

STUDY REFERENCE

LISTENING Job interviews

Vocabulary

previous experience	<i>noun</i>	the work you have done before that helps you in your current job <i>Her previous experience really helped her in the new job.</i>
qualifications	<i>noun</i>	academic and business diplomas <i>Technical qualifications are required for a job in IT.</i>
make a good impression	<i>verb</i>	to give other people a good opinion of yourself <i>The candidate made a good impression and was offered a job.</i>
opportunity	<i>noun</i>	a chance to do something <i>The internship is a great opportunity to learn new skills.</i>
responsible	<i>adj</i>	you behave in a way that people can trust you <i>A responsible sales person always looks after his/her clients.</i>
ambitious	<i>adj</i>	you really want to be successful and powerful <i>Ambitious people try their hardest until they succeed.</i>
clean-cut appearance	<i>noun</i>	you use this to describe when a man looks smart and tidy <i>As a sales person, you should have a clean-cut appearance.</i>
body language	<i>noun</i>	physical actions that tell people what you are like or thinking <i>Body language is sometimes more important than words.</i>
promotion	<i>noun</i>	a new job that gives you more responsibility and a higher salary <i>She received a promotion after only one year on the job.</i>
flexible	<i>adj</i>	you can change easily to different situations — i.e. in a job <i>A good employee should be flexible and willing to learn.</i>



STUDY REFERENCE

LISTENING Job interviews

Listening Practice: Transcript

- Ann:** Hi, Bill. What's the matter?
- Bill:** Oh, I had my interview for that sales job at Anderson Imports this morning.
- Ann:** Did it go well?
- Bill:** I don't know. I think I made a bad impression.
- Ann:** Why? What happened?
- Bill:** I don't know. I said the usual things: that I was flexible, that I was a responsible team player. I said I was looking for an opportunity for promotion.
- Ann:** Well, that sounds OK. I'm sure they want somebody ambitious.
- Bill:** No, I don't think they do. Then we talked about my qualifications.
- Ann:** Well, you have the qualifications they're looking for, right?
- Bill:** Yes, but so do lots of other people. I'm not the only person with an M.B.A. and a degree in Modern Languages. All my previous sales experience at Transcom must help, though.
- Ann:** Yeah. So what was the problem?
- Bill:** I don't know. I just felt they didn't like me as soon as I entered the room.
- Ann:** What about your body language? Was that the problem?
- Bill:** I don't think so...
- Ann:** Wait a minute! You didn't go there wearing those jeans, did you?
- Bill:** Yes, why?
- Ann:** Well, you don't look very clean-cut. And your shoes are dirty, too! You look more like a college student than a businessman.
- Bill:** Oh, no! Well, it doesn't matter, I guess.
- Ann:** Don't worry. You'll get a better job some day.
- Bill:** But I got the job at Anderson Imports. I start Monday.
- Ann:** Huh?

