

## The Office - Interview Skills Part 1 - The Introduction (C0235)

Mr. Parsons: Come in.

Rebecca Carlyle: Mr Parsons ?

Mr. Parsons: Ah, you must be Rebecca.  
Please do come in.

Rebecca Carlyle: Thank you for making some  
time to see me Mr Parsons.  
It's a pleasure to meet you finally.

Mr. Parsons: The pleasure's all mine Rebecca.  
Have a seat please . Now would you like any refreshments?  
Tea or coffee?

Rebecca Carlyle: A coffee would be lovely  
thank you. Black, no sugar.

Mr. Parsons: No problem. Sally can  
we have two coffees please  
One, no milk or sugar?

Sally: Certainly Mr Parsons .

Mr. Parsons:

So Rebecca, I understand you had a first interview with Miss Childs last week.

Rebecca Carlyle:

Yes that's correct. She filled me in on the details of the job on the telephone.

Mr. Parsons:

Great. Well, I'm glad to say she recommended you for a 2nd interview, and here we are. Perhaps we can start by discussing your background and resume details a little?

Rebecca Carlyle:

Yes , of course.

### Key Vocabulary

refreshment *N*

drinks

interview *N*

a meeting at which people talk to each other

resume *N*

a short document describing your education, work h

recommend	<i>V</i>	suggest
background	<i>N</i>	the experiences, knowledge, education of a person
make some time	<i>P</i>	manage to find to time
It's a pleasure to	<i>P</i>	It's happy to
fill me in	<i>V</i>	give me more information

### Supplementary Vocabulary

introduction	<i>N</i>	formally introducing yourself to someone
business attire	<i>N</i>	formal business clothes (usually a suit and tie)
interviewer	<i>N</i>	the person giving the interview
interviewee	<i>N</i>	the person being interviewed

human                      *N*  
resource  
depart-  
ment

the department in  
charge of hiring new  
employees