



Accepting a Job Offer

Business > Intermediate 6



Exercise 1 – Reading

Read the dialogue aloud with your tutor and check your understanding.

Laura receives a call from Mr. Jackson who works in the HR department of a company she is interested in working for. He informs her of the result of the interview she had a few days earlier.

Mr. Jackson: Hello, Ms. Laura Sharp? This is Howard Jackson from UTC Company.

Laura: Yes, I was hoping to hear from you!

Mr. Jackson: I'm calling to see if you are still interested in working for us.

Laura: Yes, very much so!

Mr. Jackson: I'm glad to hear that. Ms. Sharp, we would like to offer you the PR position that you have applied for.

Laura: That is excellent news, Mr. Jackson. I can't wait to start!



Mr. Jackson: That's great to hear. We're also looking forward to having you here.

Laura: When do you need me to start?

Mr. Jackson: How soon would you be able to start? If I remember correctly, you are still employed at another company.

Laura: I have already sent my two weeks' notice to my boss. I should be able to start next Tuesday.

Mr. Jackson: That sounds great. We will be expecting you on Tuesday at 8 am.

Laura: Thank you very much, Mr. Jackson. And thank you, once again, for giving me this opportunity. I'm really looking forward to working with you.



Check your understanding:

1. Why did Mr. Jackson call Laura?
2. Is Laura currently unemployed?
3. How soon can Laura start working?



Exercise 2 – Learning

Useful Expressions

- I was hoping to hear from you.
- Thank you for giving me this opportunity.
- I am looking forward to working with you.
- It will be an honor to work with you.
- I am eager to start working with you.
- When can I expect to start?
- How soon can I start?
- I should be able to start from next Monday.



Exercise 3 – Role Play

Take turns with your tutor and act out the scene described below.

Scene: You receive a call from the HR manager who interviewed you a week ago. You are told that you have passed the interview. Your teacher will act as the HR manager.



Exercise 4 – Discussion

Discuss the following questions with your tutor.

1. What do you consider before accepting a job offer? Why?
2. Do you ask for other people's opinion before accepting a job offer? Why? Why not?
3. What is your dream job? Why?