



## SPEAKING

**A** Discuss the following questions.

- 1 What are the most interesting / boring jobs in your opinion? Why?
- 2 What are the best-paid jobs in the world? What do you know about these jobs?
- 3 Which job would you do? Which job would you never do? Explain your answers.
- 4 Did you know that the jobs of the future are called "green jobs"? Why do you think they are called green? Find out more about them online.



## READING

**B** Read the conversation in pairs.

### At a job interview

Beth is looking for a job in an advertising agency. She is talking to Sam from Human Resources. Read the job interview.

**Sam:** Please, come in! You must be Beth. Welcome!

**Beth:** Good morning. Nice to meet you!

**Sam:** Please, sit down. How are you?

**Beth:** A bit nervous. This is my first job interview.

**Sam:** Don't be. I'll just ask you a few questions. First of all, can I have your CV?

**Beth:** Of course, here you are.

**Sam:** What university did you graduate from?

**Beth:** The University of Cambridge. I have a degree in marketing.

**Sam:** Have you got any work experience?

**Beth:** I **have** just **graduated**. But as a student I **was working** part-time at a newspaper company back home until I **had to** go back to college. It was during summer holidays.

**Sam:** Where do you come from?

Beth: I'm from Leeds.

Sam: How computer-literate are you?

Beth: I use MS Office daily, and the Internet, of course.

Sam: How do you feel about working late hours?

Beth: I **am going to do** everything that my job requires.

Sam: Do you speak any foreign languages?

Beth: French is my mother tongue, actually. My mum **comes** from Quebec, Canada.

Sam: What are your personal strengths and weaknesses?

Beth: Well, I'm communicative and organised. On the other hand, I can be impatient and easily stressed out.

Sam: You are aware that marketing can be a very stressful profession. If you don't leave things for tomorrow, everything will be fine.

Beth: Yes, I understand that.

Sam: Where do you see yourself in five years?

Beth: Doing the job I have studied for. Getting the best out of my profession.

Sam: Thank you for applying, Beth. I **will call** you soon to tell you if you got the job.

Beth: I **am looking** forward to hearing from you. Goodbye!

**C** Read the conversation in Task B again. Then answer these questions.

- 1 What questions did the interviewer ask Beth?  
Why did he ask those questions?
- 2 What did you find out about Beth from the interview?
- 3 What are other typical questions asked in a job interview?
- 4 Which questions would you ask an applicant?
- 5 What do people who apply for jobs write in their CVs?



**D** Explain or translate the words below.

applicant

computer-literate

degree

to apply

stressful

CV (curriculum vitae)

**WORDSPOT**

**E** Complete the table with the verb forms **in colour** in Task B.

TENSE	VERB FORM
Present Simple	_____
Present Continuous	_____
will future	_____
Going to future	_____
Past Simple	_____
Present Perfect Simple	_____
Past Continuous	_____

**F** Read and discuss the rules of successful job interviews.

#### Job interview **dos** and **don'ts**

DOs	DON'Ts
Wear your best clothes.	Don't forget about manners.
Smile and stay calm.	Don't talk too much.
Ask relevant questions.	Don't ask too many questions.
Look focused and interested.	Don't interrupt the interviewer.
Talk about your future work plans.	Don't speak badly about you last job.

## HOMEWORK

**G** Choose one homework task.

- 1 Write down your own dos and don'ts for a job interview.
- 2 Prepare your own funny job interview and role-play it with a partner.



Worksheet	Job Quest																
Year	8																
Topic	Finding a job																
Key language	jobs, a job interview (a dialogue, dos and don'ts), verb tenses																
Aims	Reading a job interview and doing comprehension tasks. Discussing the dos and don'ts of job interviews. Recognising verb forms for verb tenses in the text.																
Duration	45 minutes																
Procedure	<p>Lead-in: Teacher shows students a funny job interview video by BBC One about the first job interview in history (see under References). Students make comments.</p> <p><b>A</b> Students discuss different jobs.</p> <p><b>B</b> Students read a job interview and do follow-up tasks C-E.</p> <p><b>F</b> Students read about the rules of successful job interviews and discuss the dos and don'ts. They contribute their own ideas. Teacher shows the students the YouTube video <i>Interview dos and don'ts</i> and perhaps some other (funny) job interview videos.</p>																
References	<p><a href="http://jobsearch.about.com/cs/interviews/a/jobinterviewtip.htm">http://jobsearch.about.com/cs/interviews/a/jobinterviewtip.htm</a></p> <p><a href="http://www.forbes.com/please-dont-do-these-9-things-in-an-interview/">http://www.forbes.com/please-dont-do-these-9-things-in-an-interview/</a></p> <p>YouTube videos:</p> <p><i>The Origin of Job Interviews - The Armstrong and Miller Show - BBC One</i></p> <p><i>Job Interview Skills - Questions and Answers</i></p> <p><i>Interview Dos and Don'ts</i></p> <p><i>Funny Job Interview - Monty Python</i></p> <p><i>Job Interview - That was a test</i></p> <p><i>Awesome and Funny - Job Interview</i></p>																
Correlation	Home Class (Career guidance)																
Homework	<p><b>1</b> Students will write down their own interview dos and don'ts.</p> <p><b>2</b> Students will prepare their own funny job interview and role-play it with a partner.</p>																
Answer key	<p><b>D</b> applicant = someone who wants a job (kandidat za posao)</p> <p>computer-literate = someone who is very good with computers (informatički pismen)</p> <p>degree = the level of education (diploma / akademsko zvanje)</p> <p>to apply = to send a CV and a cover letter to get a job (prijaviti se za posao)</p> <p>stressful = which is hard and makes people nervous (stresno)</p> <p>CV (curriculum vitae) = a written record of education, skills and work experience (životopis)</p> <p><b>E</b></p> <table border="1"> <thead> <tr> <th>Tense</th><th>Verb Form</th></tr> </thead> <tbody> <tr> <td>Present Simple</td><td>comes</td></tr> <tr> <td>Present Continuous</td><td>am looking</td></tr> <tr> <td>will future</td><td>will call</td></tr> <tr> <td>Going to future</td><td>am going to do</td></tr> <tr> <td>Past Simple</td><td>had to</td></tr> <tr> <td>Present Perfect Simple</td><td>have graduated</td></tr> <tr> <td>Past Continuous</td><td>was working</td></tr> </tbody> </table>	Tense	Verb Form	Present Simple	comes	Present Continuous	am looking	will future	will call	Going to future	am going to do	Past Simple	had to	Present Perfect Simple	have graduated	Past Continuous	was working
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