, and jobs

a **cover letter**: a letter you write that goes with your résumé, highlighting details about your work experience

a **reference**: someone who knows you well and can write a letter about you

a **skill**: an ability to do something well

B Complete the conversations with words from 1A.

1. A: I'm applying for a job at TSW Media.

B: That's great. Feel free to use me as a _____.

2. A: My brother filled out an _____ for a job.

B: What _____ did he apply for?

3. A: Did you interview a lot of people?

B: Yes, but there was only one good _____.

4. A: Who should I send my _____ to?

B: I'm not sure. You should call _____.

C PAIRS Have you ever applied for a job? Discuss the steps you took.



2 GRAMMAR Tag questions

A tag question is a question added to the end of a sentence. Use an auxiliary verb and the subject of the sentence in a tag question. Speakers sometimes use tag questions to confirm information. When the main verb of the sentence is affirmative, the tag question is negative.

Affirmative sentence	Negative tag
She's here for the interview,	isn't she?
I've given you a copy of my résumé,	haven't I?
They'll be here soon,	won't they?

*I am becomes aren't I in a negative tag. I'm a little late today, **aren't I?***

When the main verb of the sentence is negative, the tag question is affirmative.

Negative sentence	Affirmative tag
You didn't have any trouble,	did you?
The interviews haven't started yet,	have they?
We can't park here,	can we?

Notes

- When the questioner's statement is correct, we use *yes* to agree with an affirmative sentence and *no* to agree with a negative sentence. The verb in the answer agrees with the main verb in the sentence.
- When the questioner's statement is **not** correct, we use *no* to disagree with an affirmative sentence and *yes* to disagree with a negative sentence. The verb in the answer contradicts the main verb in the sentence.



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3 PRONUNCIATION

- A** ▶ 10-03 Listen. Notice the stressed syllable in each word. Then listen and repeat.

ré•fère•nce ré•sü•mé dé•pär•t•mènt äp•pli•cä•tiön

- B** ▶ 10-04 Circle the word that does **not** have the stress shown. Then listen and check your answers.

- office apply business cover
- position directions designer manager
- company computer candidate interview
- information education experience conversation

- C** **PAIRS** Write one more word for each line in 3B with the stress shown.

Stressed syllables in nouns

It can be hard to predict the stressed syllable in a word, but there are some rules that can help. In most nouns with two syllables, we stress the first syllable: lèt•tèr. In most nouns with three syllables, we stress the first or second syllable: ré•sü•mé, dé•pär•t•mènt. In nouns that end in *-tion*, we stress the syllable just before *-tion*: äp•pli•cä•tiön.

4 CONVERSATION



- A** ▶ 10-05 Listen or watch. Circle the correct answers.

- When Mandy first sees Joanne, she ____.
a. takes her coat b. shakes her hand c. offers her a drink
- Joanne is in the office for ____.
a. a job interview b. a market research conference c. a lunch meeting
- Joanne meets with human resources to ____.
a. give them her information b. fill out paperwork c. ask questions
- Mandy asks Joanne to ____.
a. put on her coat b. get her coffee c. have a seat



- B** ▶ 10-06 Listen or watch. Complete the conversation.

Mandy: Thanks for coming in for the interview today.

Joanne: I'm happy to be here.

Mandy: You _____ have any trouble finding the office, _____ ?

Joanne: No, not at all. Thank you.

Mandy: Great. I have a copy of your résumé and cover letter. Let's get started.



- C** ▶ 10-07 Listen and repeat. Then practice with a partner.

5 TRY IT YOURSELF

- A** **WALK AROUND** Start job interviews and talk to as many classmates as you can. Write down the names of all the people you talk to, and the jobs they're interested in.

A: You're here to interview for the assistant designer position, aren't you?

B: Yes, I am. I'm Marta Rivas.

A: It's nice to meet you, Marta. I'm Chris Kim. I will be interviewing you today.

- B** **CLASS** Report to the class. How many classmates did you interview? What jobs were they interested in?

I CAN START A JOB INTERVIEW.

