


FOCUSED PRACTICE

1 NOSY NEIGHBOR

Grammar Notes 1- 4

 Claire has an interview next week. Her neighbor, Jaime, wants to know all about it. Report Jaime's questions, using the words in parentheses.

JAIME: I heard you're going on an interview next week. What kind of job is it?

CLAIRE: It's for a job as an office assistant.

1. He asked what kind of job it was.

(kind of job / what / was / it)

JAIME: Oh, really? When is the interview?

CLAIRE: It's on Tuesday at 9:00.

2. He asked when the interview was.

(the interview / was / when)

JAIME: Where's the company?

CLAIRE: It's downtown on the west side.

3. He asked where the company was.

(was / where / the company)

JAIME: Do you need directions?

CLAIRE: No, I know the way.

4. He asked if she needed directions.

(needed / if / she / directions)

JAIME: How long does it take to get there?

CLAIRE: About half an hour.

5. He asked how long it took/takes to get there.

(to get there / it / takes / how long)

JAIME: Are you going to drive?

CLAIRE: I think so. It's probably the fastest way.

6. He asked if she was going to drive.

(was going / if / she / to drive)

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JAIME: Who's going to interview you?

CLAIRE: Ummm. I'm not sure. Probably the manager of the department.

7. He asked who was going to interview her.
(was going / her / who / to interview)

JAIME: Well, good luck. When will they let you know?

CLAIRE: It will take a while. They have a lot of candidates.

8. He asked when they would let her to know.
(her / they / would / when / let / know)

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WHO'S ASKING?

Grammar Notes 1- 4

Read the following questions, which were asked during Claire Yang's interview. Some were asked by Claire, and some were asked by the manager, Pete Stollins. Decide who asked each question. Then rewrite each question as indirect speech.

1. "What type of training is available for the job?"

Claire asked what type of training was available for the job.

2. "What kind of experience do you have?"

Pete asked what kind of experience she had.

3. "Is there opportunity for promotion?"

Claire asked if there was opportunity for promotion.

4. "Are you interviewing with other companies?"

pete asked if she was interviewing with other companies.

5. "What will my responsibilities be?"

Claire asked what her responsibilities would be.

6. "How is job performance rewarded?"

claire asked how job performance was rewarded.

7. "What was your starting salary at your last job?"

pete asked what her starting salary at her last job had been.

8. "Did you get along well with your last employer?"

pete asked if she had gotten along well with her last employer.

9. "Do you hire many women?"

claire asked if they hired many women.

10. "Were you fired from your last job?"

pete asked if she had been fired from her last job.



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11. "Why did you apply for this position?"

pete asked why she had applied for that position.

12. "Have you had any major layoffs in the past few years?"

claira asked if they had had any major layoffs in the past few yrs

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EDITING

Read part of a memo an interviewer wrote after an interview. Find and correct seven mistakes in the use of indirect questions. The first mistake is already corrected. Remember to look at punctuation!

May 15, 2000

To: Francesca Giuffrida

From: Bob Marley

Subject: Interview with Carl Treng

This morning I interviewed Carl Treng for the administrative assistant position. Since this job requires a lot of contact with the public, I did some stress questioning. I asked Mr. Treng why ~~couldn't~~ ^{he couldn't} he work under pressure. I also asked him why his supervisor disliked him. Finally, I inquired when he would quit the job with our company~~?~~.

Mr. Treng kept his poise throughout the interview. He answered all my questions calmly, and he had some excellent questions of his own. He asked ~~if~~ ^{whether} we expected changes in the job~~?~~. He also wanted to know how often ~~do~~ we evaluate employees. I was quite impressed when he asked why ~~did~~ I decide ^{to} to join this company.

Mr. Treng is an excellent candidate for the job, and I believe he will handle the responsibilities well. At the end of the interview, Mr. Treng inquired when we could let him know our decision~~?~~. I asked him if/whether he was considering another job, and he said he was. I think we should act quickly to hire Mr. Treng.



COMMUNICATION PRACTICE

4 LISTENING



You are going to hear a job interview that takes place in the United States. Before you listen, read the chart. Then listen to the interview and check the topics the interviewer asks about.

SOME TOPICS YOU MIGHT BE ASKED ABOUT DURING A JOB INTERVIEW

OK to Ask

- Name
- Address
- Work experience
- Reason for leaving job
- Reason for seeking position that is open
- Salary
- Education
- Professional organizations
- Convictions for crimes
- Skills
- Job performance
- Permission to work in the United States

Not OK to Ask

(illegal if not related to the job)

- Age
- Race
- Sex
- Religion
- National origin
- Height or weight
- Marital status
- Information about spouse
- Arrest record
- Physical disabilities
- Children
- Citizenship
- English language skill
- Financial situation

Listen again and note the illegal questions the interviewer asks.

1. How old are you? _____
2. Are you married? \Rightarrow He asked her if she was married. _____
3. How tall are you? \Rightarrow " " " How tall she was. _____
4. What nationality are you? \Rightarrow " " " what nationality she was. _____
5. Do you owe any one any money? \Rightarrow " " " if she owed any one any money. _____
6. Have you ever been arrested? \Rightarrow " " " if she had ever been arrested. _____
7. What does your husband do? \Rightarrow " " " what her husband does. _____

Report the illegal questions to your classmates.

EXAMPLE:

He asked her how old she was.



5 ROLE PLAY

Work in groups. Using the ad and the résumé, develop questions for a job interview. Half of the group should write questions for the interviewer, and the other half should write questions for the candidate. Then select two people in your group to act out the interview for the whole class.

Pat Rogers
215 West Hill Drive
Baltimore, MD 21233
Telephone: (410) 555-7777

EDUCATION Taylor Community College
Associate's Degree (Business) 1996

Middlesex High School
High school diploma, 1993

EXPERIENCE Medical receptionist
1996–2000 Responsibilities: Greeted patients, made appointments, answered telephones, typed medical records using computer.
Patients Plus
Baltimore, MD

1993–1996 Admitting clerk, hospital admissions office
Union Hospital Responsibilities: Interviewed patients for admission, entered information in computer, answered telephones.
Baltimore, MD

MEDICAL RECEPTIONIST for busy doctor's office. Mature individual needed to answer phones, greet patients, make appointments, some filing and billing. Similar experience preferred. Computer skills a plus.

After each role play, discuss the interview as a class. Use the following questions to guide your discussion. Support your ideas by reporting questions that were asked in the interview.

1. Was it a stress interview? Why or why not?
2. Did the interviewer ask any illegal questions? Which ones were illegal?
3. Which of the candidate's questions were the most useful in evaluating the job? Explain your choices.
4. Which of the interviewer's questions gave the clearest picture of the candidate? Explain your choices.
5. If you were the interviewer, would you hire this candidate? Why or why not?
6. If you were the candidate, would you want to work for this company? Why or why not?

EXAMPLE:

I think it was a stress interview because the interviewer asked him why he couldn't find a job.

The interviewer asked two illegal questions. She asked when the candidate was born. She also asked where the candidate was from.