**BE37: Careers: Language Review and Skills**

A. Rearrange the words to make questions from a job interview. Then decide whether each question is a) making a request, b) making an offer, or c) asking about ability.

1 get / you / can / I/ a drink / ? 2 e-mail address / your / confirm / I / could / ?

3 can / you / excel / use / ? 4 speak / languages / any other / you / can / ?

5 about / tell / you / job / us / your present / more / could / ? 6 tell / your current salary / me / you / could / ?

7 would you / as soon as possible / your decision / let us know / ? 8 start / you / when / can / ?

9 like / tea / some more / you / would / ?

B. Match the questions in Exercise A (1-9) to these interviewee's answers (a-i).

a) It's €60,000 a year. b) Not very well, but I'm doing a course next week.

c) I can let you know next week. d) Thank you. A cup of tea, please.

e) The address is correct, but I've got a new mobile number. f) I'd love some. Thank you.

g) Well, I'm currently supervising an HR project. h) Yes, I can speak Korean and Japanese.

i) My notice period is two months.

**Student A**

• Offer tea or coffee. • Ask Student B:

• Find out Student B's ability to: 1 to tell you about themselves;

1 speak any languages; 2 for the best number to contact them

2 use Excel, PowerPoint; 3 to repeat the number;

3 drive. 4 if they would like to work abroad;

5 if there are any hours they wouldn't

be able to work.

C. Work in pairs. Student A is an interviewer

and Student B is an interviewee.

Student A: Follow the instructions below.

Student B: Answer the questions truthfully.

**Skills**

A. What kinds of phone calls do you make in English? What useful telephone expressions do you know?

B**. Listening:** 1.8 - 1.10 Listen to three phone calls and answer these questions.

1 What is the purpose of each call? 2 Do the callers know each other?

**C. Listening:** 1.8 Listen to the first call again. Complete the expressions on the right so they have the same meaning as the ones on the left.

1 Can I talk to ... ? *I’d \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_* 2 Just a moment ... *Thank you\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*

3 I'll connect you. *I’ll \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_* 4 Am I speaking to Carina Molenaar? *Hello\_\_\_\_\_\_\_\_\_\_\_\_\_ C.M*

5 Yes, it's me. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 6 The reason I'm calling is ... *Yes, I’m \_\_\_\_\_\_\_\_\_\_\_ your advert*

7 Can I have your name and address? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ your name and address, please?

**D.** **Listening:** 1.9 Listen to the second call again and complete this extract.

A: Hello. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Giovanna, please?

B: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ she's not here at the moment. Can I \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_?

A: Yes, please \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Johan from Intec \_\_\_\_\_\_\_\_\_\_\_\_ you \_\_\_\_\_\_\_\_\_\_\_ her I won't be able to \_\_\_\_\_\_\_\_\_ the training course on Saturday? She can \_\_\_\_\_\_\_\_\_\_ me \_\_\_\_\_\_\_\_\_\_ if there's a problem. I'm \_\_\_\_\_\_\_\_\_\_ 0191 498 0051.

E. **Listening:** 1.10 Listen to the third call again. Choose the phrases the speakers use.

Matt: Hello, Matt speaking. Karl: Hi, Matt. Karl here.

Matt: Oh, hello, Karl. How are *things /you*? Karl: Fine, thanks. Listen, just a quick *word / question*

Matt: Yeah, go ahead.

Karl: Do you think you could *give me /let me have* the other number for Workplace Solutions? I can't get through to them. Their phone's always *busy /engaged*

Matt: I've got it *here /right in front of me.*  It's 020 9756 4237.

Karl: Sorry, I didn't *hear /catch* the last part. Did you say 4227?

Matt: No, it's 4237. Karl: OK. Thanks. Bye.

Matt: *No problem /Don't mention it.* Bye.