



UNIT 1

JOB INTERVIEWS

In This Unit You Will:

Learn vocabulary related to job applications and job interviews.

Revise and practise using the Present Simple for statements and questions.

Learn about and practise using adverbs of manners to describe how you do things.

Learn how to use the expression **“to be good at”** or **“to be bad at”**.

Learn about the difference between adverbs of frequency and adverbial expressions of frequency.



LESSON 1

Applying For A Job

Vocabulary

Role Play (British Accent):

Matt: Good morning. I'm interested in applying for the sales assistant job advertised on your website.

Receptionist: Hi, great to hear that! The position is still vacant. Do you have any experience in sales?

Matt: Yes, I have some experience in retail, selling electronics. I think my experience would be useful for this job.

Receptionist: That's great! To apply, you need to fill out an application form. Do you have a copy of the form?

Matt: No, I don't have it with me. Could you give me one, please?

Receptionist: Sure, here you go. You need to give me your personal information. You can fill it out with your education, work experience, and any other relevant details. When you finish, you can send it to me.

Matt: Okay, that sounds easy. What details do you need?

Receptionist: Let's start with your name. Could you spell it for me?

Matt: Sure, it's Matt Harrison, M-A-T-T H-A-R-R-I-S-O-N.

Receptionist: Great, and what's your phone number?

Matt: My phone number is 555-1234.

Receptionist: And your email address?

Matt: My email address is matt.harrison@email.com.

Receptionist: Perfect, that's all the basic information we need for now. Just remember to include all your details on the form. You need to put your address, relevant work experience, qualifications and education on the form. Good luck with your application!

Matt: Thanks, I appreciate your help!

Questions:

1. What job is Matt interested in?
2. Where did he see the job advertised?
3. What experience does Matt have that he thinks would be relevant to the job?
4. What is Matt's email, please spell it?
5. What does Matt need to include on the form?





LESSON 1

Applying For A Job

Vocabulary

New Item:

Read these descriptions of some of the vocabulary from the dialogue and do the exercise below.

CV / Curriculum vitae	a document that lists a person's educational and professional background, including work experience, education, and skills. It is often used when applying for a job.
Vacancy	a job or position that is available and needs to be filled.
Form	a document that contains spaces or fields for entering information, often used for job applications or other types of formal requests.
Fill in / Fill out	to complete a form or document by providing information in the required spaces or fields. Fill out and fill in are synonymous.
Position	another way of saying job. Apply for a position is a more formal way of saying apply for a job.
Qualifications	a set of skills, education, or experience that make a person suitable for a particular job or task.
Experience	the knowledge and skills gained through participating in various activities, such as work or training programs.



LESSON 1

Applying For A Job

Vocabulary

Exercise:

Fill in the blanks in the text below with the correct word from the list below.

CV / Curriculum Vitae

Vacancy

Position

Experience

Qualifications

Fill in

Form

If you want to apply for the _____, you need to submit your _____ and cover letter. There is a _____ in the marketing department. To be considered for the job, you need to have relevant _____ in the field. The application _____ requires you to provide information about your education and work history. You should _____ the application form completely and accurately. The job requires specific _____ such as a degree in finance or accounting, you should list these on your CV.

Questions:

1. What is your job?
2. What work experience do you have?
3. What professional qualifications do you have?
4. What academic qualifications do you have?