

1

Unit

Job Interviews



学习目标

1. 知识目标：掌握有关面试的词汇及常见句型；熟悉面试开始、进行、结束三阶段的口语表达。
2. 技能目标：能听懂面试中所提的问题并给出得体、明智的回答。
3. 情感目标：培养学生注重面试礼仪的态度，增加其对未来面试工作的信心。

Part One Knowledge to Know

• Warming up

1. What should you prepare for a job interview?
2. Tick off the appropriate behavior for a job interview.
 - () Being late for the interview
 - () Greeting people with a firm handshake
 - () Wearing a miniskirt
 - () Standing up to greet people and sitting upright
 - () Asking about the salary at the beginning of the interview

• Vocabulary



Level I

assistant /ə'sɪstənt/ *n.* 助理
graduate /'grædʒuət/ *n.* 毕业生
/'grædʒuət/ *v.* 毕业
interview /'ɪntərvju:/ *n.* 面试
resume /rezu'meɪ/ *n.* 简历
major /'meɪdʒər/ *n.* 专业
personality /pɜ:rsə'næləti/ *n.* 性格
outgoing /aʊt'gəʊɪŋ/ *adj.* 外向的,
开朗的
knowledge /'nɑ:lɪdʒ/ *n.* 知识
communicate /kə'mju:nɪkeɪt/ *v.* 沟通
experience /ɪk'spiəriəns/ *n.* 经验; 经历

Level II

review /rɪ'vju:/ *v.* 审核
scholarship /'skɔ:lərʃɪp/ *n.* 奖学金
position /pə'zɪʃən/ *n.* 职位; 位置
basic /'beɪsɪk/ *adj.* 基本的
qualified /'kwɑ:lɪfaɪd/ *adj.* 胜任的
professional /prə'feʃənəl/ *adj.* 专业的
daily issue 日常事物
improve /ɪm'pru:v/ *v.* 提高, 改善
probation /prəʊ'beɪʃən/ *n.* 试用(期)
certificate /sə'r'tɪfɪkət/ *n.* 证书

• Useful Sentences

A. Self-introduction 自我介绍

- My major is Business English.
- I've received a scholarship every year.
- I've held a leadership position in my class.
- I'm also a member of the school dance club.
- I'm hard-working, outgoing and friendly.

B. Talking about skills 谈论技能

- I'm good at office software.
- I've passed PETS Level 3.
- I can communicate with people from different countries in English.
- I have some basic knowledge of doing business with foreigners.

C. Talking about work 谈论工作

- Why do you want to work for our company?
- Working with your company would provide me with a good chance to use my knowledge and improve myself.
- There's a three-month period of probation.

D. Talking about work experience 谈论工作经验

- Do you have any work experience?
- Have you ever taken any part-time jobs?
- I worked in sales at the Canton fair for a month.



Part Two Videos

Scene One



• Pre-viewing

Read the following scripts before you watch the video.

(David Grant, General Manager of Guangzhou Bester Trading Company, wants to employ an assistant. Tracy, a graduate from the Guangdong Foreign Trade School, is granted an interview. While Mr. Grant is reviewing Tracy's resume, she arrives at the door.)

Tracy: Good morning, sir.

Mr. Grant: Good morning. Sit down, please.

Tracy: Thank you.

Mr. Grant: You must be Tracy? I'm David Grant, General Manager with this company.

Tracy: Yes, I'm Tracy. Nice to meet you, Mr. Grant.

Mr. Grant: To start, could you please tell me something about yourself?

Tracy: Sure. I am studying at the Guangdong Foreign Trade School and will graduate this July. My major is Business English. I've received a scholarship every year. I've held a leadership position in my class and I'm also a member of the school dance club.

Mr. Grant: That's very good. How would you describe your personality?

Tracy: I'm hard-working, outgoing and friendly.

Mr. Grant: Do you have any hobbies?

Tracy: Yes, I like reading and traveling in my spare time.

