

## ING1 The Job Interview

### 1. Read the following job advert:

*Language Worldwide is an established international language centre seeking a dynamic, self-motivated and responsible person for the position of project coordinator. Suitable candidate must be a university graduate and be proficient in at least 2 languages, including English.*

You are going to listen to an extract from a job interview with Andrea Patarino for the position advertised above.

First, look at his CV below and complete the headings. What qualifications does he have for the job?

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#### Andrea Patarino

Rome, Italy

1 \_\_\_\_\_

Date of birth: 23 June 1980

Marital status: Single

2 \_\_\_\_\_

A British Culture Studies and English Linguistics graduate with four years' experience in the field of international cultural cooperation. Self-motivated, dynamic and ready to meet new challenges.

3 \_\_\_\_\_

2000-2005 University of Rome, M.A. in British Culture Studies

4 \_\_\_\_\_

2003-present **Project co-ordinator**, British Council, Rome, Italy

2002-2003 **Internship**, National Youth Agency, Leicester, UK

2001-2002 **Tour guide**, Tourist Information Centre, Rome, Italy

5 \_\_\_\_\_

IT skills (good knowledge of Windows and Microsoft Office), fluent in English (Certificate of Proficiency obtained in 2003), well-travelled, enjoys reading and skiing.

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### 2. Look at the job interview questions below. Try to guess the missing words, then listen to the interview to check.

- How would you \_\_\_\_\_ yourself?
- What \_\_\_\_\_ you to choose a career in ...?
- How has your university education \_\_\_\_\_ you for a job in ...?
- Tell me about your \_\_\_\_\_ \_\_\_\_\_. What have you been doing?

- e) How would you describe yourself \_\_\_\_\_ to work as a member of a team?
- f) Tell me about a major problem you recently \_\_\_\_\_. Were you successful in \_\_\_\_\_ it?
- g) How do you handle \_\_\_\_\_?
- h) \_\_\_\_\_ do you want to work for this company?
- i) What would you say has been your most \_\_\_\_\_ accomplishment?
- j) What personal \_\_\_\_\_ has caused you the greatest difficulty on the job?
- k) What are your \_\_\_\_\_ for the future?

**Listen again and put T (True) or F (False) next to the following statements. Be prepared to justify your answers.**

1. Andrea has always been interested in the British/American language and culture.
2. His current job mainly involves preparing budgets for projects.
3. He has worked as part of a team.
4. He had to replace one of the speakers at a British Council event.
5. He believes the job he is being interviewed for is tailored to his skills and qualifications.
6. His most rewarding achievement has been successfully completing his university degree.
7. His main weakness is handling pressure.
8. His long-term ambition is to start his own business.

### 3. Key Expressions

**A) Complete the following collocations from the interview:**

- |                 |                               |
|-----------------|-------------------------------|
| 1. be motivated | a. a well-established company |
| 2. manage       | b. by challenge               |
| 3. deal with    | c. certain tasks              |
| 4. motivate     | d. deadlines                  |
| 5. meet         | e. international projects     |
| 6. work         | f. others                     |
| 7. be part of   | g. outside partners           |
| 8. delegate     | h. under pressure             |

**B) Now look at the following expressions from the interview and match them to their functions below:**

I would describe myself as someone who is ambitious, hardworking and motivated by challenge.

As you can see from my CV, I've been working as a project co-ordinator for the British Council in Rome for several years.

My job has mainly involved organising special events

Against the odds, I managed to successfully work with our partners and reschedule the project events.

I guess at times I am a little reluctant to delegate certain tasks.

I would say successfully completing my university degree has been my most rewarding accomplishment.

My long-term goals involve growing with a company where I can continue to learn, and take on additional responsibilities.

Once I gain the necessary experience, I see myself moving on to a management position.

- a. describing your current job
- b. describing your personal qualities
- c. describing a personal weakness
- d. describing how you overcame a difficult situation
- e. describing your ambitions
- f. describing your achievements

**C) Practise using the expressions in A and B to talk about yourself. Write your ideas in the space below.**