

An Invitation to a Job Interview

Source Material:

<https://learnenglish.britishcouncil.org/skills/reading/pre-intermediate-a2/an-invitation-to-a-job-interview>

Lead In: Match the words to the definition

a position	reception	to reschedule	ID
a CV	references	head of....	
	to look forward to		

1. A short document that shows your experience and qualifications
2. Letters from people who know you that describe your abilities
3. To wait for something eagerly or to be excited for something
4. A job in a company, for example a marketing manager or sales assistant
5. The person in charge of or who leads a department
6. Identification; a document with your name, photo, and other personal information
7. The place in a an office where visitors arrive

8. To change the date or time of something

Activity A: Read Invitation For A Job Interview

To: Grace Yang

Date: 6 September

Subject: Invitation to job interview

Dear Grace,

It is a pleasure to hear from you. Thank you for your application for the position of sales manager.

We would like to invite you for an interview at 10 a.m. on Monday 21 September at our offices at The Shard, 32 London Bridge Street, London.

You will meet with our head of sales, Susan Park, and the interview will last for about 45 minutes. During this time, you will have the opportunity to find out more about the position and learn more about our company.

Please bring your CV and references to the interview. You will also need to show a form of ID at reception to receive a visitor's pass. Please ask for me as soon as you arrive.

If you have any questions or if you wish to reschedule, please call me on 555-1234 or email me by 12 September.

I look forward to meeting you.

Best regards,

Anna Green

Human Resources Assistant

Activity B: Choose The Best Answer

1. What job did Grace apply for?
 - a. Head of sales
 - b. Sales manager
 - c. Sales assistant
 - d. Human resource assistant
2. When is the job interview?
 - a. 6 September
 - b. 12 September
 - c. 21 September
 - d. 22 September
3. How long will the interview take?
 - a. Under an hour
 - b. Just over an hour
 - c. Over two hours
 - d. A day
4. What does grace need to bring to the interview?
 - a. Her CV
 - b. Her References
 - c. Her ID
 - d. Her ID and CV

- e. All of the above
- 5. Who should Grace ask for at reception?
 - a. The reception manager
 - b. Susan Park
 - c. Anna Green
 - d. Grace Yang
- 6. What can Grace do if she wants to change the interview date?
 - a. Go to reception on 12 September
 - b. Call Anna Green on 10 September
 - c. Email Anna Green on 15 September
 - d. MEet Susan Park for coffee on 21 September

Activity C: Complete the sentences

resources pass last invite sales Shard
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- 1. The main purpose of the email is to _____ Grace for a job interview.
- 2. The interview will be at their offices at The _____.
- 3. Susan Park is their head of _____.
- 4. Anna Green is their human _____ assistant.
- 5. The job interview will _____ for about 45 minutes.
- 6. Grace needs to show her ID to receive a visitor's _____