Job Interview: Verb Tenses

Grammar Summary:

Part1. Complete the sample conversation below by filling the gaps with **verbs in the appropriate form and tense**.

The vacancy being discussed is that of "Assistant Manager" in a clothing shop.

1. Arrival and first chat

- [**Interviewer**] Hello, are you Ben Grey?

- [**You**] Yes, hello.

- [**Interviewer**] I'm Isabelle Hall. I'm the general manager here. How do you do?

- [**You**] (1).....[to do]

- [**Interviewer**] Did you find us OK?

- [**You**] Yes, all fine. I (2) ..... [to take] the train and (3)..... [to walk] from the station.

- [**Interviewer**] Fine. I understand you've come in to discuss our vacancy for assistant manager?

- [**You**] Yes, that's right.

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- [**Interviewer**] Great. Why don't you come through and we can have a proper chat.

- [**You**] Sure, thank you.

2. Questions about your current job

- [**Interviewer**] I (4) ..... [to have] a chance to look at your CV yet. (5)..... [to bring] a copy with you?

- [**You**] Yes, here you are.

- [**Interviewer**] Thank you. I see that currently you (6)..... [to work] at ABC company as a senior sales assistant. What responsibilities (7)..... [to have] there?

- [**You**] Well, on a day to day basis I (8)..... [to deal] with customers in the shop area and I handle cash and card transactions. However in the last six months I (9)..... (to be given) other responsibilities, like taking customer complaints and supervising stock levels.

- [**Interviewer**] I see. Have you had any experience with purchasing stock as well?

- [**You**] Yes, I (10) ..... often ..... [to be asked] to collect input from other sales assistants when the store manager selects new clothing ranges. I (11) ..... [to

visit] 3 of our suppliers with him recently and I often speak to them by phone.

- [**Interviewer**] Great. What (12) ..... [to discuss] with them?

- [**You**] Usually it's queries about delivery and availability of certain items. But I also often negotiate returns of items that are unsatisfactory or damaged.

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