

## 1. Warm Up ☀

Answer and discuss these questions in pairs or as a class.

1. Have you ever been on a job interview?
2. What kind of questions do you think are common?
3. What are good answers to common questions?
4. Is there anything you should not say during an interview?
5. What should you wear to a job interview?

## 2. Correspondence Building

The dialogue below is not in the right order. Work alone or with a partner to put the conversation in the right order. Then practice reading the dialogue. Underline any words or phrases you don't understand.



**Mr. Michaels:** Good. We need people who we can promote to be managers.

**Mr. Michaels:** My company is an educational publisher. Do you think you can sell college textbooks?

**Mr. Michaels:** Good afternoon, Lee. Thank you for coming to the office.

**Mr. Michaels:** I like your attitude. I still have three more interviews. I'll call you in a few days to let you know if you are hired.

\_\_\_\_ **Lee:** Good afternoon, Mr. Michaels. I'm happy to be here.

     **Lee:** I studied business classes at the University of Bonnvile. I took accounting, marketing, and management classes.

**Lee:** Yes, sir, I do. I have been studying from college textbooks for four years and I know what students like.

**Lee:** I'm willing to learn. I would like to be a manager.

\_\_\_ **Lee:** I really do. I have an aptitude for business. I enjoy reading so being an employee at a book company was great.

**Mr. Michaels:** Your resume says you work for a book company. What do you do there?

**Mr. Michaels:** First, tell me a little about your coursework.

\_\_\_ **Lee:** I am required to file documents and help customers. I have to study the books a lot so I can answer various questions.

**Mr. Michaels:** What kind of tasks do you perform?

**Lee:** I am a gopher so I do a lot of things!

**Lee:** Thank you for your time. I hope I'll have the chance to work for you.

**Mr. Michaels:** Do you like having a book company as an employer?

**3. Find business words and phrases. ✓**

Circle any words or expressions from the dialogue that you think are useful in the office. Write them below.

[illegible]

## 4. Match these words or phrases to their correct definitions. ✓

- |               |  |
|---------------|--|
| 1. coursework | _____ a. a responsibility or assignment at work              |
| 2. promote    | _____ b. a natural talent                                    |
| 3. manager    | _____ c. an emotion toward something                         |
| 4. task       | _____ d. work involved in an educational course              |
| 5. required   | _____ e. the boss, or the company                            |
| 6. aptitude   | _____ f. to employ a worker                                  |
| 7. attitude   | _____ g. a person who directs others at a company            |
| 8. hire       | _____ h. the worker  |
| 9. employer   | _____ i. responsible for                                     |
| 10. employee  | _____ j. to advance to a better job at a company             |
| 11. gopher    | _____ k. a person who does a lot of small tasks at a company |



## 5. Fill in the blanks with the right form of the correct word or phrase. ✎

When I was doing my 1. \_\_\_\_\_ at the university, I thought I would work for a company. I wanted to be a 2. \_\_\_\_\_ and direct other people at the company. I wanted to be the 3. \_\_\_\_\_ not the 4. \_\_\_\_\_. I learned fast! You can't be the boss before you are the worker! I did get 5. \_\_\_\_\_ at a company, but my first job was being a 6. \_\_\_\_\_ so I did a lot of little 7. \_\_\_\_\_ for a lot of people. I had a good 8. \_\_\_\_\_ because I wanted to learn more. I learned I had an 9. \_\_\_\_\_ for sales because I helped so many people. My boss was 10. \_\_\_\_\_ to do bigger and more important things. I was 11. \_\_\_\_\_ after working for a year. Now I work in the sales department!

## 6. Reading

Now practice reading the dialogue with a partner. Take turns practicing the pronunciation. Discuss what you think is good about the dialogue. (Your teacher will provide you with the full dialogue on a separate sheet. **Page 4.**)

## 7. Speaking

Write your own dialogue. Work with a partner and write your own interview using at least four words or phrases from today's lesson. Practice and memorize the dialogue, then present it in front of the class.

