

LISTENING

3A **3.01** | Listen to a question-and-answer session after a talk on job hunting. What four topics related to job recruitment are mentioned?

B **3.01** | Listen again and choose the correct options (a–c).

- 1 The expert mentions the everyday information we deal with to
 - a contrast with the type of information we need to deal with at work.
 - b illustrate a similar need for organising information at work.
 - c emphasise how much more information we deal with at work.
- 2 Which is true, according to the expert?
 - a Online communication skills are the most sought after in a potential employee.
 - b Communication is all about listening.
 - c Online interactions are just as important as face-to-face meetings.
- 3 The expert explains 'flexibility' as
 - a the requirement to be available at any time.
 - b a readiness to take on unscheduled tasks.
 - c an ease at working either individually or in teams.
- 4 A point made about interviews is that
 - a there is an underlying reason for seemingly strange requests.
 - b interviewers can be influenced by the way an applicant speaks.
 - c remote interviews benefit the recruiters more than the applicants.

C Work in pairs and think of two questions that you would ask the speaker if you were in the audience in Ex 3A. Join another pair and ask and answer your questions.

D Work in pairs and discuss the questions.

- 1 Which type of interview would you be most comfortable with: remote or face-to-face? Why?
- 2 Would you agree that face-to-face interviews favour certain people with regards to appearance and manner? Why/Why not?
- 3 Do you think it's true that recruiters tend to recruit people who are similar to themselves?

GRAMMAR

modal verbs and phrases

4A **3.02** | Complete the sentences from the talk with the correct modal phrases in the box. Listen and check.

a strong likelihood that absolutely essential
being able inevitably it will may well
might be need to be good
obviously your responsibility

- 1 There's certain key phrases will come up in a job advertisement.
- 2 It's that you have the skills to enable you to manage large amounts of information efficiently.
- 3 to interact with people well is important on many levels.
- 4 You at getting people to want to listen to you.
- 5 It's to present yourself in the best possible way.
- 6 come out at some point.
- 7 You asked to take on a range of tasks.
- 8 In the future, recruiters be using voice analysis to learn more about the candidates.

B Which sentences in Ex 4A imply obligation/necessity (O), possibility/probability (P) and ability (A)?

C Rewrite the sentences in Ex 4A using the phrases in the box. In some sentences more than one phrase may be possible.

a requirement is be crucial
be expected that be highly likely
have an aptitude for in all probability
it's a given that the odds are that
there's a chance that vital will undoubtedly

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► page 118 **GRAMMAR BANK**

