# CHAPTER SUMMARY

## GRAMMAR

### Reported Speech
### Sequence of Tenses

| | | |
|---|---|---|
| "**I'm** busy." | He said (that) | **he was** busy. |
| "**I like** jazz." | | **he liked** jazz. |
| "**I'm going to** buy a new car." | | **he was going to** buy a new car. |
| "**I went** to Paris last year." | | **he had gone** to Paris last year. |
| "**I was** in London last week." | | **he had been** in London last week. |
| "**I've seen** the movie." | | **he had seen** the movie. |
| "**I'll call** the doctor." | | **he would call** the doctor. |
| "**I can** help you." | | **he could** help me. |

| | | |
|---|---|---|
| John **is** sick. | I knew (that) | John **was** sick. |
| Jack **is** going to be a father. | I didn't know (that) | Jack **was** going to be a father. |
| Our landlord **wants** to sell the building. | | our landlord **wanted** to sell the building. |
| We **can't** use our dictionaries. | | we **couldn't** use our dictionaries. |

| | | |
|---|---|---|
| "Where is the bank?" | He asked me | where the bank was. |
| "When are you going to visit me?" | | when I was going to visit him. |
| "Do you speak English?" | | if / whether I spoke English. |
| "Have you seen Mary?" | | if / whether I had seen Mary. |

| | | |
|---|---|---|
| "Call me after five o'clock." | He told me | to call him after five o'clock. |
| "Stop complaining!" | | to stop complaining. |
| "Don't worry!" | | not to worry. |
| "Don't call me before nine o'clock." | | not to call him before nine o'clock. |

## KEY VOCABULARY

### Nouns

advice
bride
college entrance exam
dictionary
engine
grease
groom
interviewer
lion
message
movie star
navy
pipe
position
puppy
radiator
robber
school-bus driver
training

### Verbs

advise
apply
bother
cancel
clog
deliver
depend
disturb
dye
escape
kiss
leave on
lock
pour
prevent

### Adjectives

annoyed
confident
engaged
prepared
professional
qualified
reassured
unaware
willing



LIVEWORKSHEETS

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Volume 4 Number 3

# Polish Up Your Interview Skills!

## Tips from the experts



Going to a job interview can be a very challenging experience. A lot of people are probably applying for the same job. What can you do to make a good impression and stand out from the crowd?

The experts say, "Be prepared!" Learn about the company before your interview. Find out about the company's products or services. Read about the company in the newspaper, or try to find information on the Internet. (Many companies have their own websites with lots of information.) Also, dress appropriately for the interview. Don't wear casual clothes. Dress neatly and conservatively.

**Common Interview Questions**

- Tell about your background, education, and experience.
- Why do you want to leave your current job?
- Why did you leave your last job?
- What do you know about the company?
- What are your strengths and weaknesses?
- How do you deal with pressure at work?
- How do you get along with co-workers?
- What are your future goals?
- Do you have any questions?

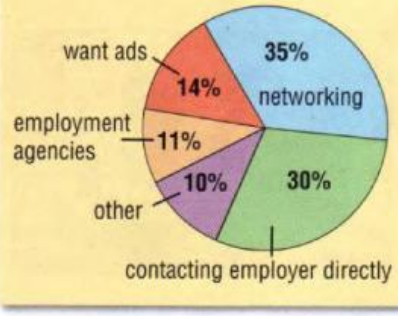
Prepare in advance for the types of questions you will probably be asked. The interviewer will most likely ask you to tell about your background, education, and experience. If you are employed, the interviewer may ask you why you want to leave your current job. Or, if you aren't employed at the time of the interview, the interviewer might ask why you left your last job. You should be prepared to talk about what you know about the company. Don't be surprised if you are asked what your strengths and weaknesses are. Be ready to answer questions about how you deal with pressure at work. An interviewer will most likely ask you how you get along with co-workers. You may also be asked what your future goals are. And don't forget that the interviewer will probably ask if you have any questions.

Be sure to answer the interviewer's questions honestly. Try to show that you are motivated, responsible, and very interested in the job. Be confident, but don't brag about yourself. (Don't say how great you are. Instead, give examples of things you've done that show your strengths.)

