

UNIT
13

HIRING AND TRAINING

I. GETTING STARTED

1. ④ Listen and answer the question. (File 1)

What is the speaker talking about?

- a. Interviewing techniques
- b. Writing CV techniques
- c. Hiring techniques
- d. Presentation techniques



2. ④ Listen again and complete the table using the statement in the box.

- Prepare questions in advance
- Ask opinion questions first
- Imagine what will happen in the interview
- Starting the interview by asking the interviewee to introduce himself/herself
- Insist that the interviewee starts saying first
- Ask questions about facts first

Do	Don't

III. PRACTICE

Exercise 1.  Listen and choose the correct answer. (File 2)

1. What is the purpose of the talk?

- A. To introduce new programs
- B. To show how to assemble the new computer
- C. To order certain items
- D. To teach how to install operating systems

2. What are accountants required to do?

- A. Submit the daily sales report after the meeting
- B. Have an existing program updated
- C. Calculate last year's sales
- D. Develop a new accounting software program

3. What are the listeners told to do?

- A. Divide into different groups
- B. Attend the stockholder's meeting
- C. Check the inventory in the warehouse
- D. Help technicians upgrade current software programs

Exercise 2.  Listen and choose the correct answer. (File 3)

1. Who most likely is the man?

- A. A manager
- B. A consultant
- C. A client
- D. A trainee

2. What does the women ask the man for?

- A. Some feedback
- B. Some assistance
- C. Some references
- D. Some dates

3. What will the man receive?

- A. Extra time off
- B. A promotion

C. Bonus pay

D. An award

Exercise 3.  Listen and choose the correct answer. (File 4)

1. What is the problem?

A. There is a scheduling conflict

B. There are no projectors available

C. A contract is incorrect

D. A deadline has been missed

2. What does the women inquire about?

A. Comparing competitors' prices

B. Purchasing new software

C. Postponing a training session

D. Arranging a teleconference

3. What does the man say he will do?

A. Send some materials

B. Find some supplies

C. Speak with a supervisor

D. Contact a client

Exercise 4. Choose the correct answer.

Louisa Santos	9:30 A.M.
Kenji, where are you? The job candidates are here	
Kenji Muro	9:31 A.M.
Sorry! The bridge is closed. My bus had to take a detour. I should be there in 30 minutes. Please start without me.	
Louisa Santos	9:34 A.M.
Ok. I'm going to interview Elena Crenshaw first.	
Kenji Muro	9:34 A.M.
Good. She's the one with experience at another T-shirt company.	
Louisa Santos	9:35 A.M.
Yes. Can you believe our small company has grown so much that we need to hire	

someone just to process orders?

Kenji Muro 9:36 A.M.

I know! Ok. I'll see you soon.

1. What does Mr. Muro want Ms. Santos to do?

- A. Process some orders
- B. Make a hiring decision
- C. Reschedule a meeting
- D. Talk to a job candidate

2. At 9:36 A.M., what does Mr. Muro mean when he writes, "I know"?

- A. He is also surprised by the company's growth
- B. He thinks salaries should be higher
- C. He has met Ms. Crenshaw before
- D. He is certain his bus will arrive in 30 minutes

Exercise 5. Choose the correct answer.

Mark Chandler is Back!

The Administrative Services Division welcomes back to headquarters Associate Director Mark Chandler. (1) . Mark spent the last month in Ottawa attending an advanced training session about corporate information security. Corporate-security training allows a company to safeguard its sensitive, confidential, and proprietary information.

Mark is among a growing number of corporate executives who have successfully graduated from this rigorous course. (2) . A member of the National Organization of Corporate Security Officers (NOCSCO), Mark was formally recognized by the organization for his part in developing software that keeps electronic documents safe. (3) . Well done, Mark! (4).

1. What is purpose of the article?

- A. To recognize an employee's accomplishments
- B. To introduce a new staff member
- C. To clarify what information is considered confidential
- D. To describe the challenges of corporate security

2. How did Mr. Chandler improve corporate security?

- A. He trained his company's security officers

- B. He helped design a system for securely storing documents
- C. He assisted in developing new safety guidelines
- D. He recruited employees who specialize in corporate security

3. In which of the positions marked (1), (2), (3), (4) does the following sentences best belong?

"The training included 60 hours of instruction and a comprehensive written exam."

- A. (1)
- B. (2)
- C. (3)
- D. (4)

Exercise 6. Choose the correct answer.

To: Melina Ramos Sandoval

From: Welcome@sourcework.ca

Date: 25 October

Subject: Registration complete

Dear Ms. Sandoval,

Welcome to the Source work jobs network, the leading online career matching service. Your email address, work experience, and preferences (1) in our database. This information will be used to identify employers who are seeking job candidates just like (2) In the future, you will receive periodic notifications about open positions in your area. (3) Therefore, we will not share your name or address with anyone. At any point, you can select the link at the bottom of any email you receive from us to unsubscribe or change your email preferences.

Thank you for (4) If you have any questions or comments, feel free to contact us.

Sincerely,

The Source Work team

1.

- A. they record
- B. are recording
- C. that the record
- D. have been recorded

2.

- A. us
- B. me
- C. you
- D. ours

3.

- A. Privacy is important to us
- B. Finding the perfect job can be difficult
- C. Our jobs database is updated weekly
- D. Our résumé has recently been reviewed

4.

- A. investing
- B. attending
- C. competing
- D. registering