

1. Practice (U1L1.mp3)

1-1 Practice some of the words or phrases you heard in the conversation. Complete the sentences by dragging the correct phrases from the bank below into place. There are more phrases than you need.

Ms. Jennings is about to have a _____ so she is going on (1) _____ for three months.

Christopher sent in his (2) _____ and he is now waiting to hear if he will be called for an interview.

There is a problem with this software so we should call in a (3) _____.

All personnel issues are handled by the (4) _____ department.

If you cannot find a permanent job why not take a (5) _____ in the meantime?

All his (6) _____ is on his résumé and in his covering e-mail.

(a) computer programmer	(b) job application
(c) human resources	(d) temporary position
(e) contact information	(f) maternity leave
(g) directions	

1-2 Choose the correct answer.

Su Mi has spoken to Jared Williams before.

- Ⓐ True
- Ⓑ False
- Ⓒ It is unclear.

1-3 What do we know about Su Mi? Select all that apply.

- ☐ She is interested in a job at Huntington Technologies.
- ☐ She is an employee at Huntington Technologies.
- ☐ She is a computer programmer.
- ☐ She is the head of research and development.
- ☐ She is going to meet with Rose Smith.

1-4 Choose the correct answer.

Will the job continue after three months?

- Ⓐ Yes Ⓑ No
- Ⓒ It is unclear.

1-5 Choose the correct answer.

What is Su Mi going to do on Thursday?

- Ⓐ Go on maternity leave
- Ⓑ E-mail some directions
- Ⓒ Start a new position
- Ⓓ Interview for a job

2. Quiz (U1L1.mp3)

2-1. Why is the man calling?

- Ⓐ To schedule an interview
- Ⓑ To sign a contract
- Ⓒ To get directions
- Ⓓ To plan a business lunch

2-2. What does the man want to make sure Su Mi understands?

- Ⓐ That she needs to come in for an interview
- Ⓑ That the position is not permanent
- Ⓒ That she is applying to be a computer programmer
- Ⓓ That she knows how to get to the office

2-3. What will Rose Smith do?

- Ⓐ Interview Su Mi Ⓑ Give Su Mi directions
- Ⓒ Work with Jared Williams Ⓓ Go on maternity leave

2-4. In what department is the position Su Mi is applying for?

- Ⓐ Human resources
- Ⓑ Research and development
- Ⓒ Design and technology
- Ⓓ Marketing and sales

2-5. How will Su Mi know where to go for her interview?

- Ⓐ She will get a phone call.
- Ⓑ She will get an e-mail.
- Ⓒ She will get a text message.
- Ⓓ She will get a memo.