

## UNIT VII

### JOB INTERVIEW TECHNIQUES

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#### Unit objectives

By the end of this unit you will be able to identify the most successful techniques used during a job interview, using specific grammar structures and phrases.

You will also be able to make a job description and to use the

specific vocabulary in contexts of your own.

Moreover, you will learn some useful tips before the interview so that you would be able to manage during the job interview and get the job.

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#### 1. Types of jobs

##### 1.1. The indefinite article

We use the indefinite article *a / an* in front of jobs as in the example below:

*I am **an** engineer*

She is **a** carpenter  
He is **a** travel agent.

A University  
An Uncle

## 1.2. Language development

### drills ?

#### Exercise 1

Look at the following jobs and use **I am a/an** in front of each job. Provide the rule. Write your answer in the space below.

Then see the solutions in the Answer key section at the end

of

this unit.

manicurist, businessman, housewife, opera singer, bank worker, teacher, gardener, florist, hairdresser, secretary, photographer, waitress, flight-attendant, electrician, plumber, piano tuner, mechanic, antique dealer, broker, optician, solicitor, driver, actor.

.....  
...  
.....  
.  
.....  
.....  
...

### listening



#### Exercise 2

For this activity see *Student's book*, ex.1, tapescript 14, page 27. Listen and fill in the gaps using *a*, *an* or *the*, where necessary.

Then see the solutions in the Answer key section.

## speaking



### Exercise 3

Express how you need to be in order to do the following jobs. Choose from the words below. Work with a partner. Write your answers in the space below and then see possible solutions

in

the Answer key section.

*sociable, imaginative, a quick thinker, sensitive, caring, careful, brave, young, tough, reliable, patient, organised.*

Jobs: interior designer, florist, doctor, builder, fire-fighter, secretary, manager.

.....  
... ..  
.....  
... ..  
.....  
... ..  
.....  
....

## drills ?

### Exercise 4

Read the sentences and fill in the correct adjective from the list below. Then see the correct solutions in the Answer key section.

*creative, patient, friendly, intelligent, polite, accurate, courageous, persuasive*

1. Interior designers should be very.....
2. Fire-fighters have to be..... as they have a very dangerous job.
3. Surgeons should be extremely..... and never make mistakes.
4. Scholars have to be ..... in order to understand intricate phenomena.
5. Advertisers need to be..... to make people buy the

- products.
6. Shop assistants have to be ..... even if they might deal with fussy customers.
  7. Teachers need to be ..... especially when students take a longer time to understand the new information.
  8. Receptionists have to be..... in order to make guests' stay as pleasant as possible.

speaking



### Exercise 5

Which of these do you think are the most important in a job? Underline the five most important and the one least important thing. Then see possible solutions in the Answer key section.

*company car, chances of promotion, flexible schedule, canteen, pleasant working atmosphere, comfortable working conditions, good pay, job security, travelling, training, nice colleagues, perks, sociable boss, much free time, freedom, responsibility, challenging job, health insurance, good pension, working in a famous company*

listening



### Exercise 6

For this activity see *Student's book*, ex.1, tapescript 60, page 113.

Listen to the interview and choose the correct verb form. Then see the correct solutions in the Answer key section.

## 2. Expressing obligation, prohibition or lack of obligation

### 2.1. Job Descriptions

#### *Obligation*

<b>Structures</b>	<b>Examples</b>
must + short inf.	<i>You must do your duty.</i>

have to	<i>You have to obey your boss.</i>
have got to	<i>You have got to attend the meeting tomorrow.</i>
should + Pres. Inf.	<i>You should be more punctual.</i>
ought (to) + Pres. Inf.	<i>You ought to work long hours.</i>

*Have to* expresses external obligation

*Must* expresses obligation imposed by the speaker.

### ***Prohibition***

<b>Structures</b>	<b>Examples</b>
mustn't + short inf.	<i>You mustn't miss the meeting.</i>
can't + short inf.	<i>You can't enter this room.(you are not allowed to enter this room).</i>
to be not to	<i>You are not to use the company's car(it is against the rules.)</i>

### ***Lack of obligation***

<b>Structures</b>	<b>Examples</b>
needn't + short inf.	<i>You needn't write this memo</i>
don't have to	<i>You don't have to print this.</i>

## **2.2. Language development**

### **drills ?**

#### **Exercise 7**

Match the appropriate person for each situation. Write the answers in the space below. Then see the solutions in the Answer key section

Job Description

1	You test people's eyes.	a	a builder
2	You teach people how to drive a car.	b	a plumber
3	You build houses	c	a teacher

4	You write articles in newspapers	d	a piano tuner
5	You fix leaking taps	e	an optician
6	You put out fires	f	a secretary
7	You fix cars	g	a journalist
8	You take photos	h	a teacher
9	You do the house-chores	i	a fire-fighter
10	You do the letters	j	a photographer
11	You instruct children	k	a mechanic
12	You make pianos sound right	l	a housemaid

1 = ...; 2 = ...; 3 = ...; 4 = ...; 5 = ...; 6 = ...; 7 = ...; 8 = ...;  
9 = ...; 10 = ...; 11 = ...; 12 = ...

writing



### Exercise 8

Rewrite the flowing sentences using the word ***in capitals***.

Then

see the solutions in the Answer key section.

1. You have to hand in this paper by next Monday.  
MUST.....
2. There is no need to write this in pencil.  
HAVE.....
3. It isn't necessary for you to work long hours.  
NEED.....
4. It's not right that bosses are allowed to shout at their employees.  
SHOULD.....
5. It's important to solve this matter soon.  
OUGHT.....
6. It is obligatory for secretaries to be careful.  
HAVE.....
7. It's against the rules to use the company's car.  
ARE .....

drills ?

