

Working with words

- 1 Choose eight words from the list to complete the letter of application.

interview qualification reference candidate
recruit experience apply skills advertised
shortlist

Dear Sir/Madam,

I am writing to ¹ apply for the position of Quality Manager ² on your website.

As you can see from my attached CV, I have six years of ³ experience working as a quality technician in the automotive industry.

Last year, I obtained a new ⁴ qualification when I completed a degree from the Bentham School of Engineering.

In the last six years, I have learnt many new ⁵ skills relating to Japanese production methods and I use them in my everyday work.

I believe that I am a very strong ⁶ candidate for this post, and I hope you will give me the opportunity to speak to you at an ⁷ interview.

My present employer will be very happy to provide you with a ⁸ reference.

I look forward to hearing from you.

Yours sincerely,

Patrick Todd

- 2 Complete sentences 1–8. Choose from the list of words in 1, but change the form where necessary.

- I've received three new applications for the job.
- He's not very qualified for the job because he doesn't have a university degree.
- The HR Manager is responsible for the recruitment of new employees.
- I applied for the job, but they didn't interview me for an interview.
- The machines we use are very complex. We need experienced workers with technical knowledge to operate them.
- Philips are recruiting at the moment. I saw an advertisement on their website.
- She's very experienced – she's worked for 20 years in the industry.
- The person who interviewed me asked some very difficult questions.

Business communication

- 1 Choose the correct answer from the words in *italics*.

- I *prefer* / *preferable* to wait another month.
- One *advantage* / *issue* is that we don't have enough staff to do the job.
- I think the second option is too *attractive* / *expensive*.
- I'd *go* / *choose* for the first candidate because he has lots of experience.
- One disadvantage is the time it takes. *Other* / *Another* is the salary cost.
- Which of the products do you think is more *suitable* / *better* for our customers?
- I like the idea, but I'm not *think* / *sure* it will work in practice.

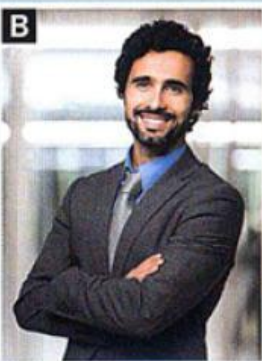
- 2 Three managers are discussing different ways to do job interviews. Complete the conversation with phrases from the list.

I'd go for another issue is I like the idea that are more suitable I'm not sure ~~I prefer~~ it's preferable One key advantage

- A Personally, ¹ I prefer a video interview. ² is that we can arrange to meet candidates very quickly and it's not necessary to make all those travel arrangements. And personally, ³ they do the interview in their own home because I think they are more relaxed than when they come to the company.
- B ⁴ that they are more relaxed because it can be difficult talking in front of a camera, especially in a situation like this. And ⁵ that the audio and video quality is often bad. If we want an easier option, ⁶ the telephone interview. The audio quality is usually better and the candidate is less stressed because you can't see them.
- C I think ⁷ to give the candidates the choice – some people feel good in front of a camera and others prefer the phone. But I also think that video or prefer conversations ⁸ for first interviews. For final interviews, I think we need to see candidates face-to-face.

Part 2: listening

- 7 ▶ 4.1 Listen to three people receiving visitors from other departments in their company. Complete the table with the names of the departments.

Person	A	B	C
Works in			
Usually works with			
Meeting today with			

- 8 ▶ 4.1 Listen again and complete sentences 1–5.

- We _____ closely _____ the Accounts Department.
- I have a meeting today with Anna Neves in IT, who's _____ all our software.
- He's the person in _____ purchasing for the whole company.
- I have frequent _____ all the different departments.
- I _____ the HR Director.

- 4 ▶ 4.2 An employee is showing a visitor around her company. Listen to extracts 1–4 and say which department they are visiting in each extract.

- Extract 1 _____
 Extract 2 _____
 Extract 3 _____
 Extract 4 _____

