



Now read the following job ad:

Language Worldwide is an established international language center seeking a dynamic, self-motivated, and responsible person for the position of project coordinator. The suitable candidate must be a college graduate and proficient in at least 2 languages, including English.

Listen and put T (True) or F (False) next to the following statements:

1. Veronica has always been interested in the American culture.
2. Her current job mainly involves preparing budgets for projects.
3. She has worked as part of a team.
4. She had to replace one of the speakers at an ACI event.
5. She believes the job she is being interviewed for is tailored to her skills and qualifications.
6. Her most rewarding achievement was successfully completing her college degree.
7. Her main weakness is handling pressure.
8. Her long-term ambition is to start her own business.

4

Key expressions

Complete the following collocations from the interview:

1. be motivated	a. a well-established company
2. manage	b. by challenge
3. deal with	c. certain tasks
4. motivate	d. deadlines
5. meet	e. international projects
6. work	f. others
7. be part of	g. outside partners
8. delegate	h. under pressure



Now look at the following expressions from the interview and match them with their functions below:

I would describe myself as someone who is ambitious, hardworking, and motivated by challenge.
As you can see from my resume, I've been working as a project coordinator for the ACI in Seattle for several years.

My job has mainly involved organizing special events
Against the odds, I managed to successfully work with our partners and reschedule the project events.
I guess at times I'm a little reluctant to delegate certain tasks.

I would say successfully completing my college degree was my most rewarding accomplishment.
My long-term goals involve growing with a company where I can continue to learn, and take on additional responsibilities.

Once I gain the necessary experience, I see myself moving on to a management position.

- a. describing your current job
- b. describing your personal qualities
- c. describing a personal weakness
- d. describing how you overcame a difficult situation
- e. describing your ambitions
- f. describing your achievements