



Unit 1 Phone calls
LESSON 6 Setting up a phone interview

LEARNING OBJECTIVE
In this lesson, you will learn to talk about jobs and interviews on the phone.

1 Warm-up

What do you do for work?

Did you have an interview before you got the job?



Words and phrases you may want to use:

- salesperson
- receptionist
- secretary
- manager

2 New words and expressions

Matching game

1.



2.



3.



4.



5.



phone interview

part-time ['pɑ:(r)taim] job

hire [haɪə(r)]

work full-time [fʊl taim]

contact ['kɒntækt]

phone interview

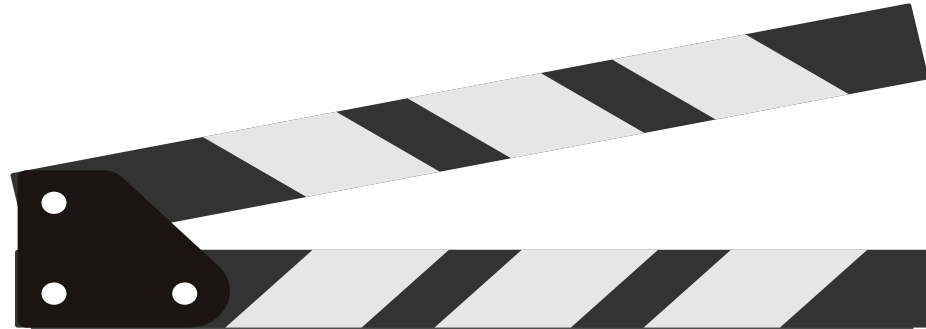
['ɪntə(r),vjʊ:]

Let's go through the sentences. Pay attention to the words in red.

- I'm looking for a **part-time job** during the summer vacation.
- When I was about to go into the coffee shop, I saw "we're **hiring**" sign hanging outside the shop window.
- If you want to **work full-time**, you can search this website for information.
- Please keep your phone lines open. We will **contact** you in two workdays.
- It seems that Sophia's **phone interview** is going pretty well.

3 Speaking naturally

1. Conversation setting



Who:
Mike and Lisa (old friends)

Where:
On the phone

Talking about:
Getting Lisa a part-time job



Let's see what they say about the job hunt.

3 Speaking naturally

2. Conversation and activity

Mike: Hey, Lisa. How are you these days?

Lisa: I'm doing OK. I'm actually looking for a **part-time job** as a sales assistant.

Mike: I think my company is **hiring**. Are you interested?

Lisa: Yeah, that would be great! Is it difficult to get a job there?

Mike: Well, it can be, but I could put in a good word for you. So, you don't want to **work full-time**, right?

Lisa: No, I'm just looking for a part-time job.

Mike: OK. I'll talk to HR tomorrow and have them **contact** you.

They will probably want to have a **phone interview**.

Lisa: OK, thank you, Mike.

Mike: No problem. Let me know when they contact you.

Lisa: OK, I will.

Check the sentences: are they True or False?

☐

1. Lisa is looking for a full-time job these days.

☐

2. It's not difficult to get a job in Mike's company.

☐

3. Mike will contact Lisa before the phone interview.

3 Speaking naturally

3. Conversation and comprehension

Mike: Hey, Lisa. How are you these days?

Lisa: I'm doing OK. I'm actually looking for a **part-time job** as a sales assistant.

Mike: I think my company is **hiring**. Are you interested?

Lisa: Yeah, that would be great! Is it difficult to get a job there?

Mike: Well, it can be, but I could put in a good word for you. So, you don't want to **work full-time**, right?

Lisa: No, I'm just looking for a part-time job.

Mike: OK. I'll talk to HR tomorrow and have them **contact** you. They will probably want to have a **phone interview**.

Lisa: OK, thank you, Mike.

Mike: No problem. Let me know when they contact you.

Lisa: OK, I will.

Answer the questions:

1. What kind of part-time job does Lisa want?

She wants ...

2. What would Mike do to help Lisa get the job?

He would ...

3 Speaking naturally

4. Practice

Mike: Hey, Lisa. How are you these days?

Lisa: I'm doing OK. I'm actually looking for a _____ as
a sales assistant.

Mike: I think my company is _____. Are you interested?

Lisa: Yeah, that would be great! Is it difficult to get a job there?

Mike: Well, it can be, but I could put in a good word for you. So, you
don't want to _____, right?

Lisa: No, I'm just looking for a part-time job.

Mike: OK. I'll talk to HR tomorrow and have them _____ you.
They will probably want to have a _____.

Lisa: OK, thank you, Mike.

Mike: No problem. Let me know when they contact you.

Lisa: OK, I will.



4 Task

Speak out

Teacher

Hi, ... (student's name) Do you work full-time? What do you do?

Yes/No, I ...

You

Teacher

...

...

You

Teacher

...

...

You

Word tips

- work full-time
- part-time job
- hiring
- contact
- phone interview

5 Summary

What did you learn in this lesson?

Words and phrases:



Sentences:



Let's check the next page!

5 Summary

You have learned the following vocabulary and sentence patterns to talk about jobs and interviews on the phone.

Words and phrases:



hire



contact



part-time job



work full-time



phone interview

Sentence patterns:

I could put in a good word for (someone)...

(Make a sentence)

I'll talk to ... and have ... do ...

(Make a sentence)

