Job Interview

Everyday Dialogues

Dialogue Reading

Read the dialogue with your partner a few times. Take turns being each character. Practice your intonation and pronunciation. Write down any new words or phrases.

Interviewer:	Hello, Mrs. Stevens. **My name is Jane Phillips. I'm the personnel director.**
Applicant:	**I'm pleased to meet you.**
Interviewer:	**Please have a seat.**
Applicant:	Thank you.
Interviewer:	**According to your resume, you have several years of office experience.**
Applicant:	Yes. I've had over ten years' experience.
Interviewer:	**Tell me about your qualifications.**
Applicant:	**I can type 100 words per minute. I'm proficient in many computer programs. I have excellent interpersonal skills**, I am well organized, and I'm a very fast learner.
Interviewer:	I see that you have excellent references. **Do you have any questions about the position?**
Applicant:	**Yes. What are the responsibilities in this position?**
Interviewer:	**We're looking for someone to supervise two office clerks,** handle all the correspondence, arrange meetings, and manage the front office. **Have you had any supervisory experience?**
Applicant:	Yes. I supervised three typists in my last position. What are the office hours, Mrs. Phillips?
Interviewer:	8:30 to 4:30, with an hour off for lunch. **What are your salary expectations, Mrs. Stevens?**
Applicant:	**I expect to be paid the going rate for this type of position. Can you tell me about the benefits you offer?**
Interviewer:	Yes. **We provide full medical and dental coverage**, a pension plan, and a three-week holiday per year.
Applicant:	**That's very generous. When is the position available?**
Interviewer:	We're hoping the successful applicant can start at the beginning of next month. We'll finish our interviews tomorrow and make a decision by the weekend. **We'll contact you next week.**
Applicant:	Thank you very much. **It's been a pleasure meeting you. I hope to hear from you soon.**
Interviewer:	Thank you for coming in to see us, Mrs. Stevens.

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Practice

Work with your partner. Role-play the dialogue, substituting the different expressions below. Then reverse roles.

My name is Jane Phillips.
I'm Jane Phillips.

I'm the personnel director.
I'm the manager of Human Resources.
I'm in charge of hiring.

I'm pleased to meet you.
I'm happy to meet you.
It's nice to meet you.

Please have a seat.
Please sit down.

According to your resume, you have several years of office experience.
Your resume tells us that you have several years of office experience.

Tell me about your qualifications.
What are your qualifications?
What qualifications do you have?

I can type 100 WPM.
I'm able to type 100 WPM.

I am proficient in many computer programs.
I'm able to use many computer programs.

I have excellent interpersonal skills.
I get along very well with people.

Do you have any questions about the position?
Would you like to ask anything about the job?

What are the responsibilities in this position?
What are the duties?

We're looking for someone to supervise two office clerks.
We want someone who can manage two office clerks.

Have you had any supervisory experience?
Have you ever been a supervisor?

What are your salary expectations, Mrs. Stevens?
What salary do you expect?

I expect to be paid the going rate for this type of position.
I expect to get the usual salary for this type of work.

Can you tell me about the benefits you provide?
What benefits does the company give?

We provide full medical and dental coverage.
We give health and dental insurance.

That's very generous.
That's very good.

When is the position available?
When does the job start?

We'll contact you next week.
We'll get in touch with you next week.

It's been a pleasure meeting you.
I've enjoyed meeting you.

I hope to hear from you soon.
I look forward to hearing from you soon.

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Vocabulary

Match the words or expressions on the left with the correct meanings on the right.

1	_____ personnel director	a. duties
2	_____ hire	b. manage, be in charge of
3	_____ resume	c. usual pay for a certain job
4	_____ qualifications	d. money paid for work
5	_____ proficient	e. get in touch with
6	_____ position	f. give a job to, employ
7	_____ responsibilities	g. open, ready to use, ready to do
8	_____ supervise	h. skills, experience, education
9	_____ salary	i. person who can tell about you
10	_____ benefits	j. person in charge of hiring
11	_____ contact	k. able to do something, skilled
12	_____ going rate	l. written summary of your skills, education, and experience
13	_____ available	m. things you receive from an employer in addition to salary
14	_____ reference	n. job

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Dialogue Building

Complete the dialogue below with appropriate expressions.

Interviewer: Hello, _____. _____

_____.

Applicant: _____.

Interviewer: _____.

Applicant: Thank you.

Interviewer: _____ you have several years of office experience.

Applicant: Yes. I've had _____ experience.

Interviewer: _____ your qualifications.

Applicant: _____

_____.

Interviewer: I see that you have excellent references. _____ the position?

Applicant: Yes. What are the _____ in this position?

Interviewer: We're looking for someone _____

_____.

Applicant: What are the office hours?

Interviewer: _____

_____?

Applicant: I expect to be paid _____

_____. Can you tell me about the benefits you offer?

Interviewer: Yes. _____.

Applicant: _____?

Interviewer: We're hoping the successful applicant can start at the beginning of next month. We'll finish our interviews tomorrow and make a decision by the weekend. _____ next week.

Applicant: Thank you very much. _____.

Interviewer: Thank you for coming in to see us, Mrs. Stevens.

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Write Your Own Dialogue

Write a dialogue with a partner using phrases from page 2. Practice and present the dialogue to your class.

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Answer Key

Lesson Description:

Mrs. Stevens has a job interview for a position in an office. She describes her experience and answers questions about benefits. Students complete a mock interview.

Vocabulary

1.j	8. b
2. f	9. d
3. l	10.m
4. h	11.e
5. k	12.c
6. n	13.g
7. a	14.i

Dialogue Building

These are suggestions. Your students may choose other words that fit.

Interviewer: Hello, **Mrs. Stevens**. **My name is Jane Phillips. I'm the personnel director.**

Applicant: **I'm pleased to meet you**.

Interviewer: **Please have a seat**.

Applicant: Thank you.

Interviewer: **According to your resume**, you have several years of office experience.

Applicant: Yes. I've had **over ten years'** experience.

Interviewer: **Tell me about** your qualifications.

Applicant: **I can type 100 words per minute. I'm proficient in many computer programs. I have excellent interpersonal skills, I am well organized, and I'm a very fast learner**.

Interviewer: I see that you have excellent references. **Do you have any questions about** the position?

Applicant: Yes. What are the **responsibilities** in this position?

Interviewer: We're looking for someone **to supervise two office clerks, handle all the correspondence, arrange meetings, and manage the front office. Have you had any supervisory experience**?

Applicant: **Yes. I supervised three typists in my last position**. What are the office hours?

Interviewer: **8:30 to 4:30, with an hour off for lunch. What are your salary expectations, Mrs. Stevens**?

Applicant: I expect to be paid **the going rate for this type of position**. Can you tell me about the benefits you offer?

Interviewer: Yes. **We provide full medical and dental coverage, a pension plan, and a three-week holiday per year**.

Applicant: **That's very generous. When is the position available**?

Interviewer: We're hoping the successful applicant can start at the beginning of next month. We'll finish our interviews tomorrow and make a decision by the weekend. **We'll contact you** next week.

Applicant: Thank you very much. **It's been a pleasure meeting you. I hope to hear from you soon**.

Interviewer: Thank you for coming in to see us, Mrs. Stevens.

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