

Worksheet Week 7 –part 2

A) Answer the questions after reading the text:

As per our conversation of last Tuesday, I would like to confirm that your interview with our CEO Mr Hajduo is going to take place next Monday on August 13 in our headquarters in Miami. We would like you to prepare a summary of your architectural projects and bring the models that you have built in your studio. On the day of your interview you are going to meet with each one of our 5 architects for 10 minutes and they are going to ask you a few questions to establish if you have the necessary knowledge and experience to work in our establishment. After approximately 50 minutes, you will meet Mr Hajduo who is going to take about 10 minutes or so to get to know you. We will inform you of our decision by mail towards the end of the week. If you haven't received our answer by Friday, please call us.

1. What is the purpose of the text? _____
2. How many people will the candidate meet? _____
3. Where are the company's headquarters? _____
4. What are they asking the candidate to prepare? _____
5. What kind of firm is recruiting? _____
6. How long will each question session take? _____
7. What day will the interview take place? _____
8. When was the candidate last in touch with the firm? _____
9. Who is the last person that the candidate is going to meet? _____

B) A job interview

1. Work in pairs and read the following dialogue, one student reading one part, the other student reading the other. Note the expressions used in the dialogue and the progression of the conversation.

Interviewer: Good afternoon, please have a seat.

Interviewee: Thank you.

Interviewer: How are you doing today? Did you have any trouble finding the office?

Interviewee: I'm fine thank you, and I had no trouble at all getting here.

Interviewer: Great. Well let's get started. Could you tell me a little about your educational background?

Interviewee: Yes, I graduated from UCLA in 1995, with a Bachelor's degree in journalism. After that I enrolled in NYU's master's program for journalism, graduating in 1998.

Interviewer: I see. Now, how about your work experience?

Interviewee: After I left NYU, I worked for a year at the Cincinnati Daily.

Interviewer: And after that?

Interviewee: From there I moved to San Francisco and was employed by the Bay Area Chronicle, covering local and state politics.

Interviewer: What was the biggest story you covered while you were there.

Interviewee: I covered several that I thought were important, but I would have to say the investigative piece I did on the cover-up of the governor's staff involvement in the embezzlement of education funds was the biggest.

Interviewer: How did you like it at the Chronicle?

Interviewee: Overall, I liked it a lot. The people were great and my boss was supportive and understanding. However, I was a little disappointed with the editor. He was a bit too liberal for my thinking, and I had to adjust my pieces accordingly, or they wouldn't be approved for publication.

Interviewer: Did that create unmanageable problems?

Interviewee: It created more than a few lively discussions that could have ended better for both sides, but nothing unmanageable. We were generally able to resolve our conflicts through compromise.

Interviewer: According to your resume, you left there three months ago. What have you been doing since then?

Interviewee: Mainly taking care of our baby, she just turned three months old. But now I'm ready to go back to work.

Interviewer: What brought you to Denver?

Interviewee: My husband's company transferred him here last month.

Interviewer: One final question. Why did you apply here? Denver has three daily newspapers to choose from.

Interviewee: I felt that this paper is better suited for my conservative thinking, my unique writing style, and my diverse areas of interest when covering political news.

Interviewer: Well, thank you for your time. We'll be making a selection in a couple of days and will call you one way or the other.

Interviewee: Thank you for seeing me. Have a pleasant day.

2. *After reading*, turn the page and tell your partner a summary of the dialogue. Then switch and have your partner tell his or her summary. Start like this: This dialogue is a job interview. She was asked about ...

C) Oral comprehension

1. Stress interview

- a. Say whether the following statements are right or wrong.

The case presented by the woman is an actual case.

Right/ Wrong

The situation has to do with employees cheating.

Right/ Wrong

According to the woman the denouncing employee is telling the truth.

Right/ Wrong

The employee's reason is valid according to the candidate.

Right/ Wrong

The employee will not have to make up the time lost.

Right/ Wrong

- b. Fill in the missing word.

[...] we would like to ask you a few questions _____ to the [...]

[...] he has seen one of his colleagues _____ for another colleague [...]

Sometimes colleagues will _____ stories just to get ahead [...]

I would simply ask the employee to _____ the lost time and plan [...]

Thank you very much Mr Carter, we will be _____ with you within the next [...]

