Part 1: vocabulary revision and practice

Working with words

1 Choose eight words from the list to complete the letter of application.

interview *qualification* *reference* *candidate* *recruit* *experience* ~~*apply*~~ *skills* *advertised* *shortlist*

Dear Sir/Madam,

I am writing to [1] *apply* for the position of Quality Manager [2]_____ on your website.

As you can see from my attached CV, I have six years of [3]_____ working as a quality technician in the automotive industry.

Last year, I obtained a new [4]_____ when I completed a degree from the Bentham School of Engineering.

In the last six years, I have learnt many new [5]_____ relating to Japanese production methods and I use them in my everyday work.

I believe that I am a very strong [6]_____ for this post, and I hope you will give me the opportunity to speak to you at an [7]_____.

My present employer will be very happy to provide you with a [8]_____.

I look forward to hearing from you.

Yours sincerely,

Patrick Todd

2 Complete sentences 1–8. Choose from the list of words in **1**, but change the form where necessary.

1 I've received three new *applications* for the job.
2 He's not very _____ for the job because he doesn't have a university degree.
3 The HR Manager is responsible for the _____ of new employees.
4 I applied for the job, but they didn't _____ me for an interview.
5 The machines we use are very complex. We need _____ workers with technical knowledge to operate them.
6 Philips are recruiting at the moment. I saw an _____ on their website.
7 She's very _____ – she's worked for 20 years in the industry.
8 The person who _____ me asked some very difficult questions.

Business communication

1 Choose the correct answer from the words in *italics*.

1 I *prefer* / ~~*preferable*~~ to wait another month.
2 One *advantage* / *issue* is that we don't have enough staff to do the job.
3 I think the second option is too *attractive* / *expensive*.
4 I'd *go* / *choose* for the first candidate because he has lots of experience.
5 One disadvantage is the time it takes. *Other* / *Another* is the salary cost.
6 Which of the products do you think is more *suitable* / *better* for our customers?
7 I like the idea, but I'm not *think* / *sure* it will work in practice.

2 Three managers are discussing different ways to do job interviews. Complete the conversation with phrases from the list.

I'd go for *another issue is* *I like the idea that* *are more suitable* *I'm not sure* ~~*I prefer*~~ *it's preferable* *One key advantage*

A Personally, [1] *I prefer* a video interview. [2]_____ is that we can arrange to meet candidates very quickly and it's not necessary to make all those travel arrangements. And personally, [3]_____ they do the interview in their own home because I think they are more relaxed than when they come to the company.

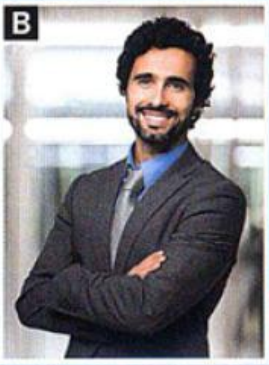
B [4]_____ that they are more relaxed because it can be difficult talking in front of a camera, especially in a situation like this. And [5]_____ that the audio and video quality is often bad. If we want an easier option, [6]_____ the telephone interview. The audio quality is usually better and the candidate is less stressed because you can't see them.

C I think [7]_____ to give the candidates the choice – some people feel good in front of a camera and others prefer the phone. But I also think that video or phone conversations [8]_____ for first interviews. For final interviews, I think we need to see candidates face-to-face.

LIVEWORKSHEETS

Part 2: listening

7 ▶4.1 Listen to three people receiving visitors from other departments in their company. Complete the table with the names of the departments.

Person	A	B 	C
Works in			
Usually works with			
Meeting today with			

8 ▶4.1 Listen again and complete sentences 1–5.

1 We _____ closely _____ the Accounts Department.
2 I have a meeting today with Anna Neves in IT, who's _____ _____ all our software.
3 He's the person in _____ _____ purchasing for the whole company.
4 I have frequent _____ _____ all the different departments.
5 I _____ _____ the HR Director.

4 ▶4.2 An employee is showing a visitor around her company. Listen to extracts 1–4 and say which department they are visiting in each extract.

Extract 1 _____
Extract 2 _____
Extract 3 _____
Extract 4 _____

LIVEWORKSHEETS