

Pre – task

Ask and answer basic questions about abilities in a job interview.

Organize the conversation. Use the spaces given to type the numbers of the conversation in order.

1. Sure!	
2. Thank you for asking me to come. Nice to meet you Mrs. McAdams.	
3. I think a graphic designer <u>needs to know the basics of</u> HTML, also <u>be familiar with</u> InDesign, Photoshop and Illustrator. Finally, A graphic designer <u>needs</u> time management skills.	
4. Good to know. Let's finish with questions, thanks for your time Mr. Sanchez.	
5. Yes, I <u>am familiar with</u> WordPres and other platforms	
6. Welcome to JBQ Human Resources Department, I'm Rachel McAdams. Thanks for coming to this job interview	
7. What skills does a graphic designer should have?	
8. Nice to meet you too. Let me start with a few simple questions about skills or abilities in this area.	
9. Good answer. Let's continue. We need to develop web sites for our clients. Do you have experience with WordPres or any other web design content management system platforms	