**Information on the Internet**

When you read information on the Internet, it is always good to remember that anyone can put anything on a webpage. No one checks websites to make sure their information is accurate or up-to-date. This is also true of websites that tell you how to interview for a job. There are lots of websites that have tips and quizzes for people who are looking for a job. They are written for native speakers of English, so the vocabulary can be difficult. I copied some of the rules so I could explain some of the vocabulary. You can click on the words in bold to read a definition. I agree with most of the suggestions, but not all of them. See what you think!

Ten Steps to a Successful Interview--from jobweb.com

Arrive on time.

Introduce yourself in a courteous manner.

Read company materials while you wait.

Have a firm handshake.

Listen.

Use body language to show interest.

Smile, nod, give nonverbal feedback to the interviewer.

Ask about the next step in the process.

Thank the interviewer.

Write a thank-you letter to anyone you have spoken to.

Resumes and Interviews--from jobweb.com

What Employers Want

Employers say they are impressed by job candidates who have excellent communication skills, good grooming habits, and relevant work experience. Employers say they want trustworthy new hires who can move right in, get along with their co-workers, and get the job done without having to be babied at each step.

Top 10 Qualities Employers Seek

Communication skills (verbal and written)

Honesty/integrity

Teamwork skills (works well with others)

Interpersonal skills (relates well to others)

Motivation/initiative

Strong work ethic

Analytical skills

Flexibility/adaptability

Computer skills

Organizational skills

Tests About Job Interviews

1. Job Interviews

1.) It doesn't matter what colors you wear to a job interview. F

2.) You should wear bright colors so that the interviewer remembers you. F

3.) Don't wear perfume or cologne. T

4.) You should bring a small gift for the interviewer. F

5.) You should give the interviewer a firm handshake. T

6.) You should lean back and relax in the chair. F

7.) Be prepared to tell the interviewer some of your strengths. T

8.) Tell the interviewer as much as you can about yourself. F

9.) Ask the interviewer some questions about the job.T

10.) Look around the room to show that you are observant.F

11.) Express appreciation for the interviewer's time.T

Vocabulary

illegal

potential

marital status

previous

interviewee

trap

critical

stress

**Working at the Bank--Part 2**

When I first started working in an inner-city bank, I was in constant fear of being robbed. Even behind the protection of bulletproof glass, I was constantly reminded by alarm buttons of the threat of robbery. We had secret signals that changed every day, and there was an automatic alarm that was touched off by an electric eye when the last bill came out of my till.

Sure enough, one day a man I thought looked suspicious entered the bank. He passed the other tellers to come to me, apparently recognizing my inexperience. He reached into his pocket, pulled out a note and slipped it under the teller window. I panicked, dropped below the counter and hit the alarm button.

The guards grabbed the man. Then I read the note. It said, "Would you have lunch with me?"

Vocabulary Questions

In the first paragraph, what does inner-city mean?

2. In the center of the city.

In the first paragraph, what does constant fear mean?

1. Always afraid.

In the first paragraph, what does threat mean?

2. The possibility that something bad might happen.

In the first paragraph, what does till mean?

2. The drawer of a cash register,where money is kept.

In the second paragraph, what does apparently mean?

3. Thinking that something seems to be true from the information you have.

In the second paragraph, what does slipped mean?

1. Moved something easily and quietly

In the second paragraph, what does panicked mean?

3. Acted because of strong fear, without thinking clearly.

In the third paragraph, what does grabbed mean?

2. To take quickly and roughly.

**Into the Garbage**

This is a true story that happened to me many years ago, but I still remember it vividly. It all started while we were on vacation. Vacations should be restful, relaxing times, but I planned to do some studying too. I carefully put all my important papers and books in a large paper bag, and put them in the car with the suitcases.

After a long drive to Los Angeles, we were happy to find a motel with a really good price. We decided to stay for a week so we could get three extra days at no extra cost.

On the second day of our stay there, we arrived back at the motel after a day of sightseeing and a good dinner. It was about ten o'clock in the evening, and I decided I'd better start working. I knew the bag was in the room, but I looked all over and couldn't find it. It had disappeared! I was panic-stricken. Suddenly I had a sickening thought. I was sure the maid took it out with the garbage.

I ran over to the main office, and asked if I could talk to the maid who had been on duty that day. They told me there were several, and besides, they had all left for the day. The people in the office showed me the large garbage bins in back of the motel, but didn't offer any help.

I sighed, gathered my courage, grabbed a flashlight, and walked through the dark to the garbage bins. There were three of them. Each one was about four and a half feet high. I didn't know where to start. I looked around and found an old shopping cart, which I used to climb into the middle of one of the bins. I spent some time rummaging through bags and bags of other people's garbage, but I didn't have any luck. After a few minutes of tears of frustration, I finally gave up.