• Post-viewing

1. Watch the video and decide whether the following statements are true (T) or false (F).

1. Tracy will graduate this coming July. ()
2. Tracy majors in Marketing. ()

3. Tracy is a member of the school dance club. ()
4. Tracy likes watching TV a lot in her spare time. ()
5. Tracy is a leader of her class. ()

2. Complete the form with Tracy's personal information.

school	major	graduation time	personality	hobby

3. Work in pairs. Discuss the following questions with your partner.

1. How would you describe your personality?
2. What will you wear for a job interview?

Scene Two

• Pre-viewing



Read the following scripts before you watch the video.

(The interview continues.)

Mr. Grant: What skills do you have?

Tracy: I'm good at office software. I have some basic knowledge of doing business with foreigners.

Mr. Grant: Do you feel you are qualified for the position?

Tracy: Yes, I think I am. I'm very careful, helpful and a good communicator. I have professional knowledge of foreign trade. As a monitor in my class, I deal with a lot of daily issues, which has greatly improved my skills.

Mr. Grant: Good. So how is your English?

Tracy: I've passed PETS Level 3. I can communicate with people from different countries in English.

• Post-viewing

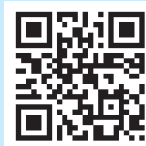
1. Watch the video and decide whether the following statements are true (T) or false (F).

1. Tracy can use office software. ()
2. Tracy thinks that she is qualified for the position. ()
3. Tracy has got professional knowledge of foreign trade. ()
4. Tracy is the monitor of her class. ()
5. Tracy has problems in communicating with people. ()

2. Work in pairs. Discuss the following questions with your partner.

1. Why does Tracy think that she is qualified for the position?
2. Is Tracy good at English?
3. What skills have you got?

Scene Three



• Pre-viewing

Read the following scripts before you watch the video.

(The interview still continues.)

Mr. Grant: Why do you want to work for our company?

Tracy: Your company is one of the biggest trading companies in Guangdong. I think working with your company would provide me with a good chance to use my knowledge and improve myself.

Mr. Grant: Do you have any work experience?

Tracy: Yes. I worked in sales at the Canton fair for a month. I really learned a lot.

Mr. Grant: Very good. There's a three-month period of probation. Is that OK?

Tracy: No problem.

Mr. Grant: Thank you, Tracy. That's all for now. We'll call you soon.

Tracy: Thank you for your time. I look forward to hearing from you.

• Post-viewing**1. Watch the video and decide whether the following statements are true (T) or false (F).**

1. Mr. Grant's company is headquartered in Guangdong Province. ()
2. Tracy is longing for the opportunity of working with Mr. Grant's company. ()
3. Tracy doesn't have any work experience. ()
4. The period of probation is three months. ()
5. Tracy is given the job offer at the end of the interview. ()

2. Work in pairs. Discuss the following questions with your partner.

1. Why does Tracy want to work for the company?
2. What work experience does Tracy have?
3. What kind of company do you expect to work with?



Part Three Assessment



1. Listen to the words and number the pictures. (10 points)



()



()

Weiqlong Ou	
Phone: 1370000134 E-mail: ouwq1977@hotmail.com Add: Room 507, 13# floor, Sun Yat-Sen University, China	
Objective	
Chemical Analysis Instrument Marketing Engineer	
Education Background	
Bachelor degree	Sun Yat-Sen University Guangzhou, China
	September 2009 to June 2013
	Major: Chemistry Minor: Marketing
	GPA: 3.65/4
Extracurricular Activities	
Team Leader	Winter Volunteer Camp In Hainan December to January 2011
	• Successfully organized "Star Family" and created this camp
	• The camp turned out to be a hit and was reported in TV.
Senior Instructor	Zhuhai League Committee July 2010 to August 2011
	• Successfully visited over ten companies
	• Organized activities with enterprise characteristic
Sales woman	China Unicom Company September 2010
	• Created a new marketing model
	• Took charge of the product propaganda

()



()



()

2. Match these words to their meanings. (10 points)

(I)

1. major

2. outgoing

3. personality

4. position

5. professional

A. 性格

B. 职位;
位置

C. 专业

D. 专业的

E. 外向的,
开朗的

(II)

