

English Department.

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Worksheet 1 II Term

Name:	Grade: IV grade ____ SE	Date:
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Objective: To show comprehension of a job interview.

To know and identify how to apply to a job in the USA.

Unit 2: The world of leisure and the world of work.

Topic: Job interview.

1. Read the following job interview and answer True or False.

Mike: Good Morning, John. I am Mike.

John: Good Morning.

Mike: How are you doing?

John: I am doing fine. Thank you.

Mike: How was the traffic coming over here?

John: I am so glad that the traffic was light this morning. No traffic jam and no accidents.

Mike: That is good. John, let's start the interview. Are you ready?

John: Yes, I am.

Mike: First of all, let me properly introduce myself. I am the Finance Department Manager. As you know there is an open position in my department, and I need to fill this position as soon as possible.

John: Please, tell me a little bit about the position.

Mike: It is an entry-level position. The new employee will have to work closely with the Accounting department. He will also have to deal with the bank on a daily basis.

John: What type of qualifications do you require?

Mike: I require a four-year college degree in Finance. Some working experience would be helpful.

John: *What kind of experience are you looking for?*

Mike: *Doing office work is good. However, since this is an entry-level position, I do not require a lot of experience. I am willing to train the new person.*

John: *That is great!*

Mike: *John, tell me a little bit about yourself.*

John: I was a student at West Coast University, and I just graduated with a Bachelor degree in

Finance. I have been working part-time as a payroll clerk for the last two years.

Mike: What are you looking for in a job?

John: The job should help me see what Finance is all about. I have learned a lot of Finance theories at school, and now it is time for me to put them into practice.

Mike: Anything else?

John: I also hope that it will help me grow in my field.

Mike: What are your strengths? Why should I hire you?

John: I am a hard-working person and a fast learner. I am very eager to learn, and I get along fine with people.

Mike: OK. Now, let me ask you a few quick questions. You do not mind working long hours, do you?

John: No, I do not.

Mike: Can you handle pressure?

John: Yes, I can. When I was going to school, I took quite a few courses each semester while working at least twenty hours every week. And, I handled that situation very well.

Mike: Do you still have any questions for me?

John: No, I think I have a pretty good understanding of the job. I believe that I can handle it with ease, and I hope to have the opportunity to work for you.

Mike: John, nice meeting you. Thank you for coming.

John: Nice meeting you too. Thank you for seeing me

Answer T for true and F for false.

- a. _____ The interviewer was the financial manager.
- b. _____ The financial manager does not need someone to fill the position.
- c. _____ They are needing no professional experience.
- d. _____ The interviewed studied at west coast university.
- e. _____ The interviewed needed a part-time job.
- f. _____ The interviewed cannot handle pressure at work.

2. Translate the part that is in italics and underlined.

3. Name and describe the steps to apply to a job in the USA.