

Dealing with job offers

Accepting the job

Congratulations! You have been offered a job. Even if you have accepted a job over the phone, or in person, it is important to write an acceptance letter to confirm the details of employment and to formally accept the job offer.

4 a In pairs, discuss the following questions.

- 1 What should you consider before accepting a job offer?
- 2 Why is it good practice to write a formal letter accepting or declining a position you are offered?

b ▶ 6.4 A few days after his telephone interview, Alex Mencken receives a telephone call from King's Theatre offering him the position. Listen to the conversation. How do you think Alex handled the conversation? Why didn't he accept straight away?

c ▶ 6.4 Complete the conversation using the words in the box. Listen again and check your answers.

consider	contact	decision	latest	meantime	offer
position	salary	speaking	time		

Alex: Hello. Alex (1) speaking.

John: Hello, Alex. It's John Bradshaw from King's Theatre. I'm delighted to tell you that after careful consideration we would like to offer you the (2) _____ of administrative assistant.

Alex: Thank you very much. That's very good news.

John: As we discussed during the interview, we are happy to offer you a starting (3) _____ of £20,000.

Alex: That's great. I'd like to take some (4) _____ to (5) _____ your (6) _____. Is it okay if I (7) _____ you with a (8) _____ by tomorrow at the (9) _____?

John: Yes. That's absolutely fine. And if you have any questions in the (10) _____, please feel free to give me a call.

d In pairs, practise the conversation in Exercise 4c. Swap roles and practise again.

e ▶ 6.5 Listen to Alex discussing the job offer with his friend Ella and answer the following questions.

- 1 Is Alex worried about relocating to London?
- 2 Does he feel he would be able to get on with the boss and the rest of the team?
- 3 Is he happy with the salary that he has been offered?
- 4 What issues does he still need to clarify before accepting the position?
- 5 What does Ella think Alex should do after accepting the position by phone?

f ▶ 6.6 Ella goes on to give Alex a lot of advice on how to write an acceptance letter and what to include. Put Ella's advice (a–e) into the most logical order. Listen and check your answers. What do you think of the advice?

- a Express how much you are looking forward to starting the job. ____
- b Thank whoever made you the job offer, and then make it clear that you have decided to accept it. 1
- c Repeat any instructions you were given during the interview such as your starting date, working hours, etc. ____
- d Request clarification in your acceptance letter of any terms of employment that were vague or that concerned you. ____
- e Restate the terms of employment as you understood them, including hours per week, salary and benefits. ____

g Alex called John Bradshaw at King's Theatre to clarify terms and conditions of service. Afterwards, he wrote a formal letter of acceptance. Separate Alex's acceptance letter into five paragraphs using the plan in Exercise 4f. Mark the beginning of each new paragraph with //.

Dear Mr Bradshaw, Thank you for your offer of employment as Administrative Assistant at King's Theatre. As we discussed on the phone yesterday, I am delighted to accept your offer and look forward to beginning work at King's Theatre. I am pleased to accept your offer at a salary of £20,000 annually. As we agreed, my starting date will be July 29 to enable me to complete the training programme that I have enrolled for. I also understand that I will receive full company pay and benefits during the 8-week long training programme as the skills I will acquire on the course will be applicable and useful within my new role at King's Theatre. During the interview we did not discuss holiday entitlement and I hope you will be able to clarify exactly how much holiday leave I will be entitled to. Thank you again for offering me this wonderful opportunity, and do let me know if there is any additional information or paperwork you need prior to this. I very much look forward to joining you and the theatre team on July 29. Yours sincerely, Alex Mencken

h Underline three phrases in the letter referring to previous discussions. What other phrases in the letter could you use in your own letter of acceptance? For example, Thank you for your offer of employment as ...

i What is the effect of the words in bold in the following extract from Alex's letter?

Thank you again for offering me this **wonderful** opportunity, and **do** let me know if there is any additional information or paperwork you need prior to this. I **very much** look forward to joining you **and the theatre team** on July 29.

j Write a letter of acceptance for a job you would like. Try to make your letter positive and enthusiastic.

Withdrawing from consideration

When you accept a job offer you will need to notify other prospective employers that you are withdrawing your name from their consideration. As soon as you have made a decision you should politely inform all other employers that you have applied for work with. Make every effort to speak to your contact in person rather than leaving a voicemail message. After you have spoken to your contact, follow up with a written confirmation.

- 5 a** ▶ **6.7** After Alex has accepted the job at King's Theatre, he telephones the Cromwell Theatre to politely withdraw from their application process. Complete the conversation using the phrases in the box. Listen and check your answers.