1. communicate

2. improve

3. probation

4. reply

5. qualified

A. a trial period during which your character and abilities are tested to see whether you are suitable for work

B. to answer or respond to

C. to interchange information or ideas

D. meeting the proper standards and requirements for a job

E. to make better for

3. Listen to the sentences and number the pictures. (10 points)



()



()



()



()



()

4. Listen and complete the sentences. (10 points)

1. I think I am _____ for the position. I'm careful, helpful and a good _____.
2. What did you _____ from taking part in these _____?
3. Working with your company would _____ me with a good _____ to use what I've studied.
4. Do you have any _____ ?
5. There's a three-month _____ of _____.

Unit 1

5. Listen to the questions and choose the proper responses. (10 points)

- () 1. A. Here is my resume.
B. Sure. My name is Rebecca and I am...
C. I want to be a sales manager.
- () 2. A. Work experience is very important.
B. I graduated last year.
C. Yes, I worked as a waiter in the summer vacation.
- () 3. A. Your company would provide me with a good opportunity to use my knowledge.
B. I have no choice.
C. I used to work in a foreign trade company.
- () 4. A. I chose this major for some reasons.
B. Yes, I enjoyed Business English.
C. I spent three years learning Business English.
- () 5. A. I don't mind working overtime at all.
B. The company needs to improve work efficiency.
C. My pleasure.

6. Listen to the conversations and choose the information you hear. (15 points)

- () 1. A. Mary Wang majors in Business English.
B. Mary Wang doesn't like her major.
C. The company wants a secretary.
- () 2. A. The man is good at both English and Japanese.
B. The man can speak fluent English.
C. The man can speak neither English nor Japanese.
- () 3. A. The salary the woman wants is higher than that the man offers.
B. The woman doesn't have much work experience.
C. The woman doesn't get the job.
- () 4. A. The man asks nothing.
B. The man cares about training.
C. The man will study abroad.
- () 5. A. The woman has problems communicating with people.
B. The woman knows how to get on well with people.
C. The woman doesn't have a lot of friends.

7. Listen to the passages and choose the best answers. (15 points)

- () 1. What activity did the woman take part in at school?
- A. Playing badminton.
B. Taking dance classes.
C. Playing the piano.
- () 2. Which of the following statements is FALSE?
- A. The man has passed PETS Level 3.
B. The man can communicate with English-speaking people.
C. The man knows a little Spain and Japanese.
- () 3. How much is the starting salary for assistants in this company?
- A. 3,500 *yuan* per month.
B. 4,500 *yuan* per month.
C. 3,000 *yuan* per month.
- () 4. What position does the woman apply for?
- A. Waitress.
B. Secretary.
C. Salesperson.
- () 5. Which question can be answered with the passage you hear?
- A. Do you have any work experience?
B. Why are you interested in working for our company?
C. Do you have any questions about our company?

8. Listen to the passages and complete the information. (20 points)

(1)

Information about the interviewee

Name _____

Age _____

Major _____

Personality _____

English level _____

(2)

Tip 1 _____

Tip 2 _____

Tip 3 _____

Tip 4 _____

Tip 5 _____

Part Four Learning by Doing

• Situational Dialog

Work in pairs. Make up a dialog according to the following situation.

RT Company, a company dealing in swimsuits, is looking for a salesperson. You come for the interview as requested. Mr. Anderson, director of the HR Department, is the interviewer. The following information may help you.



询问: 有无工作经验, 是否愿意加班, 工资要求

结果: 聘用

职位: 销售员

应聘者: 职业学校电子商务专业应届毕业生, 性格友善, 善于沟通, 工作努力, 学生会干部

技能: 电脑操作、电子商务

证书: 助理电子商务师证书, PETS二级证书, 电脑二级证书

经验: 在某公司实习1个月, 担任销售员

其他: 愿意加班, 月薪由公司定, 希望试用期结束后工资有所增长

Words and expressions for reference:

salesperson, graduate, major, e-commerce, Student Union, skills, computer, certificate, assistant e-commerce engineer, work experience, part-time, overtime, salary, decide, probation