

# 1

## Unit

# Job Interviews




For 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至关重要的环节。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、资质等各方面给面试官留下深刻的印象。

## Part I Warm-up

Work in pairs. Here are some DO'S and DON'TS during a job interview. Tick the DO'S in the box.



- Knock on the door and enter the room politely.  
 Just rush in.
- Take a seat without being invited.  
 Sit down quietly.
- Look at the interviewer. Make eye contact.  
 Look sideways if you are nervous.
- Stretch your legs to relax yourself.  
 Sit properly.
- Pretend to know what you actually don't.  
 Talk frankly and wisely.

## Part II Listening Practice

### Task 1

Listen to the following dialogue about a job interview and try to fill in the missing words.

Gary: Good morning, I'm Gary. Please take a seat.

John: Good morning, I'm John. Nice to meet you.

Gary: Nice to meet you. To start with, can you tell me why you are 1) \_\_\_\_\_ in working for our company?

John: First, as far as I know, your company has a(n) 2) \_\_\_\_\_ record. Second, I think my 3) \_\_\_\_\_ and my 4) \_\_\_\_\_ qualify me for the job.

Gary: I see. Which university did you graduate from? And what is your major?

John: I graduated from 5) \_\_\_\_\_ and my major is 6) \_\_\_\_\_.

Gary: Which company do you work for now?

John: BTC.

Gary: And what is your 7) \_\_\_\_\_ there?

John: I'm in charge of marketing activities in East Asia, for example, organising 8) \_\_\_\_\_ and arranging 9) \_\_\_\_\_.

**Task 2****New Words and Expressions**resume *n.* 简历

medical representative 医药代表

probationary *adj.* 试用的performance *n.* 表现insurance *n.* 保险unemployment *n.* 失业promotion *n.* 提升branch *n.* (机构的) 分部base *v.* 把总部设在……

1. **Work in pairs. Match the questions with the corresponding answers. Then listen to the dialogue between the interviewer and the interviewee and check your answers.**

(1) Could you tell me something about the paid holidays, insurance, and things like that?

(2) In which cities do you have your branches?

(3) How much time will it take for me to be promoted here?

(4) Why would you like to work as a medical representative with us?

(5) Could you tell me how much the job pays?

(6) Where is your company based?

(7) Don't you think it's a pity for you to leave your present job?

a. I want to apply for this position because I want a change.

b. Every employee in our company gets life insurance and unemployment insurance. You will get two weeks paid holiday in your first full year.

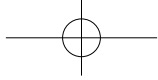
c. Our company is based in New York.

d. Our branches are in many cities, such as Philadelphia, Beijing and London.

e. Promotion is not certain. It depends on your ability and performance.

f. To some extent, it is. I have learned a lot in the hospital.

g. During the probationary period, you will only get 2,000 RMB a month.



2. Work in pairs. In your opinion, what questions raised by the candidate, Karen Yang, seemed to be inappropriate? Write them down and state your reasons. Then compare your answers with your neighbour's. The first one has been done for you.

Inappropriate questions	Reasons
▶ Is that your wife, Mr. Carter? She is so beautiful.	▶ Avoid asking your interviewer personal questions or making personal comments.
▶	▶
▶	▶
▶	▶
▶	▶





## Part III Language Focus A

### Opening

- Good morning, sir/madam.  
Good morning. Take a seat, please. My name is Li Ming.
- Did you have any trouble finding us?  
Not really. I am familiar with this area.

### During: General questions

#### Personal details

- What is your full name?  
John White.
- Where do you live?  
I live at 88 Zhongshan Road, Guangzhou.
- Are you a resident of Guangzhou?  
Yes, I have lived here since my childhood./No, I'm only a temporary resident. I'm originally from Hunan.
- What kind of personality do you think you have?  
I think I am introverted./I think I am quite easygoing./I enjoy making friends.
- What are your disadvantages and advantages/strengths and weaknesses?  
Well, I'm afraid I am not very creative, but I am tolerant, slow to anger, tactful, empathic, caring and friendly.

#### Education

- Which university did you attend/graduate from?  
I attended/graduated from Guangdong University of Finance.
- Which degree did you obtain/receive?  
I have an MA/a BA degree.
- What's your major?  
I majored/specialised in law./My major is law.
- What were your scores at college?  
They were all above average.
- Did you get any honours or awards at your university?  
Yes. I won a university scholarship for four years on end./I've received the honour of the Most Outstanding Student in 2008.
- And, were you involved in any club activities at your college?  
Yes. I was a member of the dancing club./I was in the department basketball team.





### Work experience

- What sort of work experience do you have?  
I've been a sales engineer for three years./I've worked as a training manager for two years.
- Have you ever worked in a state-owned enterprise/foreign trade company?  
Yes, I have./No, I haven't.
- What was your position?/What position did you hold in that company?  
I was the manager of the Human Resources Department.
- What was your responsibility?/What were you in charge of?  
As I was the Personnel Director, my responsibilities mainly included recruitment and training new employees.
- What achievements/awards have you got?  
I promoted our products in over ten provinces and last year my turnover amounted to five million RMB.

