

## The Office - Interview Skills 10 - Concluding The Interview (C0262)

Mr Parsons: Well Rebecca, is there anything else you need to know for now?

Rebecca: I don't think so Mr. Parsons. I think you have covered all the main points for me.

Mr Parsons: Okay well listen, here is my business card with my mobile number. If any other questions spring to mind don't hesitate to contact me. Of course you can also call Miss Childs too.

Rebecca: Great. Ermm, when can I expect to hear from you?

Mr Parsons: Well, we are finishing the shortlist interviews tomorrow, so we will certainly have a decision made by early next week. Miss Childs will call you to discuss more on Monday or Tuesday. How does that sound?

Rebecca: That sounds perfect. Thank you very much for taking the time to speak to me Mr. Parsons.

Mr Parsons:           The pleasure's all mine Rebecca.

Rebecca:               I hope to hear from you very soon.

Mr Parsons:           Absolutely. Thanks for coming Rebecca. Goodbye.

### Key Vocabulary

spring to mind	<i>P</i>	be remembered; comes to mind
hesitate	<i>V</i>	to stop before you do something
expect	<i>V</i>	think something will probably happen
shortlist	<i>N</i>	list of people or items most likely to be chosen
How does that sound?	<i>P</i>	Does that seem good to you?

### Supplementary Vocabulary

you can reach me by	<i>P</i>	you can get in contact with me by (method of communication)
round	<i>N</i>	one interview in a series of interviews that a candidate has to go through
group interview	<i>N</i>	an interview involving more than one candidate in which the candidates have to work together
status	<i>N</i>	acceptance or rejection (of an application)
contract	<i>N</i>	an agreement between two or more parties, especially one that is written and enforceable by law