

## Vocabulary | work

1 Complete the text with words from the box.

application forms ~~commission~~ CV  
employers ~~experience~~ interviewer  
~~managing director~~ qualifications ~~receptionist~~  
~~salary~~ sales rep ~~wage~~

I had been looking for a job in accounting for ages. I had filled in lots of (1) app forms and sent my (2) CVs to dozens of different companies but I was having no luck. One of the problems was that (3) employers were looking for people with (4) exp. and this wasn't my case as I had never worked before. I did have (5) qual. as I graduated from Dundee University after studying accounting and I had done a masters course in business too. I finally got an interview with a small accounting firm in Edinburgh. When I arrived the (6) recept. told me to wait for my turn. I was very nervous and got even more nervous when I started the interview and realised that the (7) interviewer was the most important person in the company – the (8) managing dir. I realised as well that they weren't really looking for an accountant but for a (9) sales rep. to sell their services to companies in the city. If I got the job there would be a good weekly (10) wage as well as (11) commiss for each company I sold the services to. During the interview I worked out how much the yearly (12) salary would be and I realised it would be a lot of money. I was desperate to get this job!

## Pronunciation | changing word stress

2 a Put the words into the correct columns, depending on the syllable where the main stress is.

applicant application apply employee  
employer interview interviewee  
qualification qualify secretarial secretary

first syllable	second syllable	third syllable	fourth syllable
interview	employer	interviewee	secretary

b 28 Listen and check your answers.

## Grammar | adverbs of manner

3 Correct the mistakes in the sentences.

- He completed the application form careful. ly
- On her first day on the job she learned quickly the names of her colleagues.
- You speak really well English – how long have you been studying?
- Tim was late for the interview so he ran fastly up the street.
- They worked late that week to be ready for the new school year.
- She angry threw away the rejection letter.
- I used to well play rugby when I was at school.
- Slow he walked down the road looking at the houses. well
- Jane worked so good that her boss gave her a bonus.
- On Monday I worked really hard ly because I had to finish the report.

4 Complete these sentences with adverbs of manner so that they are true for you.

- I speak English well.
- I run fastly.
- I sing well.
- I work late.
- I play football well.
- I play the piano carefully.



**5** Complete the text with the correct form of the word on the right.

John walked (1) sadly to school. He had forgotten to do his homework and he was going to be in trouble with Miss McKendrick, his teacher.

Miss McKendrick was a very strict teacher and she had (2) angrily told the class the day before that if anyone forgot the homework she would send them (3) quickly to the headteacher. What was worse for John was that he sat beside Ailsa, who always did her work (4) well and got good marks. When John got to school Ailsa was (5) carefully taking her pens and books out of her bag. 'Quiet please, and sit down,' said Miss McKendrick (6) loudly. 'and put your homework on your desks.'

John looked (7) nervously round. Everyone was taking out their homework. 'Excuse me, miss,' he said (8) quietly. 'I haven't done my homework.'

sad

angry

quick

good

careful

loud

nervous

quiet

## Reading

**6** Read the text and mark the statements true (T) or false (F).

- 1 Jane Simmons is a sales rep. T
- 2 Jane was asked the same questions by four interviewers. F (by 5)
- 3 Chris Ray applied for a job at a newspaper. F
- 4 Chris had an interview with the director of the marketing department. T
- 5 The director of the marketing department was late for the interview. F (he didn't come)
- 6 Jim Stevens applied for a job as a managing director. F
- 7 Jim waited for three hours for the interview to start. F (3, 5)
- 8 The interviewer wasn't very interested in Jim. T
- 9 Jim finished the interview and left. F (didn't finish)
- 10 Jim's interview tells us something important about interviews. T

### This week our jobs expert, Neil Harrison, tells us about some bad interview experiences.

We all know that in a job interview we should try to make a good impression. We should be careful with what we wear and try not to appear nervous. Our body language can also be important. How should I sit? What should I do with my hands? But one thing we can't really do anything about is what the interviewer does. Sometimes interviewers like to ask difficult or strange questions to test an interviewee or they can even be rude. Here are some examples of some strange interviewers sent in to us by our readers.

Jane Simmons, a sales rep who went for an interview for an important sales job was introduced to five interviewers. Quite common to have an interview with more than one interviewer, she thought. What wasn't so common was for the interviewers to ask the same questions one after the other!

Chris Ray applied for a job in a marketing company which was advertised in his local newspaper. He arrived with his CV, ready for the interview with the director of the marketing department. The only problem was that the director of the marketing department didn't arrive for the interview!

Jim Stevens filled in the application form for a job in a big company as a secretary to the managing director. When he went for the interview he waited for three and a half hours before the interviewer arrived. The interviewer didn't seem too interested in Jim either. He repeated several times that this type of company didn't need Jim, but Jim needed the company. In the end, Jim got up and left the interview before it had finished. 'I realised halfway through the interview that I didn't want to work in that company.' Perhaps the example of Jim's interview tells us something important. If you go for an interview and you don't get a good impression of the company then maybe it isn't the type of company you want to work for.

