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# Unit 1

## Job Interviews

**F**or many, a job interview is the most critical part of the job search process. In order to persuade the employer that he/she is the most suitable person for the opening, the candidate has to impress the employer with his/her appearance, personality and qualifications.

对许多人而言, 工作面试是求职过程中最为重要的环节。作为应聘者, 要使面试官相信你是该职位的最佳人选, 就必须在外表、个性、资格、能力等各方面给面试官留下深刻的印象。

## Part I Warm-up

1. **Work in groups. People join different companies or organizations for various reasons. Which company or organization do you want to join? Why? See if your reasons are listed below. If not, note it/them down. Then compare with your partners' choices and their reasons.**

- A. It pays well.
- B. The job is interesting and challenging.
- C. There are overseas training opportunities.
- D. It's a famous company/organization.
- E. \_\_\_\_\_
- F. \_\_\_\_\_
- G. \_\_\_\_\_
- ...

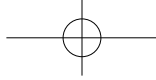
2. **Discuss in groups. What advice will you give to people going to job interviews?**

## Part II Listening and Speaking



### Task 1 FAQs in job interviews

You, a hotel management major graduating in two months, are applying for the position of Management Trainee at Shangri-La Hotel. The interviewer will ask you three questions. Read the questions and try to give a brief answer to each question. Refer to the hints if necessary. Then listen to the sample answer to each of the questions.



**Q1. Tell me something about yourself.**

- Hints:**
- position-required educational background
  - job-related experiences
  - your interest in the job

**Q2. What are your strengths and weaknesses?**

- Hints:**
- strengths: use examples that demonstrate skills required for the position
  - weaknesses: pick out one that will not disqualify you from the job and show your determination to correct it

**Q3. What makes you apply for this job?**

- Hints:**
- your interest in the job and the company
  - learning opportunity and career advancement



## Task 2 Inappropriate questions in job interviews

Listen to a conversation between an interviewer and a candidate. Note down the inappropriate questions raised by the candidate and list your reasons. Then compare your answers with your partner's. The first one has been done for you.

### Word Tips

- probationary 试用的
- life insurance 人寿保险
- base 把总部设在……

#### Inappropriate questions

Is that your wife, Mr. Carter?  
She is so beautiful.

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#### Reasons

Avoid asking your interviewer personal questions or making personal comments.

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## Part III Language Focus

### General process of a job interview

#### Opening: Establishing a friendly atmosphere

- Introduce yourself.
- Have a small talk about weather, traffic, etc.



#### Middle: Exchanging information

##### General questions

Be prepared to talk about:

- your personal details;
- your education;
- your training experience;
- your work experience.

##### Position-related questions

Be prepared to discuss:

- reasons for leaving last job;
- details of the job and the company;
- qualifications and skills that make you fit for the job;
- short-term and long-term goals.



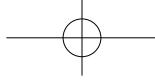
#### Closing: Leaving a lasting impression

- Ask one or two questions based on your pre-interview research.
- Arrange a call back to get the result.
- Thank the interviewer.
- Say you enjoyed the interview.

### Opening



- I am Li Ning. Nice to meet you.
- I have come for an interview as requested/invited.
- I have come at your invitation for an interview.
- It's a lovely place here.



## Middle: General questions



### Personal details

- I have been living here since my childhood.
- I think I am quite outgoing/easygoing.
- I'm afraid I'm not very creative, but I'm tolerant, slow to anger, tactful, caring and friendly.



### Education

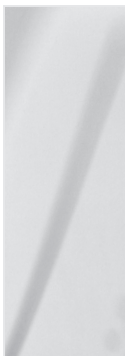
- I graduated from ABC university last year.
- I have obtained/received a BA/an MA degree.
- I majored/specialized in business management.
- My major is business management.
- My scores at college were all above average.
- I won the university scholarship for four years on end.



### Work experience

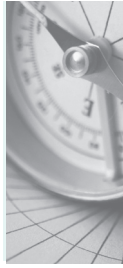
- I've been a Sales Manager for three years.
- I am now working for T&T Company as a receptionist.
- I was employed by Jackson's from 2005 to 2007 as a clerk.

## Middle: Position-related questions



### Reasons for resignation

- I didn't like the culture of the company and I see no chance of advancement there.
- I have to leave my present post only because the company is going bankrupt.
- I stopped enjoying the work I did. I lost motivation and decided it was time to move on.



### Reasons for application

- Well, I know you do a very international business, so I thought I would learn some advanced methods of management here.
- My past experience and my major in the university are closely related to this job.



### Qualifications and skills

- I've got a CPA certificate / a driver's license.
- I can type 100 words per minute and I can take shorthand at 80 words per minute.
- My English is expressive and I can read Japanese. I speak both Mandarin and Cantonese.



### Job fit

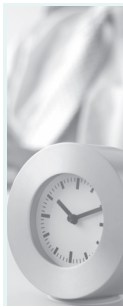
- I'm familiar with accounting since I've worked in a bank for three years, so I think I'm qualified for the position.
- I'm looking for an opportunity to apply my skills and contribute to the growth of the company while helping create some advancement opportunities for myself.

