



THE JOB INTERVIEW

Esquema **1**

1 Listen and repeat!



Interviewer: Now, Mrs García. Have you got any previous experience as a sales representative?

Mrs García: Yes, of course. I was a sales manager in an English company four years ago. We had a very important rise in sales according to the graphs during my stay there.

Interviewer: Hmm, that's very interesting. How many languages can you speak?

Mrs García: Well, I can speak English, French, Italian, Russian, Portuguese and, of course, Spanish.

Interviewer: I see... Are you familiar with personal computers?

Mrs García: Well, I can work with *Word*, *Access*, *Excel* and *Power Point*.

Interviewer: Oh, yes. That's on your curriculum vitae. That's quite satisfactory. Well, Mrs García, we'll let you know.

Mrs García: Thank you very much.

2 Write!

2.1. Answer the following questions:

E.g.: Have you got any previous experience as a secretary?

Yes, I was a secretary in a Russian company three years ago. (Yes / Russian company / 3 years ago).

a) Have you got any previous experience as a personnel secretary?

_____ (Yes / personnel secretary / French company / six months ago).

b) How many languages can you speak?

_____ (Italian / Portuguese / Spanish).

c) Are you familiar with personal computers?

_____ (Word / Power Point).

d) Would you like to know anything else about the job?

_____ (No / everything / clear / thanks).

2.2. Associate the columns:

Well, Mr Rodríguez. We'll let you know.

Can you work with a PC?

Can you speak Italian?

Have you got any previous experience?

● I'm afraid I can't.

● Of course, I have.

● Thank you very much.

● I have a good command of *Word* and *Access*.

3 Speak!

How many languages can you speak?

I can speak English and French.

a) Blah!
(experience?)

I was a secretary five years ago in a Portuguese firm.

b) Blah!
(speak English?)

Yes, of course I can speak English.

c) Blah!
(Excel / Access programmes?)

Yes, I have a good command of the Excel and Access programmes.

d) Blah!
(let / know)

Thank you very much.

e) Blah!
(Chinese?)

I'm afraid I can't.

4 Remember!

USEFUL EXPRESSIONS

- HAVE YOU GOT ANY PREVIOUS EXPERIENCE AS A SALES REPRESENTATIVE?
- HOW MANY LANGUAGES CAN YOU SPEAK?
- ARE YOU FAMILIAR WITH PERSONAL COMPUTERS?
- WE HAD A VERY IMPORTANT RISE IN SALES.
- WE'LL LET YOU KNOW.

MODAL VERBS

TO BE			TO HAVE GOT	
I	AM	/ WAS	I	HAVE
YOU	ARE	/ WERE	YOU	HAVE
HE	IS	/ WAS	HE	HAS
SHE	IS	/ WAS	SHE	HAS
IT	IS	/ WAS	IT	HAS
WE	ARE	/ WERE	WE	HAVE
YOU	ARE	/ WERE	YOU	HAVE
THEY	ARE	/ WERE	THEY	HAVE
HAD				
CAN/ COULD PARA TODAS LAS PERSONAS				