

At a job interview

Have you ever been to a job interview? (Yes, I have. It was for...)

Vocabulary Match

1. offer 2. managed 3. skills 4. be in touch 5. calm 6. handle

___ relaxed ___ controlled ___ make contact ___ give ___ abilities ___ deal with

Conversation

Mr Chen attends a job interview to discuss his past experience, skills, and how he handles stress.

Interviewer: Morning, Mr Chen. Thanks for coming.
 Mr Chen: Morning. Thanks for having me.
 Interviewer: Can you tell me about your last job?
 Mr Chen: Sure. I was a sales assistant for three years. I helped customers and _____ stock.
 Interviewer: Nice. So, why do you want to work here?
 Mr Chen: I like your products, and I want to learn more about this business.
 Interviewer: What _____ can you _____ the team?
 Mr Chen: I'm good at talking with people and solving problems quickly.
 Interviewer: Good. How do you _____ stress?
 Mr Chen: I keep _____ and make a list so I can manage my time.
 Interviewer: Great. We'll _____ soon.
 Mr Chen: Thank you. I look forward to it.

Quiz

1. What was Mr Chen's last job?
2. Why does Mr Chen want to work at this company?
3. What skills does Mr Chen say he has?
4. How does Mr Chen handle stress?

True or False

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| 1. Mr Chen was a manager in his last job. | True False |
| 2. Mr Chen is applying for a job as a teacher. | True False |
| 3. The interviewer will contact Mr Chen soon. | True False |

Discussion

1. Have you ever been to a job interview? What happened?
2. Do you think speaking clearly is important in an interview? Why?
3. What can you do before an interview to get ready?
4. Is it easy or difficult to answer questions about yourself? Why?
5. What job would you like to have in the future?