Be prepared for when the interviewer asks if you have any questions. You can ask about the job responsibilities, the company in general, when the position will be filled, and other things. Some experts say that it isn't a good idea to ask too many questions about salary, vacations, or benefits during the first interview. If the company has follow-up interviews for the position, that might be a better time for such questions. Before you leave the interview, make sure you know the names and titles of all the people you met. Write a thank-you letter to the interviewer as soon as possible. Say thank you for the interviewer's time, describe why you think you're the right person for the job, and offer to go back for another interview if they want you to.

**FACT FILE**

**How People Find Jobs**






LIVEWORKSHEETS

# Who Got the Job?



Sarah Jones went to a job interview yesterday at a computer software company. First, the interviewer asked her about her background and experience. She told about where she had gone to school, what she had studied, and what kinds of jobs she had had. When the interviewer asked her why she wanted to leave her current job, she said that she was looking for a more challenging position. Then the interviewer asked Sarah what she knew about the company. She answered that she used some of the company's software and she had read articles about the company in the newspaper. Then the interviewer asked what her strengths and weaknesses were. She replied that she worked very hard and got along well with people, but she had some problems writing business letters. She explained that she was now taking a business writing class at a local college. Finally, the interviewer asked Sarah if she had any questions. Sarah asked if the job required a lot of travel, and she asked what the company's plans for the future were. As soon as she got home, Sarah wrote a thank-you note to the interviewer.



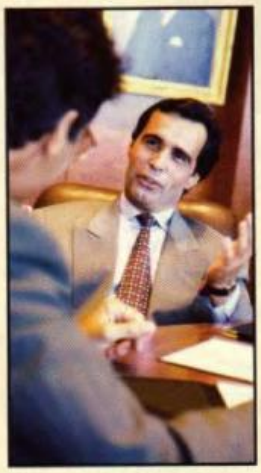
Bob Mills went to a job interview yesterday at the same company. First, the interviewer asked him about his background and experience. Bob said he had listed all that information on his resume and the interviewer could find it there. When the interviewer asked him why he wanted to change employers, Bob replied that he was looking for a job with shorter hours and fewer responsibilities. Then the interviewer asked what he knew about the company. Bob said he wasn't really familiar with the company's products, and he asked what they were. When the interviewer asked what his strengths and weaknesses were, Bob said he hadn't really thought about that before, but it was a good question. Finally, the interviewer asked Bob if he had any questions. Bob asked if he could have 25 vacation days during his first year, and he wanted to know whether he would be able to bring his dog to the office every day. Bob went home feeling good about the interview. He thought it had gone well, and he waited for the company to call.

*Who do you think got the job? For fun, act out the two interviews!*

## AROUND THE WORLD

### Job Interviews

Job interviews can be very different around the world. An interviewer's questions, the "body language" that should be used, and the formality of an interview vary from country to country.



If you're at a job interview in Japan, don't look directly into the eyes of the interviewer. It is considered rude. But if you're at an interview in the United States, you should definitely make eye contact with the interviewer. If you don't, the interviewer may think you aren't trustworthy or confident.



In the United States and some other countries, interviewers aren't supposed to ask questions about family, marital status, and other personal information. In most countries, however, personal questions are very common during job interviews.



In France, shake hands with the interviewer lightly, not firmly. In many other countries, you should shake hands firmly, because a firm handshake is a sign of confidence. In Germany, your interview might begin with a very short informal conversation followed by a formal interview. In Mexico and many other countries, the informal small talk might take longer, and in some cases the entire interview might be informal.

**What are job interviews like in countries you know?**


LIVEWORKSHEETS

# Interview



***A Side by Side Gazette reporter recently interviewed Monica Salinas, a Human Resources manager for a large insurance company. As a job interviewer, Ms. Salinas reads thousands of resumes and interviews hundreds of people each year.***

**Q: Tell us about your job.**

**A:** I'm responsible for interviewing applicants for all the available positions in our company. Our firm is very large, so we receive more than 50 resumes and interview up to ten people each day. It's a lot of work!

