

## GRADE 6 USING COURTEOUS EXPRESSIONS IN CONDUCTING AN INTERVIEW

### GETTING STARTED

Do you admire a person who uses polite expressions when talking with someone? I am sure you do, don't you? A polite/courteous child wins the heart of many.

The lesson that follows is surely interesting. I hope you will learn many things. In this module, you are expected to learn the following:

- use courteous expressions appropriately
- show sincerity when talking with someone
- appreciate people who politely or courteously express their feelings or ideas

#### Exercise A

Draw a  on the blank if it is a courteous expression, and  a if it is not.

May I pass?  Listen!  
 Please help me, Caloy.  Stop talking!  
 Thank you.

## Exercise B

Choose the correct expression that best fits the situation. Encircle the letter only.

1. You accidentally stepped on someone's foot. What would you say?
  - A. "I'm sorry. I didn't mean to do it."
  - B. "Did I hurt you?"
  - C. "Did you get hurt?"
  - D. "I wasn't the one who stepped on you!"
2. Your mother just arrived from the grocery store carrying loads of things. What expression would you say?
  - A. "Are you all right?"
  - B. "Is it heavy?"
  - C. "May I help you unload the items?"
  - D. "What did you buy for me, Mother?"
3. You came in late in your class, what would you say?
  - A. "Good morning/afternoon."
  - B. "Good morning/afternoon. I'm sorry I'm late."
  - C. "Whew! I got up late."
  - D. "Can I come in now, Ma'am?"
4. You would like to volunteer in erasing the writings on the board, what would you say?
  - A. "May I erase the writings on the board?"
  - B. "I will erase the writings on the board."
  - C. "Will I erase the writings on the board?"
  - D. "What if I'll be the one to erase the writings on the board?"
5. An elderly woman got on the bus you're riding on, all seats were already taken. What would you tell the old woman?
  - A. "I'm sorry, the bus is already full."
  - B. "You can have my seat, ma'am."
  - C. "Wait until someone vacates a seat."
  - D. "Get off the bus before it goes far."

You have learned a lot about being respectful, courteous and polite. Now it is time you use them. Read the sample interview below and then do the activities that follow.

### 1. Presentation

Pia: Good morning, Mrs. Cruz. I'm Pia Ramos, a pupil of Don Tibora Elementary School. Would you mind if I disturb you for a while for an interview?

Mrs. Cruz : Good morning, too, Pia. I'm glad to meet you. Of course, I wouldn't. You may do so.

Pia : Thank you very much, Ma'am. I saw you on a TV program recently. You were the good lady who helped make patchwork popular in our community and I myself saw the attractive things displayed at the mall windows. They looked so lovely; one would never guess they came from rags. Can you please tell me what are the things can be made from these small pieces of cloth?

Mrs. Cruz : They are made into curtains, pillows, bed covers, dresses, bags, cushions, pillowcases and many others. Did you see on TV how it all started?

Pia : I'm truly sorry. I missed that part, Ma'am.

Mrs. Cruz : Along my trips, I see very poor people, children with no slippers or shoes to wear, poorly dressed men and women and the like. But one time, I saw some women putting together little pieces of cloth and making the stuffs into pretty things. That gave me the idea on how to solve the problem. I then asked the women to organize themselves. They sent me the products and I looked for markets in the cities. Since then, they have found a means to earn a living making their lives better now.

Pia : That's a great one to hear from you! You have helped a lot of families. I hope your livelihood program will continue to support them.

Mrs. Cruz : That's actually what is going now.

Pia : Thank you very much for lending me your time, Mrs. Cruz.

Mrs. Cruz : You are welcome, Pia.

## 2. Comprehension Questions

- a. Who is the interviewer in the dialog? the interviewee?
- b. What is the interview about?
- c. What values are shown in the conversation?

## 3. Discussion

Go back to the interview. What do you call the italicized expressions in the phrases or sentences?