## Closing



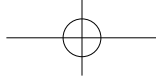
### Raising questions

- Do you have a training program for new employees?
- I'd like to know if there would be any chance to work abroad in the future.
- Could you tell me a little bit about the employee benefits such as...?



### Farewell

- Thanks for your time.
- You can reach me any time at your convenience.
- I'd like to stay in touch and follow up with you in a week or two to see how the process is going. How do you prefer that I communicate with you—by email or phone?



## Follow-up practice

Work in pairs. Listen to a job interview and note down the information about the candidate. Then role-play the job interview with your partner according to your notes.

**Name:** Cai Ning

**Personality:** \_\_\_\_\_

**Strengths and weaknesses:** \_\_\_\_\_

\_\_\_\_\_

**Work experience:** \_\_\_\_\_

\_\_\_\_\_

**Qualifications:** \_\_\_\_\_

**Reasons for leaving last job:** \_\_\_\_\_

**Questions about the job:** \_\_\_\_\_

\_\_\_\_\_

## Part IV Viewing and Speaking



### Video 1 Applying for the position of financial consultant

#### Pre-viewing

1. **Work in groups. Here are five aspects considered important in a job interview. Rank the importance. Compare your answer with that of your group members and give explanations.**

#### Word Tips

consultancy 咨询公司  
 tackle 处理  
 transfer 调任  
 notify 正式通知

appearance

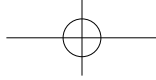
personality

academic background

passion or determination for the job

suitable experiences





## 2. Look at the following pictures to have a rough idea of the video.



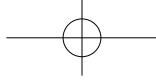
## Viewing

Watch the video and complete the table below.

<b>Reasons for joining the company</b>	
<b>Relevant work experience</b>	
<b>Questions</b>	
<b>Result of the interview</b>	

*Note***WTO**

The WTO (World Trade Organization) is an international organization that regulates trade and tariffs between nations in order to ensure that trade flows smoothly, predictably and as freely as possible. Based in Geneva, the WTO functions by negotiating multilateral agreements which are then ratified by the member nations in order to protect their trading rights.



## Post-viewing

Discuss the following questions in groups.

- 1) What are Chen Bo's strengths and weaknesses for the position?
- 2) Would you give him the position if you were the employer?



## Video 2 Applying for the position of Sales Manager

### Pre-viewing

1. Discuss the following questions in pairs.

- 1) Why do people change jobs?
- 2) What are the main responsibilities of the Sales Manager?
- 3) What qualities and skills do candidates for the Sales Manager need to have?

#### Word Tips

cosmetics 化妆品

entail 需要

2. Look at the following pictures to have a rough idea of the video.

Merry Wang



She applies for the position of Sales Manager.

Harry White



Director of the HR Department

The setting



Harry White interviews Merry Wang.

## Viewing

1. Watch the video and decide whether the following statements are true (T) or false (F).

**T F**

- |                          |                          |  |
|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | 1) In the summers of 1996 and 1997, Merry worked as a salesgirl for this company in Guangzhou. |
| <input type="checkbox"/> | <input type="checkbox"/> | 2) Merry passed TEM 8 at college, and she is good at oral English.                             |
| <input type="checkbox"/> | <input type="checkbox"/> | 3) Merry has worked for United Butter for two years since she graduated from college.          |
| <input type="checkbox"/> | <input type="checkbox"/> | 4) Merry will be in charge of the marketing activities in southeast China.                     |
| <input type="checkbox"/> | <input type="checkbox"/> | 5) Merry's current annual income at United Butter is 150 thousand.                             |

2. Watch the video again, note down the key information about Merry Wang and construct the following resume for her.

### Curriculum Vitae

**Name:** Merry Wang  
**Nationality:** Chinese  
**Address:** 348 Main Road  
 Guangzhou, Guangdong  
**Telephone:** (020) 1234-5678  
**Email:** merrywang@hotmail.com

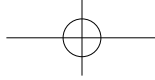


#### OBJECTIVE

A position of 1) \_\_\_\_\_.

#### SUMMARY OF QUALIFICATIONS

- 2) \_\_\_\_\_ years' successful experience at United Butter.
- Motivated and enthusiastic about developing good relations with clients.
- Effectively working alone or as a team member.



### EMPLOYMENT HISTORY

2003-present Working at United Butter, being the 3) \_\_\_\_\_ for two years,  
responsible for the Panda line of 4) \_\_\_\_\_.

### EDUCATION

1999-2003 Sun Yat-sen University, Guangzhou, Bachelor of 5) \_\_\_\_\_

### SKILLS

Computer skills: Windows, MS Office, Excel, Lotus 123, Microsoft FrontPage

Language skills: passed TEM 8 at college; being good at 6) \_\_\_\_\_

### INTERESTS

Bowling, traveling, yoga

## Post-viewing

**Discuss the following questions in groups.**

- 1) Do you think Merry Wang is suitable for the job?
- 2) What kind of company would you like to work for, a large joint venture or a small private company? Why?

## Part V Case Analysis

1. Listen to a job interview. Do you think the candidate will get the job? Why or why not? Exchange your ideas with a partner about your decision and reasons.
2. Work together to list the things that you think went wrong in the job interview and what needed to improve. Then put together a revised interview and role-play it.