### Follow-up Practice

1. **Work in pairs.** The introductory stage is very important in an interview, because the interviewer's first impression often influences their final decision. Please listen to the following sample dialogue for opening remarks, and do the substitution exercises with your partner by using the expressions given below.

Cai: May I come in?

Ms. Smith: Yes, please.

Cai: Good morning. My name is Cai Ning. As requested, I have come for an interview.

Ms. Smith: Fine, thank you for coming, Miss Cai. Please sit down. I am Anne Smith, the Assistant Manager.

Cai: Nice to meet you, Ms. Smith.

Ms. Smith: Nice to meet you, too.

**Useful expressions**

It's nice to see you./Glad to see you./Nice to meet you.

I am Margaret Smith, the Personnel Manager/the Administration Manager/  
the Area Representative.

Did you have any difficulty finding our company?

Did you have any trouble finding...?

Was it convenient for you to find...?

Was it easy for you to find...?

I have come for an interview as requested/as invited.

**2. You will hear part of an interview dialogue about interests and personality. Listen carefully and choose the correct questions from below.**

- 1) A: \_\_\_\_\_?
- What kind of character do you think you have
  - What kind of person do you think you are
  - What kind of personality do you think you have

B: Generally speaking, I am an open-minded person.

- 2) A: \_\_\_\_\_?
- What are your strengths and weaknesses
  - What are your merits and drawbacks
  - What are your strong points and weak points
  - What are your advantages and disadvantages

B: I'm cheerful and friendly, but sometimes I am not patient enough.

A: How do you get along with others?

B: I get on well with others.

- 3) A: \_\_\_\_\_?
- How do you spend your free time
  - How do you spend your spare time
  - What do you do for leisure

B: I love travelling.

## Part IV Video 1

### Applying for the position of financial consultant

#### New Words and Expressions

finance *n.* 财政, 金融  
major *n.* (大学的) 专业  
consultant *n.* 顾问  
corporation *n.* 公司

consultancy *n.* 顾问公司  
available *adj.* 可获得的; 可接见的  
pressure *n.* 压力  
notify *v.* 正式通知(某人)

#### Pre-viewing

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

Chen Bo



A university senior student

Cathy Mandel



Director of HR Department  
of a leading international  
corporation

Job interview



Cathy Mandel interviews  
Chen Bo for the position of  
consultant.

#### Viewing

#### 1. Watch the video and try to fill in the following blanks. (I stands for Interviewer, and C for Candidate.)

I: To start with, would you like to tell me a bit about 1) \_\_\_\_\_?

C: Sure. I'm a senior student at Guangdong University of 2) \_\_\_\_\_. I expect to graduate this summer. My major is 3) \_\_\_\_\_.

I: So, why did you choose our company?

C: As far as I know, your company is one of several 4) \_\_\_\_\_ international consultant corporations which came to China after China entered WTO. I think working here would give me the best 5) \_\_\_\_\_ to 6) \_\_\_\_\_ what I've learned at university.



**2. Watch the video and try to complete the following chart.**

Reasons for joining the company:

Relevant work experience:

Questions:

Result of the interview:

**Post-viewing**

**Work in small groups. What are Chen Bo's strengths and weaknesses for applying for the job? Discuss with your neighbours, and choose a representative to report to the whole class.**

**Strengths**

**Weaknesses**

## Part V Language Focus B

### During: Position-related questions

#### Reasons for resignation or application

- What made you decide to change your job?  
I didn't like the culture of the company and I saw no chance of promotion./I have to leave my present post because the company is going bankrupt/has been declared bankrupt.
- Why did you choose/pick our company?  
Well, I know you have a very international business, so I thought I would be able to learn some advanced methods of management from foreign staff members.

#### Qualifications and skills

- What are your qualifications?  
I'm a qualified stenographer. I can type 60 words per minute and I can take shorthand at 80 words a minute.
- How many languages can you speak?  
Two. Chinese is my native language and English is my foreign language. I can also speak Cantonese.

#### Job fit

- What do you know about our organisation?  
Well, I saw from your website that...
- Why do you think you are qualified for this job?  
I'm familiar with Western-style accounting because I've worked in a foreign capital enterprise for four years. So I think I'm qualified for the position.
- What do you look for in a position?  
I'm looking for an opportunity to apply my skills and contribute to the growth of the company while helping to create some promotion opportunities for myself.
- What are your short-term goals?  
Short-term? I'd like to contribute to the company's bottom line. The position we are here to discuss today would appear to be such an opportunity. Could you tell me more about it?
- Certainly, but please let me first ask you: where do you want to be in five years?  
I would hope to have increased my skill base and made a significant contribution to the company. Hopefully, I would be considered for promotion by then.

### Closing

- Do you have any questions to ask me?  
Yes. Do you have a training programme for new employees?/I'd like to know if there would be any chance to work abroad in the future./I'd like to know more about the job.
- We'll get in touch with you as soon as we've made our decision. Thank you for coming.  
Thank you. I hope we will meet again.

