



ENGLISH I

✓ Answer Keys – Module 4: JOB INTERVIEWS (Simulation & Practice)

READING COMPREHENSION

TEXT 1

While Reading Activity

- ___ **Mr. Michaels:** Good afternoon, Lee. Thank you for coming to the office.
- ___ **Lee:** Good afternoon Mrs. Michaels. I'm happy to be here.
- ___ **Mr. Michaels:** First tell me a little about your career at college.
- ___ **Lee:** I studied technical degree in programming at the university of Bonneville. I took database, software development and scrum classes.
- ___ **Mr. Michaels:** Good. We need people who can handle with that.
- ___ **Lee:** I'm willing to learn. I would like to work here.
- ___ **Mr. Michaels:** Your resume says you work in the programming department. What do you do there?
- ___ **Lee:** I'm a network administrator so I do a lot of things!
- ___ **Mr. Michaels:** What kind of tasks do you perform?
- ___ **Lee:** I'm responsible for planning the network.
- ___ **Mr. Michaels:** Do you like having a programming company as an employer?
- ___ **Lee:** I really do. I have an aptitude for working with Scrum.
- ___ **Mr. Michaels:** My company is in programming. Do you think you can work with this?
- ___ **Lee:** Yes, sir, I do. I've studied for four years at college.
- ___ **Mr. Michaels:** I like your attitude. I still have three more interviews. I'll call you in a few days to let you know if you are hired.
- ___ **Lee:** Thank you for your time. I hope I'll have the chance to work for you.

After Reading Activity

❖ Correct matches: 1. f / 2. a / 3. b / 4. c / 5. e / 6. h / 7. i / 8. j / 9. d / 10. g

TEXT 2

Pre Reading Activity

1. Reception
2. A CV
3. ID
4. References
5. A position
6. To reschedule

While Reading Activity

Complete the sentences with the correct words:

1. invite
2. Shard
3. administration
4. resources
5. last
6. pass

After Reading Activity

Choose the correct option for each question:

1. d
2. c
3. a
4. d
5. c
6. b

LISTENING COMPREHENSION

Listening #1

While Listening Activity

1. did you start
2. left
3. Have you ever worked
4. 've never had
5. Have you been
6. 've spent
7. did you do

After Listening Activity

1. did – start – field
2. first – immediately
3. But – smaller
4. I see – have – been
5. do
6. help – construction – school

Listening 1: AUDIO SCRIPT

Interviewer: So, when did you start working in this field?

Naomi: Well, I left university in 2009 and I got my first job immediately after that.

Interviewer: And have you ever worked for a big organization?

Naomi: No, I've never had the chance. But I've worked for three smaller ones, all with operations in Africa.

Interviewer: I see. And have you been to Africa?

Naomi: Yes, I have. I've spent some time in Tanzania.

Interviewer: Oh, really? What did you do there?

Naomi: I was there to help with the construction of a new school.

Listening #2

Pre Listening Activity

Unscramble the words:

1. April
2. Start
3. Stay
4. How often
5. Years
6. July
7. Ready
8. Late
9. Saved
10. Projects
11. Abilities
12. Team

While Listening Activity

1. When did you go to Tanzania?
2. How long did you stay there?
3. What other projects have you worked on?
4. Have you ever managed a team?
5. Why did you decide to work in this field?

After Listening Activity

- Naomi's answers:
1. last year in March
 2. four months
 3. construction projects, and organization of training programmes
 4. not yet
 5. My mother lived in Africa when she was a child.

Listening 2: AUDIO SCRIPT

Interviewer: So, when did you go to Tanzania?

Naomi: Last year, in March. They asked me to go there for the start of the construction.

Interviewer: And how long did you stay there?

Naomi: For four months. I came back in July, when the school was ready.

Interviewer: So it went well.

Naomi: Yes, we finished two months early. And we saved \$10,000 on construction costs.

Interviewer: That's great. So what other projects have you worked on?

Naomi: I've done a lot of construction projects, but I've also helped to set up training programmes, giving local people the skills they need to manage their lives: farming, for example, or construction work.

Interviewer: And have you ever managed a team?

Naomi: No, not yet, but I've had very good bosses and I've learnt a lot about managing people. I know I'm ready to do this job.

Interviewer: Yes, I'm sure you are. Tell me – why did you decide to work in this field?

Naomi: My mother lived in Africa when she was a child. She's often talked to me about her life there. I wanted to discover it for myself.

VOCABULARY & GRAMMAR - Motivation & Goals

2. Matching:

1. D
2. H
3. B
4. F
5. J
6. I
7. G
8. E
9. C
10. A

Practice Section

1. Complete the chart:

Simple Past

- So, when **did** you go to Tanzania?
- They **asked** me to go there for the start of the construction.
- And how long **did** you stay there?
- I **came** back in July when the school **was** ready.
- So it **went** well.

- Yes, we **finished** two months early. And we **saved** \$10,000 on construction costs.
- Tell me – why **did** you decide to work in this field?
- My mother **lived** in Africa when she **was** a child. She's often **talked** to me about her life there. I **wanted** to discover it for myself.

Present Perfect

- So what other projects **have** you **worked** on?
 - **I've done** a lot of construction projects, but **I've** also **helped** to set up training programmes, giving local people the skills they need to manage their lives: farming, for example, or construction work.
 - And **have** you ever **managed** a team?
 - No, not yet, but **I've had** very good bosses and **I've learnt** a lot about managing people.
2. Let's complete the next examples taken from a job interview. Use the correct tenses.
1. work - are - communicate
 2. left - decided
 3. have worked - want
 4. worked - handled
 5. have always enjoyed
3. A manager is talking about his department.
Complete the text with the correct form of the verbs in brackets. Use Present simple, past simple or present perfect.
1. hasn't been
 2. told
 3. want
 4. say
 5. has become
 6. was
 7. left
 8. don't have
 9. ask
 10. says
 11. continue
 12. haven't made

WRITING

3. **Choose eight words from the** box to complete the letter of application.

1. apply
2. advertised
3. experience
4. qualification
5. skills
6. candidate
7. interview
8. reference



