Lesson
12

WORDS TO LEARN

ability
apply
background
be ready for
call in
confidence
constantly
expert
follow up
hesitant
present
weakly

Applying and Interviewing

Study the following definitions and examples.

1. **ability** n., a skill, a competence
   a. The designer's ability was obvious from her portfolio.
   b. The ability to work with others is a key requirement.
2. **apply** v., to look for; to submit an application
   a. The college graduate applied for three jobs and received three offers.
   b. Everyone who is interested should apply in person at any branch office.
3. **background** n., a person's experience, education, and family history
   a. Your background in the publishing industry is a definite asset for this job.
   b. The employer did a complete background check before offering him the job.
4. **be ready for** v., to be prepared
   a. Thanks to her careful research, the applicant felt that she was ready for the interview with the director of the program.
   b. The employer wasn't ready for the applicant's questions.
5. **call in** v., to ask to come; to beckon
   a. The young woman was so excited when she was called in for an interview that she told everyone she knew.
   b. The human resources manager called in all the qualified applicants for a second interview.
6. **confidence** n., a belief in one's abilities, self-esteem
   a. Good applicants show confidence during an interview.
   b. He had too much confidence and thought that the job was his.
7. **constantly** adj., on a continual basis, happening all the time
   a. The company is constantly looking for highly trained employees.
   b. Martin constantly checked his messages to see if anyone had called for an interview.
8. **expert** n., a specialist
   a. Our department head is an expert in financing.
   b. The candidate demonstrated that he was an expert in marketing.
9. **follow up** v., to take additional steps, to continue; n., the continuation of a previous action
   a. Always follow up an interview with a thank-you note.
   b. As a follow up, the candidate sent the company a list of references.
10. **hesitant** adj., reluctant; with reservation
    a. Marla was hesitant about negotiating a higher salary.
    b. The recent college graduate was hesitant about accepting his first offer.
11. **present** v., to introduce; to show; to offer for consideration
    a. The human resources director presents each candidate's résumé to the department supervisor for review.
    b. The candidate presented her qualifications so well that the employer offered her a job on the spot.
12. **weakly** adv., without strength; poorly
    a. Her hands trembled and she spoke weakly at the interview.
    b. She wrote so weakly we couldn't read it.

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WORDS IN CONTEXT

Read the following passage and write the words in the blanks below.

abilities	backgrounds	constantly	hesitant
apply	called in	experts	present
are ready for	confidence	follow up	weaknesses

How many times in your life will you search for a new job? The (1) _____ say probably more times than you think! Some people find the job search time-consuming and hard on their self- (2) _____. The best job hunters are those who never stop looking and don't dwell on their (3) _____. They network (4) _____: at meetings, at social gatherings, and with people they meet on the street. They (5) _____ periodically with contacts and acquaintances to keep up with new developments.

Good job hunters assess their (6) _____ all the time. Before they even (7) _____ for a position, they have researched the field and the specific companies they are interested in. They know where they could fit into the company and they tailor their résumés for each position. They try to show how their (8) _____ match the job opening. Therefore, when they are (9) _____ for an interview, they're prepared. They (10) _____ anything!

At the interview, these job hunters know that they must (11) _____ themselves in the best way possible. This is their opportunity to shine. It is also their opportunity to see if this is truly the job that they want. If either party is (12) _____ at the interview, it may be a sign that it isn't a good fit.

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WORD FAMILIES

verb	apply	Your chances are better if you apply for a job in the spring.
noun	applicant	The manager selected him from all the applicants.
noun	application	The department can't process your application until all documents have been received.

noun	confidence	It's refreshing to see a manager with so much confidence in her employees.
adjective	confident	Don't be too confident until you actually have an offer.
adverb	confidently	The applicant confidently walked into the interview, sat down, and began to talk about himself.

noun	expert	Don't portray yourself as an expert if you aren't.
noun	expertise	The worker gained expertise over the years and was promoted to a higher position.
adjective	expert	As an expert negotiator, she should have no problems getting what the company wants.

adjective	hesitant	The applicant was hesitant to explain his reason for leaving his last job.
noun	hesitation	Her hesitation about accepting the job made the department wonder if she was really interested.
verb	hesitate	Don't hesitate to call if you have any questions concerning the job.

verb	present	I'd like to present my résumé for your consideration.
noun	presentation	The applicant's presentation made a favorable impression.
adjective	presentable	The applicant was well dressed and presentable.

adverb	weakly	The applicant shook hands weakly, making me question her strength of character.
adjective	weak	She gave a weak description of her computer skills.
noun	weakness	Interviewers often ask candidates about their strengths and weaknesses.

LIVEWORKSHEETS

WORD PRACTICE

LISTENING COMPREHENSION

CD1
Track 12

Part 1 Photo

Look at the picture and listen to the sentences. Choose the sentence that best describes the picture.

1. Ⓐ Ⓑ Ⓒ Ⓓ

Part 2 Question–Response

Listen to the question and the three responses. Choose the response that best answers the question.

