



A JOB INTERVIEW

You are going to listen to an interview for a job. Complete the exercises below. Try not to read the text until you have completed the exercises. Remember, you can listen as many times as you need to, so don't worry if it seems difficult to understand when you listen for the first time.

I. BEFORE YOU LISTEN.

Match the words in A with the definitions in B. Use a dictionary to check your answers.

A

B

HR

plans to achieve particular objectives

background

human resources; personnel department

promotion

people who buy a particular product or service

initiatives

details of a person's education or experiences

customer base

a move to a more important job in a company



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2. LISTEN TO THE INTERVIEW.

Decide if the statements below are true (T) or false (F).

	T	F
Sarah is the marketing director of ATC Communication Systems.	—	—
Simon Morris would like to work for ATC Communication Systems.	—	—
ATC Communication Systems is recruiting a European Sales Manager.	—	—
ATC Communication Systems only sells its products in Europe.	—	—
Simon Morris is married.	—	—
James Robertson is the marketing director of United Engineering.	—	—



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3. LISTEN AGAIN.

Complete the career information about Simon Morris.

Education: Studiedand at university.

First job: At United Engineering.

Responsible for in the marketing department. Worked closely with the

Second job: European Marketing Manager, United Engineering. Responsible for developing United Engineering's

Sales in Europe grew by % over a year period.



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4. MAKING CONVERSATION.

Decide which of the expressions below are used to

- (a) show interest in what someone is saying.
- (b) answer someone's question.

Yes, certainly. b

Really?

Please do.

How interesting.

I see.

Yes, that's right.

Yes, of course.

That's great.

Yes, please go ahead.

You're joking!

Absolutely.



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5. LISTEN AGAIN.

Which of the phrases from question 4 do you hear?

6. LISTEN AND READ.

Listen again to the interview and read the text to check your answers the questions above.

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A: Mr Morris, thank you for coming to this interview.

B: My pleasure, and please call me Simon.

A: OK, Simon. Well my name's Sarah and I'm the HR Manager here at ATC Communication Systems. Before you meet the Marketing Director, I'd just like to ask you a few questions about your background. I see from your CV that your first job was marketing assistant at United Engineering. Could you tell me more about this job?

B: Yes, certainly. I was responsible for all the administration in the marketing department. I worked closely with the marketing director and during this time I learned a lot about how a marketing department functions.

A: I see. Then you had a promotion and became responsible for selling your products to European markets.

B: Yes, that's right. At that time our European customer base was very small but there was potential to grow this market. I had studied French and Spanish at university so I was able to communicate with many of our European customers. I'm very motivated in my work and this job was just the challenge I needed.



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A: And were you successful?

B: Yes, I'm pleased to say that over a two-year period sales in Europe grew by 50%, mainly due to the marketing initiatives we put in place.

A: That's great. As you know, the position here is for International Marketing Manager. A lot of our business is in Asia, particularly in China. The job involves a lot of travelling. Are you happy to spend a lot of time away from home?

B: Absolutely. I love travelling and having spent a lot of time in Europe I would love the opportunity to spend time in Asia and other parts of the world. My family understands that I need to travel for my work and my wife is used to me being away for several weeks at a time.

A: Well, thank you Simon. That's all for me. I'll take you through to meet James Robertson, our Marketing Director now. It's been nice meeting you and good luck with the rest of the interview.

B: Thank you very much.