## 8. Writing

It is a good idea to write a **Thank You Letter** after an interview. Read the letter Lee wrote Mr. Michaels on the next page. In your notes, write your own thank you letter based on your interview from Exercise 7.

## Thank You Letter

Mr. Lee Timson  
225 Fox Drive  
Bonnville, NY 12345

Mr. William Michaels  
River Education Books  
1530 Fordshackle Street  
Bonnville, NY 12345

Dear Mr. Michaels,

Thank you for the time you gave me during my interview. I enjoyed discussing the book business and talking about the sales representative position. After meeting with you, I am sure that I would enjoy the job.

In addition to my educational background, I am a hard worker with an aptitude for business. My experience helping customers will make me a good employee at River Education Books. I will perform all of my tasks and use my good attitude to sell books for your company.

I look forward to hearing from you and I hope that I will be the person you hire. Thank you again for your consideration.

Sincerely,

*L. Timson*

Lee Timson

**Mr. Michaels:** Good afternoon, Lee. Thank you for coming to the office.

**Lee:** Good afternoon, Mr. Michaels. I'm happy to be here.

**Mr. Michaels:** First, tell me a little about your coursework.

**Lee:** I studied business classes at the University of Bonnville. I took accounting, marketing, and management classes.

**Mr. Michaels:** Good. We need people who we can promote to be managers.

**Lee:** I'm willing to learn. I would like to be a manager.

**Mr. Michaels:** Your resume says you work for a book company. What do you do there?

**Lee:** I am a gopher so I do a lot of things!

**Mr. Michaels:** What kind of tasks do you perform?

**Lee:** I am required to file documents and help customers. I have to study the books a lot so I can answer various questions.

**Mr. Michaels:** Do you like having a book company as an employer?

**Lee:** I really do. I have an aptitude for business. I enjoy reading so being an employee at a book company was great.

**Mr. Michaels:** My company is an educational publisher. Do you think you can sell college textbooks?

**Lee:** Yes, sir, I do. I have been studying from college textbooks for four years and I know what students like.

**Mr. Michaels:** I like your attitude. I still have three more interviews. I'll call you in a few days to let you know if you are hired.

**Lee:** Thank you for your time. I hope I'll have the chance to work for you.

*Conversation  
Practice*

## Teacher's Handout for Task 2.

**In Task 2**, your students are required to put the conversation in the correct order. It's more fun for students to put the dialogue in order by physically rearranging cut up strips. Below are two shuffled copies of the dialogue. Have your students cut it into strips and rearrange them until they've put them in the correct order.



<b>Lee:</b> Good afternoon, Mr. Michaels. I'm happy to be here.
<b>Mr. Michaels:</b> Good afternoon, Lee. Thank you for coming to the office.
<b>Lee:</b> I studied business classes at the University of Bonnville. I took accounting, marketing, and management classes.
<b>Mr. Michaels:</b> First, tell me a little about your coursework.
<b>Mr. Michaels:</b> Good. We need people who we can promote to be managers.
<b>Lee:</b> I'm willing to learn. I would like to be a manager.
<b>Lee:</b> I am a gopher so I do a lot of things!
<b>Mr. Michaels:</b> Your resume says you work for a book company. What do you do there?
<b>Lee:</b> I am required to file documents and help customers. I have to study the books a lot so I could answer various questions.
<b>Mr. Michaels:</b> What kind of tasks do you perform?
<b>Mr. Michaels:</b> Do you like having a book company as an employer?
<b>Mr. Michaels:</b> My company is an educational publisher. Do you think you can sell college textbooks?
<b>Lee:</b> I really do. I have an aptitude for business. I enjoy reading so being an employee at a book company was great.
<b>Lee:</b> Thank you for your time. I hope I'll have the chance to work for you.
<b>Mr. Michaels:</b> I like your attitude. I still have three more interviews. I'll call you in a few days to let you know if you are hired.
<b>Lee:</b> Yes, sir, I do. I have been studying from college textbooks for four years and I know what students like.