Study the following sentences with courteous expressions taken from the dialog.

A

Good morning, Mrs. Cruz.

Would you mind if I disturb you for a while for an interview?

Good morning, too, Pia. I'm glad to meet you. Yes, you may do so.

B

Can you please tell me what are the things can be made from these small pieces of cloth? I'm truly sorry. I missed that part, Ma'am.

C

Thank you very much for lending me your time, Mrs. Cruz.

You are welcome, Pia.

At what part (beginning, middle or end ) of the interview the expressions in A are found? in B? in C? When do we use each?

## REMEMBER

An **interview** is a dialogue with one whose views are sought for further information. The person conducting the interview is called the interviewer, while the one being interviewed is the **interviewee**.

It is best done in an informal way. It has a friendly atmosphere where the interviewer is made comfortable and relaxed by the interviewee's willingness to share the needed information. The interviewee is made to realize that the latter's contribution to an issue is valuable.

In conducting interview, both speakers should use courteous expressions as they start, sustain and end the conversation.

The following are common courteous expressions used in interview.

- a. Initial (to begin)
  - Good morning/noon/afternoon/evening...
  - I'm glad to meet you, too...
  - May I interview you, Sir/Ma'am...
  - Would you mind if I ask you some questions about...for an interview?
- b. Middle (to sustain)
  - May I know...
  - Can you please...
  - Kindly give...
- c. Terminal/Final (to end)
  - Thank you very much for lending me your time. Goodbye.
  - Thank you, too.
  - The pleasure is mine.
  - You are welcome

Exercise B Fill in the blanks with the appropriate courteous expressions. Choose from the list in the box.

Would you mind...  
Thank you so much  
Good afternoon, too  
You are welcome

Good afternoon  
I'm glad to meet you  
May...  
Good morning

Nilo : \_\_\_\_\_, Miss Santiago. I'm Nilo Cruz, a grade six pupil, and I'm the feature writer our school paper.

Mrs. Cruz : \_\_\_\_\_, Nilo. \_\_\_\_\_. What can I do for you?

Nilo : \_\_\_\_\_ if I ask you some personal questions? Being the newest faculty member, we would like to write an article about you.

Mrs. Cruz : Really! It's my pleasure to be your chosen one. I'm very willing to introduce myself to you.

Nilo : \_\_\_\_\_, Ma'am. So, I'll start asking you now.  
(after some questions had been asked...)

Nilo : These are enough, Ma'am. Thank you very much for giving me the chance to know you. Indeed, I admire your qualifications.

Choose the letter of the correct courteous expression for each given situation.

1. As an interviewer, you would like to ask if you could interview a traffic enforcer.

- A. "Good evening, Sir. Can I interview you?"
- B. "Sir, can I ask you some questions?"
- C. "Good evening, Sir. Can I please ask you some questions on traffic rules?"
- D. "Sir, will you give me your time for an interview you?"

2. As an interviewee, you would like to refuse the interview.

- A. "I'll attend to you next time. I'm just busy right now."
- B. "I have a tight schedule today. Don't disturb me."
- C. "Can't you see I'm so busy?"
- D. "I'm very sorry. I can't entertain you today. Could you set another day for us?"

3. As an interviewer, you would like the interviewee to show you some pictures taken during the awarding ceremony.

- A. "Would you mind showing me the pictures taken during the awarding ceremony?"
- B. "Can I see the pictures taken during the awarding ceremony?"
- C. "Please show some pictures so that I have evidences that you are an awardee."
- D. "Do you have some pictures taken during the awarding?"

4. The interviewee was greeted by the interviewer as they met.

- A. "Good afternoon, too. Please take your seat."
- B. You will not respond.
- C. "What's your name? What organization are you representing?"
- D. "Who sent you here?"

5. The interviewee was thanked for giving the interviewer time for an interview.

- A. "It's alright, you can now leave."
- B. "You are welcome."
- C. "Please make your interview shorter next time."