

PRE-LISTENING

There are some vocabularies that will appear on the recording. Let's guess the meaning of each vocabulary by dragging its meaning equivalent to the vocabulary.

Sort elements

- to try to reach an agreement by formal discussion
- a move to a more important job or rank in a company or an organization
- matching something in size, importance, quality, etc.
- an amount of money paid regularly by a government or company to somebody who has retired from work
- something, especially money, that somebody gives you because they have hurt you, or damaged something that you own; the act of giving this to somebody
- clothes, especially fine or formal ones
- the act or process of making something clearer or easier to understand

attire (noun):	
compensation (noun):	
negotiate (verb):	
clarification (noun):	
promotion (noun):	
commensurate (adj):	
pension (noun):	

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What THREE details should job applicants know in the interview?

- A. Working hours
- B. Promotion prospect
- C. Salary range
- D. Pension contribution bonus
- E. Training
- F. Holidays
- G. Location

VOCABULARY PRACTICE

Let's listen to the recording again and fill in blanks below

Alright, moving on to the actual **1** , I'll go over what you need to know by the end of it, and what you can **2** and **3** on later once it looks like you'll be **4** the job. First, there's working hours. It's not that necessary to **5** out the hours off the bat, especially since it's easy to come off as lazy when the first thing you bring up is how much you're going to have to work. You can also find out more about possible **6** later on. It is important, however, to get a feel for how much you'll be **7** . You should make sure the **8** range is **9** with what you're worth, and if you're not, you can move on to better **10** . Being sure you're going to make what you want to live on is much more important than **11** like your **12** – you're all so young that your pension is not going to matter for quite a long time.

You should find out about what skills you must know for the job and what they'll teach you. In addition, if the company will provide training, you should find out how long the **13** period is and whether it is **14** . Beware of any jobs that want you to train for a long time without **15** **16** .

Speaking of compensation, find out about **17** as well. Do you get paid **18** time? Are you allowed to take personal days? Do you have to work on national holidays? Once you work out these main issues, you can move on later to **19** like the location and **20** **21** and what not. Wow, that's a lot of information! Let's take a break so you can think everything over and ask any questions you may have. Don't **22** to come and see me if you need any **23** on all this stuff!