<b>Lee:</b> Good afternoon, Mr. Michaels. I'm happy to be here.
<b>Mr. Michaels:</b> Good afternoon, Lee. Thank you for coming to the office.
<b>Lee:</b> I studied business classes at the University of Bonnville. I took accounting, marketing, and management classes.
<b>Mr. Michaels:</b> First, tell me a little about your coursework.
<b>Mr. Michaels:</b> Good. We need people who we can promote to be managers.
<b>Lee:</b> I'm willing to learn. I would like to be a manager.
<b>Lee:</b> I am a gopher so I do a lot of things!
<b>Mr. Michaels:</b> Your resume says you work for a book company. What do you do there?
<b>Lee:</b> I am required to file documents and help customers. I have to study the books a lot so I could answer various questions.
<b>Mr. Michaels:</b> What kind of tasks do you perform?
<b>Mr. Michaels:</b> Do you like having a book company as an employer?
<b>Mr. Michaels:</b> My company is an educational publisher. Do you think you can sell college textbooks?
<b>Lee:</b> I really do. I have an aptitude for business. I enjoy reading so being an employee at a book company was great.
<b>Lee:</b> Thank you for your time. I hope I'll have the chance to work for you.
<b>Mr. Michaels:</b> I like your attitude. I still have three more interviews. I'll call you in a few days to let you know if you are hired.
<b>Lee:</b> Yes, sir, I do. I have been studying from college textbooks for four years and I know what students like.

## Teachers' Answer Key

### 2. Correspondence Building *Note. Do not hand out Page 4 until this task is completed.*

(Also, see page 5 for the dialogue strips to hand out to students before starting.)

5. **Mr. Michaels:** Good. We need people who we can promote to be managers.
13. **Mr. Michaels:** My company is an educational publisher. Do you think you can sell college textbooks?
1. **Mr. Michaels:** Good afternoon, Lee. Thank you for coming to the office.
15. **Mr. Michaels:** I like your attitude. I still have three more interviews. I'll call you in a few days to let you know if you are hired.
2. **Lee:** Good afternoon, Mr. Michaels. I'm happy to be here.
4. **Lee:** I studied business classes at the University of Bonnvillie. I took accounting, marketing, and management classes.
14. **Lee:** Yes, sir, I do. I have been studying from college textbooks for four years and I know what students like.
6. **Lee:** I'm willing to learn. I would like to be a manager.
12. **Lee:** I really did. I have an aptitude for business. I enjoy reading being an employee at a book company was great.
7. **Mr. Michaels:** Your resume says you worked for a book company. What did you do there?
3. **Mr. Michaels:** First, tell me a little about your coursework.
10. **Lee:** I was required to file documents and help customers. I had to study the books a lot so I could answer various questions.
9. **Mr. Michaels:** What kind of tasks did you perform?
8. **Lee:** I was a company representative.
16. **Lee:** Thank you for your time. I hope I'll have the chance to work for you.
11. **Mr. Michaels:** Did you like having a book company as an employer?

### 4. Matching

1. d      2. j      3. g      4. a      5. i      6. b      7. c      8. f      9. e      10. h      11. k

### 5. Fill in the blanks.

When I was doing my 1. coursework at the university, I thought I would work for a company. I wanted to be a 2. manager and direct other people at the company. I wanted to be the 3. employer not the 4. employee. I learned fast! You can't be the boss before you are the worker! I did get 5. hired at a company, but my first job was being a 6. gopher so I did a lot of little 7. tasks for a lot of people. I had a good 8. attitude because I wanted to learn more. I learned I had an 9. aptitude for sales because I helped so many people. My boss was 10. required to do bigger and more important things. I was 11. promoted after working for a year. Now I work in the sales department!