

LESSON 5: Job Interviews

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PART 1: Job Interview Tips for Teens.

1) Watch the video and write down at least 5 tips for a successful interview:

- _____
- _____
- _____
- _____
- _____

2) Complete with 5 other tips your classmates have found:

- _____
- _____
- _____
- _____
- _____

PART 2: Examples of Job Interviews.

1) Job Interview 1:

Complete the dialogue between the hiring manager and the applicant.

Hiring Manager "Well, _____
project manager."

Applicant "Well, I'm very _____ about the _____."

Hiring Manager "Well, _____
_____."

Applicant "Yes, I've had many _____."

Hiring Manager " _____?"

Applicant "I am very _____. I always _____."

Hiring Manager "I see. Very good! _____
_____?"

Applicant "_____, so I often
_____. Sometimes I even forget what my
company's _____ are."

Hiring Manager "Very _____! _____
_____?"

Applicant "Your organization is very _____ and _____
throughout the world."

Hiring Manager "So _____
_____?"

Applicant "Yes, I have studied abroad before but _____
_____."

Hiring Manager "Well, we may be able to _____. As soon
as we review all of our candidates, we will let you _____
_____."

Applicant "Thank you! I look forward to hearing from you."

2) Job Interview 2:

a. General Comprehension:

- Applicant's name: _____
- Country of origin: _____
- The applicant is: a teenager. a student. an adult.
- Number of hours a week the applicant will work: _____
- Number of jobs available: _____
- Details: _____
- Name of the city: _____
- Days the applicant can work: _____
- Number of hours a day the applicant can work: _____

b. Detailed Comprehension:

- Some of the manager's questions and statements:

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____
8. _____
9. _____
10. _____
11. _____

- One of the applicant's answers:

PART 3: Grammar Point - Asking for information.

1) The rules.

When we ask a person for information, we usually use a **YES/NO question** or a **WH-question**.

Ex: *Do you have any cooking experience?* (YES/NO question)
What days can you work? (WH-question)

But we can also use a **phrase** like '*Could / Can you tell me ...?*', '*Do you know ...?*', '*May I ask you ...?*', '*I would like to know ...*', etc.

Ex: *I would like to know **if** you have any cooking experience.*
Could you tell me what days you can work?

What do you observe?

2) Time to practise!

Exercise 1: Make a new sentence from these questions.

a. How old are you?

"May I ask you _____?"

b. Do you have your driving licence / driver's license?

"May I ask you _____?"

c. Can you speak any foreign languages?

"I would like to know _____."

d. Did you find the restaurant easily?

"Can you tell me _____?"

e. What time would you like to start in the morning?

"I would like to know _____."

f. Why did you apply for the position of waiter?

"May I ask you _____?"

g. Where did you study?

"Could you tell me _____?"

Exercise 2: Make a new sentence from these questions.

a. Does Tom often come to work late?

"Can you tell me _____?"

b. Does he have a car?

"Do you know _____?"

h. Why does he live so far from work?

"Do you have any idea _____?"

i. What time did he go to bed last night?

"I would like to know _____."

j. Did he forget to set his alarm clock again?

"I would like to know _____."