**Follow-up Practice****1. Complete this interview dialogue with words from the list. Then listen to the dialogue and check your answers. (I stands for Interviewer, and C for Candidate.)**

challenging

experience

leave

investment

accounting

position

I: Let's start the interview with some questions. Tell me about your past 1) \_\_\_\_\_.

C: I have six years' experience in the financial industry, working for three companies. For the past two years, I have been working in a(n) 2) \_\_\_\_\_ bank.

I: What qualifications do you have for this 3) \_\_\_\_\_?

C: I graduated from Peking University in 1998 and majored in accounting. I can speak English fluently and I can do bookkeeping and 4) \_\_\_\_\_ to Western standards.

I: Why did you 5) \_\_\_\_\_ your last position?

C: I want to find a job that is 6) \_\_\_\_\_, where I can grow and develop.

**2. The following disordered sentences are about the closing part of an interview. Please put them in the right order. Then listen to the dialogue and check your answers.**

- a. We will get in touch with you by the end of next week.
- b. Goodbye.
- c. That's good. I will look forward to hearing from you. Will there be a second interview?
- d. Yes, please. My telephone number is 2974-5328. You can call me at any time during the day.
- e. Probably. We'll notify you if necessary. Goodbye.
- f. You are welcome. Thank you for taking time out of your busy schedule to interview me.
- g. May I call you about our final decision?
- h. Well, that seems to be all. Thank you for your interest in this job.

The correct order is:

\_\_\_\_\_.



## Part VI Video 2

### Applying for the position of Sales Manager

#### New Words and Expressions

salesgirl *n.* 女售货员

cosmetics *n.* 化妆品

skincare *adj.* 护肤的

administration *n.* 管理

appoint *v.* 任命

challenge *n.* 挑战

income *n.* 收入

entail *v.* 需要

#### Pre-viewing

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

Job interview



Harry White interviews Merry Wang.

#### Viewing

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

- \_\_\_\_\_ (1) In the summers of 1996 and 1997, Merry worked as a salesgirl for this company in Guangzhou.
- \_\_\_\_\_ (2) Merry passed TEM 8 at college, and she is good at oral English.
- \_\_\_\_\_ (3) Merry has worked for United Butter for two years since she graduated from college.
- \_\_\_\_\_ (4) Merry will be in charge of the marketing activities in southeast China.
- \_\_\_\_\_ (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.

## RESUME

**Name:** Merry Wang  
**Nationality:** Chinese  
**Address:** 348 Main Road  
 Guangzhou, Guangdong  
**Telephone:** (020) 1234-5678  
**E-mail:** 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) \_\_\_\_\_.

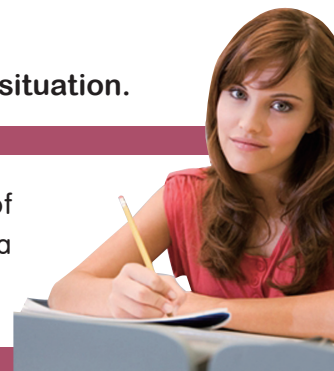
**SKILLS**  
 Computer skills: Windows, MS Office, Excel, Lotus 123, Microsoft FrontPage.  
 Language skills: Passed TEM 8 at college; being good at 6) \_\_\_\_\_.

**INTERESTS**  
 Bowling, travelling, yoga.

### Post-viewing

Work in pairs. Make up a dialogue according to the following situation.

You, a graduating student from Guangdong University of Foreign Studies, is applying for a position of English secretary in a company. Your interviewer, Mr. Luo is interviewing you.



# Business Culture

## Job Interview—Skills and Techniques

In today's tight economy, it's difficult to rise above the crowd and get a preferred job. Successful candidates are not born; they are made. Follow the checklist to ensure a better chance to showcase your talents and skills.

1. Do plan to arrive on time or a few minutes early. Late arrival for a job interview is never excusable.
2. If presented with an application, do fill it out neatly and completely. Don't rely on your application or resume to do the selling for you. Interviewers will want you to speak for yourself.
3. Do greet the interviewer by last name if you are sure of the pronunciation. If not, ask the employer to repeat it. Give the appearance of energy as you walk. Smile! Shake hands firmly. Be genuinely glad to meet the interviewer.
4. Do wait until you are offered a chair before sitting. Sit upright, look alert and interested at all times. Be a good listener as well as a good communicator.
5. Do look a prospective employer in the eye while speaking.
6. Do make sure that your good points come across to the interviewer in a factual, sincere manner. Stress achievements. For example: sales records, processes developed, etc.
7. Don't forget to bring a copy of your resume! Keep several copies in your briefcase if you are afraid you will forget.
8. Don't smoke, even if the interviewer does and offers you a cigarette. Do not chew gum.
9. Don't answer with a simple "yes" or "no". Explain whenever possible. Describe those things about yourself which relate to the situation.
10. Don't lie. Answer questions truthfully, frankly and succinctly (简洁地).