

Objectives

By the end of this unit, you will be able to

- Be able to use the present perfect to discuss things you know how to do.
- Understand when people are talking about skills they still have.
- Conduct a short job interview
- Be interviewed for a job

You will:

- Listen to a job interview
- Analyze an applicant's qualifications
- Discuss your qualifications
- Learn vocabulary about applying for a job.

Warm Up

Share with a partner:

Three things you have learned in class this year

Three things you studied in university that you don't remember anymore

Share what you have learned with the rest of the class.

Vocabulary

Look at the words below. These are all words that relate to job interviews in some way.

skills, experience, salary, hours, references, résumé, benefits

Look at bold-faced words in the sentences below and write a quick definition of the word after each sentence.

- 1) I think he'd be great for the job of head computer programmer. He worked for a computer company for eight years so he must have all the **skills** he will need to do the job.
-

- 2) I have eight years **experience** working as a salesperson. I worked at a clothing store for four years and I have worked for 4 years as head saleswoman at the bank.
-

- 3) The **salary** for your first year working here is \$36,000 a year, but if you do the job well, there are bonuses and pay increases.
-

- 4) The store is open from 9am to 5pm, so your **hours** would be 8:30 to 5:30 because you need to come in early to get ready and stay late in order to clean before you go home.
-

- 5) She provided great **references**. Her first boss wrote a letter saying she was the best employee he had ever had. It's a great recommendation.

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6) To apply for the job send us a **résumé** by mail or by email. Make sure that it lists your present job as well as all past jobs and education.

7) This job comes with a few **benefits** besides the pay. There's health insurance and a retirement fund. And we also have a 10% discount at the health club next door for all employees.

Now use the words to complete the sentences below.

- 1) I have a job interview tomorrow so to get ready, I'm looking over my _____ and making sure it has all my information.
- 2) My _____ is too low. By the time I pay for my rent and groceries, I have no money left for fun.
- 3) Working at a restaurant comes with great _____ like free food and cooking lessons from the chefs.
- 4) The longer you work here, the more _____ you learn so you know how to do more tasks.
- 5) Doctors get paid a lot of money, but they also have to work long _____. Most doctors work all day long and sometimes on the weekends too.
- 6) Minh has worked here for 10 years so he has a lot of _____ at this company.
- 7) When you leave a job, it's a good idea to ask two people to write _____ for you. Most companies want to know what the people you worked with think of you.

Discuss these questions with a partner.

- 1) What **skills** does a good secretary need to do his or her job?
- 2) How much **experience** do you have in your current job?
- 3) What is the average **salary** for a doctor in your country? For a policeman?
- 4) What are normal working **hours** in your country?
- 5) What makes a better **reference**: a letter from a powerful person who barely knows you or a letter from someone who knows you well but may not have high job status?
- 6) How often do you update your **résumé**?
- 7) Have you ever had a job with **benefits**? What benefits did you get?

Listening: A Job Interview

I. Listen to the following short extracts from a job interview and check off the first column of the chart below if he still has the skills he's being asked about. Then listen again and fill-in what skill he is being asked about. Write down any key words that help you figure it out.

	Can he do it?	Skill	Key Words
1)			
2)			

3)			
4)			
5)			
6)			

[Audio: Interviewee, male, American accent; conversation takes place in an office.]

- 1) Interviewee: Yes, I have often used that program on my friends' computer. I know it pretty well. I also use Open Office quite a bit.
- 2) Interviewee: Well, I did answer phones for my theater group in college once. But if you want me to put people on hold, or transfer calls, I would need training.
- 3) Interviewee: Sure, I've written a lot of those. When I was working for my father's company over the summer, I had to keep very clear notes of conversations and then transcribe them.
- 4) Interviewee: I took French in school, but honestly, I don't remember much of it. Except Bonjour!
- 5) Interviewee: Well, I was editor of my college newspaper so I've done quite a bit of assigning tasks to people. I've also had to give people critiques of their work. But fortunately I've never had to fire anyone.
- 6) Interviewee: I've played guitar since I was ten. I like playing folk and blues mainly.

Compare your answers with a partner. Listen again and check your answers.

The Best Man for the Job?

Here is the advertisement for the job Mr. Adams interviewed for:

Wanted: A motivated and resourceful person for a demanding office manager position in a local company.

Responsibilities

- Represent the company in a professional manner
- Answer telephone calls, transfer calls to appropriate persons, take messages.
- Compose and distribute memos and letters.
- Order office supplies.
- Take dictation and keep notes of meetings
- Communicate with international clients
- Provide assistance to staff as needed.
- Some management

Work with a partner. Listen to the whole interview and then discuss the questions below with your partner.

- 1) Which job skills in the advertisement are mentioned in the interview?

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- 2) Which of the job skills in the advertisement does Mr. Adams have?
- 3) What experience should an office manager have, in your opinion?
- 4) Would you hire Mr. Adams for this job? Why or why not?

Now listen again and decide if he got the job or not.

[Audio: Interviewee , male, American accent; conversation takes place in an office.]

Interviewer: Good morning , Mr. Adams. Did you have trouble finding the place?

Interviewee: Good morning, Mr. London. Nice to meet you. I actually know this building pretty well. It's right near my old school.

Interviewer: Oh yeah, there is an elementary school near here.