2. Ⓐ Ⓑ Ⓒ

3. Ⓐ Ⓑ Ⓒ

Part 3 Conversation

Listen to the dialogue. Then read each question and choose the best answer.

4. What do people think about the woman now?
   (A) She has no confidence.
   (B) She is an expert.
   (C) She is a beginner at networking.
   (D) Her computer skills are weak.

5. What was the woman hesitant to do?
   (A) Apply for a job.
   (B) Use a computer.
   (C) Give a presentation.
   (D) Go to a job interview.

6. What does the man want the woman to do?
   (A) Help him with a workshop.
   (B) Speak at a conference.
   (C) Give him some change.
   (D) Hire him.

Part 4 Talk

Listen to the talk. Then read each question and choose the best answer.

7. Who would call in to this hotline?
   (A) An expert in Salvo's product line.
   (B) An employer.
   (C) A human resources presenter.
   (D) A job seeker.

8. What is the purpose of this recording?
   (A) To inform callers about Salvo.
   (B) To explain to callers what they can do.
   (C) To present the company's philosophy.
   (D) To give background information about a product problem.

9. What kind of people is Salvo currently looking for?
   (A) Fashion designers.
   (B) Foreign language speakers.
   (C) Human resource experts.
   (D) Software users.

LIVEWORKSHEETS

READING

Part 5 Incomplete Sentences

Choose the word that best completes the sentence.

10. So many well-qualified people _____ for the position that we won't be able to make a decision for several weeks.
    (A) apply (C) applicant
    (B) application (D) applied

11. As the interview continued, the applicant's _____ began to decline.
    (A) confidently (C) confidence
    (B) confident (D) confidential

12. The applicant's unique _____ enabled her to have almost any job that she wanted.
    (A) expertise (C) expertly
    (B) experts (D) expert

13. She spoke without _____, expressing self-confidence and projecting that she had a firm handle on the information.
    (A) hesitant (C) hesitatingly
    (B) hesitate (D) hesitation

14. During an interview, it is important to _____ your weaknesses in a way that shows you are working to improve them.
    (A) presentation (C) presentable
    (B) present (D) presenting

15. Her handshake had always felt like a dead fish and it was taken as a sign of a _____ character.
    (A) weak (C) weakness
    (B) weakly (D) weakening

Part 6 Text Completion

When you go on a job interview, the most important thing to remember is to present yourself well. Before you go, prepare yourself by dressing neatly and professionally. When you arrive, enter the interview room __16__. Look the interviewer in the eye when you shake hands. When you talk about yourself, do not be shy about your abilities. You are there to prove that you can do the job. Explain your work and educational background briefly and discuss the skills you have developed through experience. __17__ to point out areas in which you have expertise. The worst thing you can do is discuss your experience weakly. Remember, if you believe in yourself, other people will, too. Don't forget to __18__ the interview with a thank-you note before a week has passed.

16. (A) confident
    (B) confidently
    (C) confide
    (D) confidence

17. (A) No hesitation
    (B) Not hesitating
    (C) Don't hesitate
    (D) Doesn't hesitate

18. (A) call in
    (B) apply to
    (C) be ready for
    (D) follow up

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Part 7 Reading Comprehension

Questions 19–23 refer to the following letter.

Matilda Moreno,
Human Resources Director
Milestone Marketing, Inc.
1476 Honeycutt Avenue
Riverdale

Dear Ms. Moreno,

I am writing in response to your ad in last Sunday's newspaper. I am interested in applying for the marketing research assistant position. I have the background and abilities you are looking for. I have recently graduated from a four-year university program with a degree in Marketing. My work experience includes three months working as an intern for a local marketing firm, so I have on-the-job marketing experience in addition to my university training. I have also worked for the past two years as a part-time office manager while going to school. My experience at this job allowed me to develop important managerial and organizational skills.

I currently live in Deerfield but am interested in relocating to Riverdale. I will be visiting Riverdale during the first week of next month and am ready to come in for an interview any time during that week.

I am enclosing my résumé and three letters of reference. Please don't hesitate to contact me if you have any questions or need further information. I believe I am a good match for your company, and I am confident that I can do the job. I look forward to hearing from you.

Sincerely,

Samuel Rutherford

19. What kind of job is Mr. Rutherford looking for?
    (A) Office manager.
    (B) Human resources director.
    (C) Marketing research assistant.
    (D) Newspaper reporter.

20. When does he want to have an interview?
    (A) Sunday.
    (B) Next week.
    (C) Next month.
    (D) In three months.

21. What does he include with this letter?
    (A) A copy of his university degree.
    (B) Three reference books.
    (C) A job description.
    (D) His résumé.

22. The word *background* in line 2 is closest in meaning to
    (A) experience
    (B) location
    (C) position
    (D) age

23. The word *confident* in line 13 is closest in meaning to
    (A) afraid
    (B) lucky
    (C) glad
    (D) sure

LIVEWORKSHEETS