**Q: What are your favorite interview questions?**

**A:** I like to ask applicants how they think other people would describe them. I also like to ask about weekend activities, hobbies, and other things that help me get to know the applicant as a person.

**Q: What was your most memorable interview?**

**A:** It was with a young woman from Brazil. She had only been in this country for four years. When she arrived, she didn't speak a word of English. But at her interview, her English was excellent! She said she had taken English courses and then studied business at a community college. She said she was the first person from her family to go to college. She impressed me so much. I asked her how she could contribute to our company. She said she would be the hardest worker here. Well, she is! I hired her, and last month she was chosen "Employee of the Year" and received a big bonus check. I asked her what she was going to do with the extra money. She said that she had already sent it to her family in Brazil so they could start building a new home.

**Q: Have you had any unusual interviews?**

**A:** One applicant said he was hungry. He opened a paper bag, took out a sandwich, and ate during the entire interview! Another time, an applicant was so nervous that she fainted. I got her some water, and I offered to reschedule the interview. She was lying on the floor, but she said that she was okay and wanted to continue. So I sat with her on the floor, and we had a very nice conversation.

**Q: What is your best piece of advice for someone going to a job interview?**

**A:** Be yourself! Smile, relax, and be honest. Let the interviewer see who you really are.

## FUN with IDIOMS




## Do You Know These Expressions?

| | | |
|---|---|---|
| ____ 1. | Don't put your foot in your mouth! | a. Answer questions briefly! |
| ____ 2. | Don't talk the interviewer's head off! | b. Answer questions directly! |
| ____ 3. | Don't inflate your resume! | c. Don't say the wrong thing! |
| ____ 4. | Don't beat around the bush! | d. Don't exaggerate your skills or experience! |


LIVEWORKSHEETS

## We've Got Mail!

Dear Side by Side,

I have a question about tenses and reported speech. I understand that this is the correct way to say each of these sentences:

He said (that) he **was** hungry.
She told me (that) she **was** sick.
They said (that) they **were** engaged.

However, I often hear English speakers say:

He said (that) he **is** hungry.
She told me (that) she **is** sick.
They said (that) they **are** engaged.

Are both ways correct? I'm very confused.

Sincerely,
"Tense About Reported Speech"

Dear "Tense About Reported Speech,"

The first way to say these sentences is grammatically correct. However, in informal speech, the second way is also correct, especially when the person is reporting about something that someone has just said. We also "break the rule" when we talk about facts that are always true. For example:

We knew (that) Paris **is** the capital of France.
The teacher said (that) the Amazon **is** the longest river.

We hope this answers your question. Thanks for writing.

Sincerely,
*Side by Side*

## Global Exchange

**BillG:** You won't believe what my neighbor in the apartment across the hall told me today! She said I was the noisiest person in our building! She told me that I played the drums too loud at night. She said that I had too many parties on weekends. And she asked me if I knew that dogs weren't allowed in the building. I told her that she had made a mistake, and that she had mixed me up with our neighbor down the hall. After all, I don't play the drums, I never have parties, and I don't have a dog! She apologized, and we had a nice conversation after that. I told her that if she wanted, I would go with her to talk to our noisy neighbor. That should be an interesting conversation!

**Send a message to a keypal. Tell about an interesting conversation you have had.**

## What Are They Saying?



## LISTENING




## You Have Six Messages!

1. **a.** Jim Gavin wanted to know why money had been taken out of his paycheck.
   **b.** Jim Gavin wanted to know why money hadn't been taken out of his paycheck.
2. **a.** Denise said she hadn't been able to go to the meeting.
   **b.** Denise said she wouldn't be able to go to the meeting.
3. **a.** Patty told Joe that she had ordered more pens.
   **b.** Patty told Joe that she had canceled the order for pens.
4. **a.** Jane Adams called to say that the painters hadn't arrived yet.
   **b.** Jane Adams called to tell Joe when the painters would arrive.
5. **a.** George asked Joe if he could go to a doctor's appointment tomorrow morning.
   **b.** George told Joe that he would be at a doctor's appointment tomorrow morning.
6. **a.** Michelle told Joe she had taken a job with another company.
   **b.** Michelle told Joe that another company had offered her a job.


LIVEWORKSHEETS