Maybe I was wrong, and was just looking through banana peels, old milk cartons, coffee grounds, and half-eaten food for nothing. I climbed out, being careful not to drop my flashlight, and looked around to see if anyone had spotted me. I took one last look into the other two bins, this time just checking the bags on top. Then I got lucky. Right on top of the third bin was my bag. I was never so happy to see a dirty old bag in my life! I told the manager to tell the maid not to clean our room any more.

Why did the author take along some important papers?

She was going to do some studying.

Why did they choose the motel in Los Angeles?

They could stay one week and pay for only four days.

When did the author look for her books and papers?

At night on the second day.

When the author couldn't find her books and papers, what did she think?

She thought the maid took them out with the garbage.

Why couldn't she talk to the maid who had cleaned her room?

It was too late and the maid had gone home.

Who helped her look in the garbage bins?

No one.

Did she climb into one of the bins?

Yes.

What did she find in the first bin?

Other people's garbage.

In which bin did she finally find her things?

The third bin.

What did she ask the manager to tell the maid?

She asked him to tell her not to clean the room any more.

**The Lost Feast**

Detroit is a city in the state of Michigan. This is a true story that appeared in the newspaper called The Detroit Free Press many years ago. Read the story. Click on the words in bold if you want to read a definition. Then take the quiz at the end of the story.

Neighbors Gobble Up Feast Found in Road

A Detroit neighborhood dined nervously but well Saturday on roast beef, fried chicken, and fresh strawberries that appeared mysteriously late Friday in the middle of East Outer Drive. It all started when one of the neighbors spotted several large industrial food containers sitting in the middle of the street. A quick check revealed they were piping hot and full of roast beef and gravy, chicken, and strawberries.

All we could imagine was that it fell off a catering truck and the weight of the food carried it to the ground unspilled, said one of the neighbors.

We just knew that somewhere some poor bride was waiting for her reception dinner that was never going to appear. We felt really bad about it, she said.

But after waiting a decent interval to see if the truck might return for the food, the neighbors divided it up and ate it.

Not bad, but it didn't have coffee and rolls, said one.

Owner of Lost Feast Identifies Himself

Nick Stefanson said Sunday that he was glad to read in the Free Press that somebody enjoyed the 69 pounds of roast beef, two cases of chicken, and five flats of strawberries that off his catering truck.

Neighbors on East Outer Drive found five containers full of hot roast beef and gravy, chicken, and strawberries in the middle of the street.

After waiting for someone to claim the food, they finally gave up, dug in and enjoyed the impromptu feast, they said.

Stefanson, owner of a nearby restaurant, was on his way to cater a reunion of a neighborhood group of which he is a member. He estimated his loss at about $500, not including the cost of the 400 pieces of Kentucky Fried Chicken he had to order as a substitute. All he asks is that the neighbors return the five pans, worth about $250, that their meal came in.

Quiz

Which sentence is true?

The food was hot when they found it.

Which sentence is true?

The food didn't spill on the street.

Which sentence is true?

The neighbors waited a while and then took the food.

Which sentence is true?

Nick Stefanson was taking the food to a neighborhood group reunion.

Which sentence is true?

Nick Stefanson bought some food to take instead.

Which sentence is true?

Nick Stefanson wants the neighbors to return the containers.

**Shopping On the Internet**

Shopping on the Internet, or shopping on-line is becoming more and more popular. More and more people are using the internet to buy things. Why do people use the Internet to shop? Some people say it is more convenient. They don't have to leave their homes to order something, and they can shop for anything they want at any time, day or night. Other people say they can find things for sale that they can't find in the stores near their homes. Still other people say they can find better prices on the Internet.If you want to buy something on the Internet, you need a credit card. You have to type your credit card number and information on the website and send it to the store over the Internet. You have to be sure that the store will not use your information in the wrong way. You don't want someone to get your credit card number and charge something to your account. Of course, you always have to be careful with your credit card number, because people sometimes steal credit card numbers from stores and restaurants too.

For people who are too nervous to shop on-line, the Internet is a good place to go window-shopping. Window-shopping is when you go to a store and look at the things for sale, but don't plan to buy anything. Window-shopping is easy on the Internet. You can see what kinds of products are available and how much they cost. You can visit stores with branches near you, or you can visit stores that are only on the Internet.

Some stores have a website for information about their stores, but not for shopping. Here is an example of a store that is in San Francisco: Ross Dress for Less

Some stores have a website for information about their stores, and you can shop on-line there too. Here are three examples of stores that are in San Francisco:

Office Depot

Payless Shoe Source

Safeway

Some stores are only for on-line shopping. Here is an example of an on-line store:

Amazon.com