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The file: Worksheet about listening and speaking

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Topic: JOB INTERVIEW

PRE-LISTENING ACTIVITY: Match the picture with their correct words about Job Interview.



EMPLOYEES



HUMAN RESOURCES



BUSINESS TO BUSINESS



CV



JOB INTERVIEW

WHILE ACTIVITY: Listen carefully to the job interview and choose the correct option to complete each of the sentences.

1. Four years ago, Maria worked for a small HR services provider ...
 - A) in the B2B sector.
 - B) in the B2C sector.
 - C) in both B2B and B2C sectors.

2. Maria has been in her current job ...
 - A) for four years.
 - B) for three years.
 - C) for one year.

3. Maria will need to ...
 - A) identify and devise an L&D strategy.
 - B) devise and implement an L&D strategy.
 - C) implement an L&D strategy that has already been devised.

4. Maria has a great...
 - A) good reputation
 - B) an organization
 - C) interesting CV

5. The result of the interview will be given to her....
 - A) The next year
 - B) The next weekend
 - C) The next week

POST ACTIVITY: Listen to the job interview again and organize the dialogues according to the audio.

Interviewer: Great. So, thanks again for coming in today. We'll be discussing all candidates next week and then I'll get back to you by the end of next week to let you know the outcome.

Maria: Thank you for your time. I'd welcome the opportunity to continue discussing this role with you.

Interviewer: Well, as you know, the company has been expanding and we have an opening in our human resources department.

Maria: Yes, I very much think that my skills and experience are a good fit for what you're looking for.

Interviewer: Hello, Maria Thanks for coming in for the interview.

Maria: It's my pleasure. Thanks for inviting me.

Interviewer: OK, so it was only B2B?

Maria: Yes, we only offered services to other companies, not B2C.

Interviewer: That sounds great. So, your CV looks strong.

Maria: Well, in my first job, four years ago, I was working for a small HR services provider which offered HR services, including L&D, to corporate clients.

Interviewer: I see. And, so why do you want to change jobs now?

Maria: Well, I very much like the L&D side of my role and I've always had particularly good feedback for my work in this area. I believe I excel in that field. So, I'm looking to specialize, and as your company has around 2,000 people, right ...?