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Unit One



Job Interview

Topic Preview

Directions: *Work in pairs. Discuss the questions below, and then share your answers with your classmates.*

1. Why are you looking for a job?
2. What do you need to do to prepare for a job interview?
3. How will you answer the question about your weakness in the job interview?



Part **A** Warm-up Tasks

Listening Strategy

Strategy: Specifying Questions

Specifying questions are those questions that ask for special details. Specifying questions are also called “Wh-questions” as most of them start with “Wh”. For example: “who”, “when”, “where”, and “what”. Other specifying questions include: “how”, “how much”, “how many”, etc. Specifying questions require inversion of the subject and auxiliary verbs. It is especially important to catch the answers to “Wh-questions” when you are listening to a narrative passage.

Apply the Strategy

Exercise 1

Directions: You will hear a dialogue between Sally and an interviewer. Listen to the dialogue and fill in the blanks. Please pay close attention to Wh-questions.

Applicant's Information	
Name	Sally Song
Position Applied for	_____ Nurse Practitioner
Educational Background	1. a Bachelor of _____, University of Nottingham 2. a Master of Science in _____, Edinburgh University
Work experience	Seven years in _____ Unit, Birmingham Children's Hospital
Reason for quitting the current job	Her husband's job called for a move here and she wants to _____.

Word Tips

pediatric 儿科的, 儿科学的

application 申请书

résumé 履历, 简历

bachelor 学士

Intensive Care Unit (ICU) 重症加强监护病房

Exercise 2

Directions: You will hear the continued dialogue between Sally and her interviewer. Listen to the dialogue and fill in the blanks with some Wh-questions.

Interviewer: All right. Sally, you've talked a lot about your career. Now I want to know some of your opinions. (1) _____? Do you prefer working alone or in teams?

Sally: Well, I have worked both independently and as a member of a team throughout my career. I enjoy both, and can do both equally well. I will have to say, though, while working with others, I always try to get everyone involved. I believe that the creativity of a group of people is always going to be greater than that of one person.

Interviewer: We have a lot of other applicants for this position. (2) _____
_____?

Sally: Well, first, I am a registered Public Health Nurse for Cincinnati, Ohio, with at least 7 years of work experience. Second, I myself like the job very much and I think my personality is well-suited for this job and my experience suggests that I would be quite capable of doing the work involved. I believe that I can fulfill the particular requirements of your position.

Interviewer: By the way, (3) _____?

Sally: Undergraduate studies at University of Nottingham, and graduate studies at Edinburgh University.

Interviewer: I think I have asked you everything I wanted to. Thank you for coming along to the interview.

Sally: Thank you. (4) _____?

Interviewer: We will e-mail you within a week. Well. Goodbye.

Sally: Goodbye.

Word Tips

creativity 创造力

applicant 申请人

deserve 值得, 应得

registered nurse 注册护士

requirement 规定, 要求的条件

Part B Listening Tasks

Text

Job Interview

Word Bank

professional /prə'feʃənl/ *adj.* 专业的; 职业的

internal /ɪn'tɜːnl/ *adj.* 内部的; 内在的; 国内的

surgical /'sɜːdʒɪkl/ *adj.* 外科的; 外科手术的

injection /ɪn'dʒekʃən/ *n.* 注射

conduct /kən'dʌkt/ *n.* (人的) 行为; 品德; 品行

award /ə'wɔːd/ *n.* 奖品; 奖状; 奖金

qualification /kwɒlɪfɪ'keɪʃən/ *n.* 资格; 条件

Exercise 1 Listening for Main Ideas

Directions: *You will hear a recording of a job interview between an interviewer and an applicant. Listen and choose the best answer to each question according to what you have heard.*

- Miss Yang has been asked the following questions EXCEPT _____.
A. her reasons for applying for the job
B. her impression of the hospital to which she is applying
C. her professional study
D. her previous work experience
- From the passage we can infer that _____.
A. Miss Yang is an excellent worker
B. Miss Yang didn't like her previous job
C. Miss Yang did not receive many good conduct awards
D. Huashan Hospital is the best hospital in this city
- What is the attitude of the interviewer toward the applicant?
A. Worried. B. Respectful. C. Satisfied. D. Critical.

Exercise 2 Listening for Details

Directions: *Listen to the recording once again, and then finish the table below.*

Reasons for Coming	Professional Study	Previous Work Experience	Good Conduct Awards
1. like _____ people; 2. the hospital is the best one in the city.	nursing science, nursing ethics, internal medicine, nursing and _____ nursing, etc.	taking _____, giving injections, taking temperatures and _____.	_____ Worker.