Interviewee: The John Dewey School.

Interviewer: So you're from here? Great. Well I've read over your resume and it looks like you have the kind of background we're looking for. But we wanted to check a few things to see if you can really do this job. First of all, do you have any experience with Microsoft Word?

Interviewee: Yes, I have often used that program on my friends' computer. I know it pretty well. I also use Open Office quite a bit. That's the program I mainly use, to be honest, but it isn't that different from Word.

Interviewer: That's true. We do use Microsoft in this office, so I'm glad you have at least some familiarity with it. Now this position involves answering the phone quite a bit. Have you done much answering the phone?

Interviewee: Well, I did answer phones for my theater group in college once. But if you want me to put people on hold, or transfer calls, I would need training.

Interviewer: Ok, I mainly just want to know if you have the stamina for it. Sometimes it seems like that phone rings all day. Now, do you know any foreign languages?

Interviewee: I took French in school, but honestly, I don't remember much of it. Except Bonjour!

Interviewer: That's too bad. We have some international clients who prefer to communicate in French or Spanish. Now, have you ever done any dictations? It might seem old-fashioned but we like to have our meetings recorded.

Interviewee: Sure, I've written a lot of those. When I was working for my father's company over the summer, I had to keep very clear notes of phone calls and then transcribe them.

Interviewer: Good. That's a rare skill these days. Actually, looking at your resume, I think you'll find that this job is a lot like your internship at your father's company. One more thing. I wanted to ask if you have any managerial experience at all? This position doesn't involve a lot of managing. However, you will occasionally have to organize the interns or give direction to some temporary staff, if we hire them.

Interviewee: Well, I was editor of my college newspaper so I've done quite a bit of assigning tasks to people. I've also had to give people critiques of their work. But fortunately I've never had to fire anyone.

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Interviewer: This last question has nothing to do with work, I suppose. But we do like to have a fun office environment so tell me, do you have any hobbies?

Interviewee: I've played guitar since I was ten. I like playing folk and blues mainly. I also like to read, but I don't think that's much fun.

Interviewer: Well, we have a lot of musicians in the office. So you should fit right in. Great. Thanks for coming in. We'll let you know our decision next week. Probably Tuesday.

Interviewee: Thank you, sir. I look forward to hearing from you. And I wanted to tell you that I hope I can work here with you.

Present Perfect vs. Past Simple

Look at the sentences below

- 1) I **have** often **used** that program on my friends' computer
- 2) I **'ve played** guitar since I was ten.
- 3) I **took** French in school, but honestly, I don't remember much of it
- 4) I **answered** phones for my theater group in college once. But if you want me to put people on hold, or transfer calls, I would need training

Two of the sentences above talk about skills or knowledge the speaker still have. Circle them.

Two of the **bold-faced verbs** above have verbs in the present perfect. Circle the verbs.

Two of the sentences talk about skills or knowledge the speaker had in the past. Put a star next to them.

Two of the **bold-faced verbs** have verbs in the past simple. Underline the verbs.

Fill in the following rules based on your observations

- When we want to talk about something we learned or did in the past and we still remember it, we use the _____ tense.
- When we want to talk about something we learned or did in the past but we no longer remember it or know how to do it, we use the _____ tense.

Grammar Practice

Fill in the correct form of the verb (past simple or present perfect) depending on whether the person still knows how to do this thing or not.

- 1) I don't really remember how to drive a truck anymore. I (drive) _____ one when I was little but that was a long time ago,
- 2) Dave can speak French and German. He (study) _____ Spanish in school, but he only remembers one or two words now.
- 3) Sarah loves playing golf. She (play) _____ it every day on the weekend for years and she's getting pretty good.
- 4) John (learn) _____ to play the clarinet in school, and then moved on to the guitar. He never went back to the clarinet.
- 5) We visited my grandmother in Boston every month for years when I was little. I (do) _____ that drive so many times, I could probably do it blindfolded.

- 6) I remember cooking Indian food once with my friends. I once (make) _____ a pretty good Chicken Masala, but I'm not sure I could do it now.
- 7) That doctor (perform) _____ that heart surgery so many times, they asked him to teach it to students.

Practice:

Complete the sentences below so that they are true about you. Compare your answers with a classmate. Then share with the class and decide who has the most interesting answers.

- 1) I have often used...
- 2) I have played... for a long time.
- 3) I have studied ... and I like it a lot.
- 4) I haven't since I was little.
- 5) I have recently learned...

Speaking Task: Odd Job Interview

You and your partner are going to interview each other for different jobs. However, the job you are going to be interviewing for is not a typical job.

- 1) First, look at the list below and circle which job you would like to be interviewed for. Tell your partner.

Circus performer	Race Car Driver	Ice Cream Taster
Tour Guide	Novelist	Psychic

- 2) Now, think of what skills, experience or qualifications you think someone would need in this job.
- 3) Write five questions, using the present perfect where appropriate, to find out if your partner has those skills.
- 4) When both of you are ready, conduct the interview
- 5) After the job interview, tell them if they got the job or not.
- 6) Now switch roles so your partner can interview you.

Useful words and phrases

- Have you ever...
- Do you know how to...
- That's great.
- That's too bad
- I have _____ for six years now
- Unfortunately, I've never ...