



# Unit 6

## At Work

### The Job Interview

- a. Do you remember the interview from the computer lesson? Read the job ad that Karen cut out from the newspaper and answer the questions that follow.

**Ad agency requires  
copywriter**  
for new client in the food business.

The applicant should have at least 2 years' experience in the advertising business, including copywriting. Experience working with clients is an advantage.

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Applicants should send their resumes to *Bob Johnson*,  
*Bingham Advertising*, 1605 Thirty-ninth Avenue,  
New York City, 39704



Which word is used in the ad for:

1. A person who writes the text in an ad? \_\_\_\_\_
2. A person or company that uses the services of another person or company?  
\_\_\_\_\_
3. Knowledge and skill gained by doing something? \_\_\_\_\_
4. A person applying for a job? \_\_\_\_\_
5. A summary of a person's working history? \_\_\_\_\_

b. Complete the resume that Karen sent to Bob Johnson. Use the headings provided below.

Address • Computer Skills • Education • Email • Interests  
Languages • Name • Phone Number • Work Experience

## RESUME

1. \_\_\_\_\_: Karen Sommers
2. \_\_\_\_\_: 1897 East Fifty-first Street, Johnstown, NJ, 39086
3. \_\_\_\_\_: (690) 570 4929
4. \_\_\_\_\_: karens@quickie.com
5. \_\_\_\_\_: (1992-1996) Graduated Rockwell High School  
(1998-2000) Graduated State College, Business Studies  
(2003) Fordham College, Copywriting Courses
6. \_\_\_\_\_: (2002-2004) Kenyon-Barnett Advertising Co.  
Junior Copywriter  
Secretary, Marketing Dept. Receptionist  
(2001) Garnett King Advertising  
Temporary Secretary  
(2000) Boundwell Advertising Agency  
Temporary Secretary
7. \_\_\_\_\_: Microsoft Office, familiar with the Internet
8. \_\_\_\_\_: Conversational Spanish
9. \_\_\_\_\_: Creative writing, theater, traveling

c. Write your own resume. Remember to include information about your education and work experience, as well as personal details such as your address and contact information.



## Overtime

- a. The company you read about in the computer lesson also has a new Human Resource Officer. Read the notice that the company posted on its notice board, telling them about the Human Resource Officer's services. Complete the notice with the phrases below.

- ask for a transfer to another department • moving to another office abroad
- make an intelligent decision • need a change of job
- think you qualify for a raise or promotion

### Notice to all colleagues!

We have a new Human Resource Officer. Do you think you

(1) \_\_\_\_\_ but want to remain in the company? (2) Do you want to \_\_\_\_\_?

Do you (3) \_\_\_\_\_?

Does our International Department attract you?

Are you interested in (4) \_\_\_\_\_?

Then make an appointment with our friendly new Human Resource Officer.

She can help you (5) \_\_\_\_\_ about your future.



- b. Read three e-mails sent by employees of the company. Which ones were sent to the accountant and which to the Human Resource Officer? Fill in the name in the "To:" line.

To: \_\_\_\_\_

From: George Barnet

I work in the Marketing Department but I think that my talents and experience can be put to better use in a different department. I want to know if it's possible to transfer to the Sales Department. Please let me know when I can come and talk to you about this.

To: \_\_\_\_\_

From: Harry Cooper

I work in the Shipping Department. In my work I have to know all the laws and regulations about sending goods all over the world. I would like to transfer abroad for about a year or two, using my present work experience. I would like to make an appointment to come and see you.

To: \_\_\_\_\_

From: Sylvia Stone

I work in the Production Department. There have been a lot of new orders and I have been working a lot of overtime recently. I am afraid I will have to pay a lot of what I have earned in income tax, so I would like to know if I can save tax in any way. May I come and talk to you some time, perhaps during my lunch break?

- c. Imagine you are either the company accountant or the Human Resource Officer. Write a reply to one of the e-mails, suggesting a time to meet.

- d. Read your reply to your partner.

