

A JOB INTERVIEW

SŁOWNICZEK

relevant - stosowny
responsibilities - obowiązki
suitable - odpowiedni
qualities - cechy

Interviewing

- Good afternoon, Ms Please, take a seat.
- Why are you interested in this job?
- Do you have any previous experience (of) ...? What were your responsibilities?
- What qualities do you have that make you suitable for this position?
- Do you have any questions?
- I'll let you know by Thank you for coming.

Responding

- Thank you.
- I'd like to get some relevant experience/save some money etc.
- I did some voluntary work in/at (a school/a radio station/a hospital etc. ...).
- I worked as a(n) (waiter/waitress/shop assistant etc) last year etc./ I was responsible for .../I organised
- I'm cheerful/hardworking/patient/energetic/friendly etc.
- What hours will I be working?
- Thank you for your time. I am looking forward to hearing from you soon.

a) Read the dialogue and complete each gap with a suitable word.

A: Good morning, Miss Higgins. Please take a seat.

B: Thank you.

A: Now, let's start. Could you please tell me why you are interested 1) this job?

B: Well, I am starting a degree in Education in September. I would 2) to get some relevant experience and save some money over the summer.

A: Do you 3) any previous experience of working 4) children?

B: Yes, I do. I did some voluntary work at an after-school club last year. I really enjoyed 5)

A: What were 6) responsibilities?

B: I mainly organised games and craft activities 7) young children.

A: Good. And what qualities do you have that make you suitable 8) this position?

B: Well, I am very cheerful and patient. I am also creative and I like children.

A: I see. Do you have 9) questions?

B: Yes, just one. If I get the job, 10) hours will I be working?

A: The hours are 9 am to 3 pm Monday 11) Thursday.

B: That is fine.

A: Well, I will call you to let you know 12) next Friday. Thank you for coming, Miss Higgins.

B: Thank you. I am looking forward to hearing from you soon.



b) Listen and check.

A Good morning, Miss Thompson. 1)

B Thank you.

A Now, why are you interested in the job of supermarket cashier?

B 2)

A Do you have any previous experience?

B Yes I do. 3) I really enjoyed it.

A That's great. So, why do you think you're suitable for this job?

B 4) I also love talking to customers.

A I see. Do you have any questions?

B Yes. 5)

A 5pm to 9pm, Wednesday and Thursday.

B That's good news. 6)

A OK. I'll call you to let you know by the end of the week. Thank you for coming.

Complete the dialogue with the sentences.

- a What are the working hours?
- b Well, I need a part-time job.
- c Please take a seat.
- d I can work after college, then.
- e I think I'm hard-working and responsible.
- f I worked in a grocery shop last year.

Read the rubric. In pairs act out the dialogue using the suggested plan.

Bierzesz udział w rozmowie o pracę na stanowisko kelnera/kelnerki.
Osoba A jest menadżerem restauracji, a osoba B kandydatem na stanowisko. W rozmowie należy poruszyć następujące kwestie:

powód ubiegania się
o to stanowisko

cechy odpowiednie
na to stanowisko

doświadczenie
kandydata

dni i godziny pracy

A

Ask why B wants the job.

Ask about B's experience.

Ask B why he/she is suitable for the job.

Ask B if he/she has any questions.

Tell B about the days and hours of work and say you will be in touch.

B

Say you need an evening job.

Tell A about your experience.

Say why you are suitable.

Ask about what days and hours you will have to work.

Thank A for his/her time.

A: _____

B: _____

A: _____

B: _____

A: _____

B: _____

A: _____

B: _____

A: _____

B: _____

Podczas wakacji pracowałeś/pracowałaś jako au pair. Rozmawiasz na ten temat z kolegą z Anglii. W rozmowie z egzaminującym porusz poniższe cztery kwestie. *(Rozmowę rozpoczyna egzaminujący).*

zakres obowiązków

twoje umiejętności

wynagrodzenie i dodatki do pensji

sposób spędzania czasu wolnego

Complete the dialogue below.

Examiner What did you do during the holidays?

Student (Udziel odpowiedzi). _____

Examiner Sounds like fun!

Student Fun and hard work! I had to (Wymień swoje obowiązki).

Examiner And did you have to do anything that you didn't enjoy?

Student (Powiedz, jakie prace nie sprawiały ci przyjemności, i wyjaśnij dlaczego).

Examiner I see. So how did you manage?

Student It wasn't really a problem for me. (Opisz swoje umiejętności).

Examiner Did you need any particular qualifications?

Student (Udziel odpowiedzi). _____

Examiner Did you save any money?

Student (Udziel odpowiedzi) _____. The salary was _____.
(Podaj wysokość pensji). I also got (Powiedz, jakie dodatki do pensji otrzymałeś).

Examiner Not bad. Did you have to work all day?

Student No. I didn't. I had a lot of free time. (Powiedz, co robiłeś/robiłaś w czasie wolnym).

Examiner Lucky you.