Part C Speaking Tasks

Exercise 1 Individual Work

Directions: *Listen to a job interview and decide whether the following statements are true (T) or false (F).*

- _____ 1. The man wants to extend his professional skills.
- _____ 2. The man is applying for a laboratory assistant's job.

- _____ 3. The man had been a part-time assistant in a laboratory before.
_____ 4. If the man gets the job, he will work 6 days a week.
_____ 5. The man will start the work in 3 days.

Exercise 2 Pair Work

Directions: Read a sample job interview, then work out some similar questions and answers with your partner, and do role-play.

(In the following conversation, Mr. Liu wanted to apply for a position as a Medical Representative. An interviewer is taking him through an interview.)

I = interviewer A = applicant

- I:** Good morning, Mr. Liu. Have a seat, please.
A: Thank you.
I: So, Mr. Liu, what university did you graduate from?
A: I graduated from Medical College of Fudan University.
I: Fine, so why do you want to work for us as a medical representative?
A: Because I think that working as a representative will allow me to use my communication skills with a range of people. Moreover, your company has a very good name in this area.
I: So please tell me about your previous jobs, where have you been working and what type of things have you been doing?
A: I have been working as a pediatrician in the outpatient department of the Children's hospital for the last two years. My training and background mean that I am familiar with all the common drugs used for children, especially the range of drugs that your company is marketing in this area. I am also aware of the hospital organization and I know a number of key people in this area. These strengths put me in a good position to sell your products.
I: Impressive! And do you mind going on business trip?
A: Definitely not. I enjoy travelling so I see this as a positive aspect of the job.
I: Fine, Do you have any questions for us?
A: Oh, when will I know if I have been successful?
I: I'll write to you within the next two days.

Sample questions and answers

1. **Q** What is your greatest weakness?
A I used to prefer working on one project at a time and completing it before moving on and starting on another, but I've learned to work on many projects at the same time, and I think it allows me to be more creative and effective on each one.

2. **Q** How do you handle pressure?

A Stress is very important to me. I do the best possible job when I am under pressure. The appropriate way to deal with stress is to make sure I have the correct balance between good stress and bad stress. I need good stress to stay motivated and productive.

3. **Q** Why did you leave your previous job?

A There wasn't room for growth with my current employer and I'm ready to move on to a new challenge.

4. **Q** What do you think you would bring to the job?/Why should I hire you?

A I have the educational background and relevant experience required./My past work experience is closely related to this job. I am confident that I can do the job well. I do feel that my experience in the department and with the team would make me the best candidate.

USEFUL WORDS AND EXPRESSIONS

accurate 精确的

active 主动的

adaptable 适应能力强的

energetic 生机勃勃的

enterprising 有进取心的

experienced 有经验的

honest 诚实的

innovative 富有创新精神的

logical 符合逻辑的

problem solver 解决问题的能手

creative thinker 充满创意的思想家

accurate 确切的, 精确的

people person 与人相处融洽

team player 合群

organized 组织力强的

Part **D** Additional Practice

Assignment 1

Directions: You will hear a passage about being a doctor. Please listen to the passage and complete the summary with detailed information.

Summary

Being a doctor means dealing with different patient _____. A person who is a doctor needs to explain about the _____ condition to patients, provide them with _____ available and then respect their _____. It is important for a doctor not to be arrogant (傲慢的, 自大的); doctors are just _____ people who have had special training in the diagnoses and _____ of diseases.

Assignment 2

Directions: *Get into groups and discuss the following questions.*

1. What will you wear to a nursing interview?
2. Do you prefer to work alone or as a member of a team? Why?
3. How has your training prepared you for the challenges you will face in the position you apply for?

Learn by Heart

Language Focus

1. My name is ... I graduated from ... I am a ... person. The qualifications I have gained and the experience I have had both show that I am a diligent and hardworking person.
2. As a college student, I was volunteering at a community hospital and found that I could communicate well with my patients.
3. The knowledge I gained during that time prepared me for assisting with cardiac patients in a more effective way.
4. I believe that a good employee is an honest, hardworking and responsible person who is committed to the goals of his company.
5. In order to gain the qualifications I have, I have had to work very hard and I have been diligent in completing all my assignments and projects.
6. I found that working with others was a positive experience and together we could use our different skills to achieve a good result.
7. I have the correct balance between good stress and bad stress. I need good stress to stay motivated and productive.
8. There wasn't room for growth with my current employer and I'm ready to move on to a new challenge.
9. I have the educational background and relevant experience required./My past work experience is closely related to this job.
10. I am confident of doing the job well. I do feel that my experience in the department and with the team would make me the best candidate.