Could you put me through
I'm calling as I've been offered
I just wanted to let you know

I was very impressed by your team
It's the least I could do
That's very kind of you

Alex: Hello. This is Alex Mencken. (1) Could you put me through to Karl Osborne please?

Receptionist: Yes, of course. I'll just put you on hold for a minute, and put you through.

Karl: Hello, Alex. What can I do for you? I'm afraid we haven't made a decision yet as we're still in the process of interviewing candidates for the position.

Alex: Yes, I know. Actually, (2) _____ a job elsewhere, which I have accepted.

Karl: I see.

Alex: (3) _____. I also wanted to say that I really enjoyed meeting you. (4) _____ and the working environment at the Cromwell.

Karl: Thank you for saying so. I would say that we were also impressed by your interview and I'm sorry to hear that you've accepted another job. But I understand your decision. I wish you the very best of luck.

Alex: Thank you very much.

Karl: And if things don't work out, make sure that you give me a ring and I'll see if we've got anything we can offer you.

Alex: (5) _____. I will do.

Karl: Thanks for letting us know like this.

Alex: (6) _____. Thank you for giving me the chance to talk about possible work at the theatre.

- b** In pairs, role play telephoning to withdraw from consideration. Before you start, decide what job you have applied for.

Student A, you are the candidate. Call the employer to withdraw from consideration from the recruitment process. Use the expressions in Exercise 5a.

Student B, you are the employer. You interviewed Student A for a job, and are disappointed that they are withdrawing. Be polite and try to encourage them to consider working for you in the future.

Swap roles and practise again.

C Match the spoken expressions (1–6) to the equivalent formal written expressions (a–f).

- | | |
|--|--|
| 1 I have accepted another job — | a I recently submitted an application for the vacant Administrative Assistant position |
| 2 It's a job that will let me use my skills and is what I want to do | b The position closely matches my abilities and personal career aims |
| 3 I applied for the Administrative Assistant job | c I am writing to withdraw from consideration for the position |
| 4 I no longer want to be considered for the job | d I have decided to accept a position elsewhere |
| 5 I really enjoyed meeting you and the rest of the office | e I wish you and your team the best of success |
| 6 Good luck in the future | I greatly enjoyed meeting you and your team |

d Complete Alex's letter of withdrawal using all or part of the formal expressions in Exercise 5c.

Dear Mr Osborne,

I am writing to thank you for including me in the interview process as you seek candidates for your (1) vacant Administrative Assistant position. (2) _____ you and members of your staff and was impressed by your operation at the Cromwell Theatre.

However, as I explained when we spoke this morning, (3) _____. (4) _____ which I believe (5) _____.

I wish you and the staff at the Cromwell Theatre the (6) _____.

Yours sincerely,

Alex Mencken

e Now write a letter of withdrawal based on the role play in Exercise 5b, using formal the expressions in Exercise 5c.

Declining an offer

The decision to decline a job offer is usually made because you have received another offer that matches your interests and career goals better.

6 a In pairs, discuss the following questions.

- 1 Why is it important to decline a job offer that you do not want politely?
- 2 How much information do you need to give when declining a job offer?
- 3 When should you decline a job offer?

b ▶ 6.8 Tomasz Filipek, a young graduate from Poland, recently moved to London and applied for a number of different jobs when he arrived. Tomasz was fortunate and received a number of job offers, including one that he decided to accept. Now he is calling the other companies to politely decline their offers of employment. Listen to one of these conversations and complete the following notes.

- 1 Company: _____
- 2 Contact name: _____
- 3 Position applied for: _____
- 4 Positive things about the company: _____
- 5 Reason for declining the position: _____

- c** ▶ 6.8 Listen again and complete Tomasz's letter declining the job offer using words from the conversation.

Dear Ms Johnson,

Thank you for extending the offer for the position of Graphic Designer. I very much (1) appreciate the time and effort you and your team (2) _____ explaining the position and your agency's specific goals. I was very (3) _____ by the advertising campaigns you are working on for major retailers.

(4) _____, after much thought and careful deliberation, I have decided not to (5) _____ your offer. Although this would have certainly been an excellent (6) _____ for me, I have decided to accept another position, which more closely matches my specific skills and career goals.

I wish you and Future Designs continued success for the future.

Thank you again for your time and consideration.

Yours sincerely,

Tomasz Filipek

- d** In pairs, role play telephoning to decline an offer. Before you start, decide what job you have applied for.
Student A, you are the candidate.
Student B, you are the employer.
Swap roles and practise again.
- e** Underline useful phrases from the letter in Exercise 6c, which you could use in your own letter. For example, Thank you for extending the offer for the position of ...
- f** Write a formal letter declining an offer using the phrases in Exercise 6e, based on your role play in Exercise 6d.