### Exercise 9

Choose the best alternative to fill each gap. Then see the solutions in the Answer key section.

1. A doctor is a person who has to .....patients.  
a. treat; b. talk to; c. see
2. All the members of our ..... are expected to work hard.  
a. personnel; b. gang; c. band
3. An actor is required to .....  
a. repeat his lines; b. to be patient; c. to solve problems.
4. A trainee has to do several months'  
a. education; b. training; c. coaching
5. Applicants have to ..... an application form.  
a. fill down; b. fill on; c. fill in
6. I have all the necessary ..... to get this position.  
a. degrees; b. qualifications; c. certificates
7. If you want this job you have to .....for it.  
a. demand; b. request; c. apply

speaking



### Exercise 10

Work with a partner and decide what you have to do in the following jobs. Write your answers in the space below. Then see possible solutions in the Answer key section.

- a dentist, a secretary, a teacher, a school caretaker, a priest,  
a  
babysitter.  
.....  
...  
.....  
...  
.....  
...  
.....  
...

## 3. Job interview techniques

### 3. 1. Types of Questions

*Yes and No questions*

- Are you an engineer?
- Does she work as a sales agent?
- Can you type this letter?

N.B. The word order is: auxiliary + subject+ verb.

### ***Wh questions***

- What do you need to be a good bank worker?
- Where can I find a reliable job?
- When is the interview?
- Which skills do you need to have for this position/
- Whose application is this?
- Why do you want to change your job?
- How long are you going to stay with the company?

N.B. The word order is: question word + auxiliary + subject t+ verb

### ***Questions for the applicant***

- Why do you want this job?
- What kind of experience do you have for this job?
- What qualities do you think will be required for this job?
- What can you contribute?
- Why do you want to work for this company?
- What do you know about the company?
- What interests you about our service (product)?
- What can the new company offer that your company cannot offer?
- Why are you leaving your present position?
- How long would you stay with the company?
- Which are your biggest accomplishments?
- Can you work under pressure?
- Are you a good team-worker?
- How much money do you want?
- What would you like to be doing five years from now?

### ***Questions to ask the interviewer***

- What will be my responsibilities?
- Who will I report to?
- Where does he/she fit in the company structure?
- Who will report to me?
- What will be my salary?



- Will I be given free days for working long-hours?
- Is there a company canteen for lunch breaks?
- Will travelling be required in this position?
- What do you expect me to do in the first 6 months?
- What training do you provide?
- What level of performance do you expect from me?
- Where is the company going? Upwards? Expansion plans?
- When will you decide on the appointment?
- What is the next step?

### **3.2. General tips**

- Have a positive attitude.
- Re-read you application.
- Prepare answers to possible questions.
- Prepare proper questions to ask.
- Show interest in the company and position.
- Find out everything you can about the company.
- Have a clear sense of purpose.
- Use convincing ideas.
- Be motivated.
- Dress smartly.
- Don't be arrogant.
- Leave home earlier.
- Job interview body language: give out the right signals.
- Never lie.
- Do not slouch in your chair

### **3.3. Language development**

#### **drills ?**

#### **Exercise 11**

Fill in a word in order to ask grammatical questions. Then see the solutions in the Answer key section.

1. ....you drive a car?
2. .... time is the interview?
3. ....do I start work?
4. ....much money do I get?
5. .... do I need to be a good interpreter?
6. .... is the manager's office?
7. ....you aware of the responsibilities of this position?

8. ....are you leaving your present job?
9. .... will I report to?
10. .... experienced is she?

**speaking**



### Exercise 12

Work with a partner: look at the picture below and express the good points that could make the applicant be given the job. Write your answers in the space below.



.....

.....

.....

### 4. SAA



You will have to spend about 45 minutes for this assignment,

provided you have completed all the tasks required by the unit. Use the information above as well as the bibliography included in this unit.

The assessment criteria will focus on the following requirements: the identification of successful interview techniques (55%), and the appropriate use of these techniques in contexts of your own (45%).

Send the assignment by post to your tutor.

A. Identify which of the following questions should be answered by the applicant and which ones should be answered by the interviewer.

1. Why do you want this job?
2. Who will report to me?
3. Who will I report to?

4. What can you contribute?
5. Can you work under pressure?
6. What training do you provide?
7. How much money do you expect?
8. What will be my salary?
9. What do you know about the company?
10. Is there a company canteen?

B. Read the following interview and underline the typical questions that may be asked during an interview.

Interviewer: *Good morning. What's your name?*  
 Applicant: *Good morning. My name is Steve Jameson.*  
 Interviewer: *Sit down, Mr Jameson. How old are you?*  
 Applicant: *I am 34 years old.*  
 Interviewer: *Are you married, Mr. Jameson?*  
 Applicant: *Yes, I am. My wife's name is Sandra and we have three children: a girl and two boys.*  
 Interviewer: *What are the children's names and ages?*  
 Applicant: *Hellen is 3, and the twins are 5.*  
 Interviewer: *Why do you want this job, Mr. Jameson?*  
 Applicant: *I think my qualifications are appropriate for this type of job.*  
 Interviewer: *What can you contribute?*  
 Applicant: *In my previous position I have coordinated the R & D department .*  
 Interviewer: *Why do you want to work in this company?*  
 Applicant: *I have read a lot about your company and I know that you pay much attention on the quality of your personnel and of your services.*  
 Interviewer: *Any questions?*  
 Applicant: *Well, I have a few questions. First of all.....*

**C. Provide the type of questions you would like to ask at the end of the interview.**

- 1.....
- 2.....
- 3.....