- c. Pair Work

You're in a recruiter's office and he/she is about to put you through a stress interview. He/she asks, "How would you react if you had a team project due the next day and your company's computer system had crashed. All of your data is on the computer".

Start by saying...

Well where there is a will there is a way

We need to start by finding out who was responsible for each part of the project...

The first thing we have to do is stay calm....

Let's not panic. Do we have a backup file?

2. Interviewing panel

- a) Oral comprehension

Who is in charge of the salary issues?

a) Mr. Clement b) Mr Ryan

c) Mrs Brown d) No one

Who is in charge of hiring employees?

a) Mr. Clement b) Mr Ryan

c) Mrs Brown d) the speaker

What is Mr Ryan's new policy concerned with?

a) past behavior b) future promotions

b) present benefits d) salary increase

What department did the woman work for in her previous position?

a) assembly b) design

c) research d) distribution

What was the woman's regular deadline?

a) 7 days of order b) 14 days of order

c) 21 days of order d) 31 days of order

What is not a synonym for enthralling?

a) gripping b) fascinating

c) thrilling d) tedious

What kind of position is the woman applying for?

a) personnel director b) human resources director

c) team leader d) secretary

b) Group work

Work with three partners (all of whom are on an interviewing panel). You are about to undergo a panel interview for a job as head of the department. Each person asks you questions about your character and your capabilities to do the job.

Start by saying

Well I firmly believe that some of my strengths are...

As you can see in my CV, I've handled...

The courses that I took at school have trained me to...

My teachers and my previous employers have confirmed that I am...

D) Grammar

1. if clauses

Rappel: formation du conditionnel Sujet + Would + base verbale

a. Find in the first text 8 conditionals

Pour exprimer une situation hypothétique dans le présent ou le futur, on utilisera une proposition subordonnée introduite par if au simple past et une proposition principale au conditionnel.

If we went to their factory, we would see their quality process.

b. Find in the first text two sentences with this pattern

Les subordonnées en if peuvent être construites avec d'autres temps:

Une situation possible/ condition susceptible d'être remplie	If + simple present <i>If I work,</i>	Will +BV <i>I will pass my exams.</i>
Une situation hypothétique/ supposition	If + simple past <i>If I worked,</i>	Would + BV <i>I would pass my exams.</i>
Une situation non réalisée/ irréel du passé	If + past perfect had +pp <i>If I had worked,</i>	Would+have+BV <i>I would have passed my exams.</i>

If I had written my resume more carefully, I (to get) _____ an interview.

If they hire a new employee, they (have) _____ a tax reduction .

If you (to write) _____ a cover letter, you will type it.

If I knew someone in that firm it (to be) _____ easier to get a job.

2.

a. What do the underlined words express?

I would reprimand him for not coming / thank you for coming in to meet us

b. Rephrase the sentences

I would reprimand him for not coming to me to discuss the problem

I would reprimand him due to _____

They thank him for coming in to meet them.

They thank him as _____

I apologise for punching in for another colleague.

I apologise because _____

I fired him for being late too often.

I fired him owing to _____

3. La concession

- a. Find in the text three sentences using a link word to express concession.
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-
-

Avec une conjonction:

- Even though Although ou though = bien que

Although the restaurant had a good reputation, we were disappointed by the food.

Bien que le restaurant ait eu une bonne réputation, nous avons été déçus par la nourriture.

I'd prefer to fly, even though it's more expensive.

Je préférerais prendre l'avion bien que ce soit plus cher.

Avec un adverbe ou une tournure adverbiale

- However : cependant, toutefois

Visibility was bad. However, they decided to continue.

La visibilité était mauvaise, cependant, ils décidèrent de continuer.

- Nevertheless : néanmoins

It was bad news. Nevertheless, we mustn't give up hope.

Ce fut une mauvaise nouvelle. Nous ne devons néanmoins pas perdre espoir

Avec une préposition

- In spite of, despite : en dépit de, malgré

They are not happy, in spite of their being rich.

Ils ne sont pas heureux, malgré leur fortune.

- b. Build sentences to express concession

I wasn't the team leader / I knew nothing could be accomplished (although)

There were lots of applicants / I was hired (nevertheless)

He would understand his motivations / he would reprimand him (however)

He wasn't the team leader / he has an important position (in spite of)
