

Reading and Listening

Lesson 4 – B

Topic : Applying and Interviewing

Aim : Improve Reading and Listening skills with vocabulary studies

Identify appropriate job interview behaviors

Interact in a way that is friendly and courteous

I READING

Exercise 1 : **VOCABULARY**. Choose the one word or phrase that best complete the sentences.

Then practice using the words in your own sentence. (5 – 6 minutes)

1. Please _____, sign and date the application form, and return it to the Personnel Department by February 24.

- (a) annex
- (b) advise
- (c) notify
- (d) complete

2. All job applications are _____ to the personnel department where they are evaluated.

- (a) forwarded
- (b) cleared
- (c) acknowledged
- (d) received

3. The personnel department requires all applicants to fill out _____ forms when filling an application form and to put their social security number on every form.

- (a) duplication
- (b) duplicated
- (c) duplicating
- (d) duplicate

4. I don't have a job yet, but I have a few _____ that might help me find one. I just have to give these places a call in the morning.

- (a) sorts
- (b) leads
- (c) booms
- (d) tracks

5. The applicant's unique _____ enable her to have almost any job that she wanted.

- (a) expertise
- (b) experts
- (c) expertly
- (d) expert

Reading Comprehension. Read the following Ad and try to answer the questions that follow.(3 – 5mins)

APV Marketing, Chicago's leading manufacturer of state-of-the-art photographic equipment and supplies, is looking for a qualified professional for the following position:

MARKETING ASSISTANT

Responsibilities:

- > Assist in conceptualizing marketing campaigns
- > Provide inputs to the company's marketing plans, programs, and activities
- > Monitor the marketing performance of the company's products in its various markets and outlets.

Requirements:

- > Must have excellent marketing and communication skills
- > Must have a college degree in Business, Economics, or Marketing Management
- > Must have at least three years' work experience in a comparable marketing organization
- > Must be forward-looking and innovative

We offer competitive salary, bonuses, incentives, car plan, and health insurance.
 Applicants may submit their résumé with ID photo to:
 APV Marketing Corp.
 Personnel Department
 Room 504 Alpha Towers
 11th Street, Chicago, IL 60446

1.What is the business of APV Marketing Corp?

- (a)Publishing
- (b)Banking
- (c)Manufacturing
- (d)Shipping

2.What is not a requirement of the position?

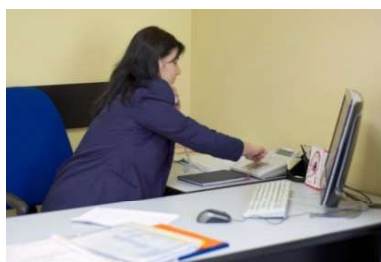
- (a)Residence in Chicago.
- (b)Good communication skills.
- (c)A Business degree.
- (d)Experience in marketing.

3.At least how many years of work experience is required?

- (a)One year
- (b)Two years
- (c)Three years
- (d)Four years

LISTENING

Exercise 1 *Picture Description* (1 – 2 minutes)



Choose the best statement that best describes what you see in the picture.

A woman in an office

(A)

(B)

(C)

(D)

Exercise 2. *Let's listen!* Read a question about the conversation and chose the best answer to each question that follows. (5 – 6 minutes)



1.What is the relationship between the speakers?

(a)Manager–applicant

(b)Colleague–colleague

(c)CEO–manager

(d)Buyer–client

2.What does the woman want to do?

(a)Purchase electronics

(b)Get a raise

(c)Change jobs

(d)Climb a ladder

3.What does the woman say about her current position?

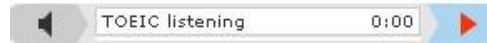
(a)It doesn't pay enough money.

(b)It's not challenging enough.

(c)It's completely satisfying.

(d)It would be difficult to leave.

Exercise 3 *Let's listen again!* Listen again to the audio clip and answer the questions that follows. (5 - 6 minutes)



1. What is the name of the company Ms. Gantz is applying for?
2. How many years is Ms. Gantz stayed in her recent employee?
3. Why did she like to join the new firm?
4. Is her current employer know that she is applying in another company? Support your answer.

Exercise 1: Listening Comprehension Transcript

- (a) The lady is typing on the keyboard.
- (b) The woman's desk is covered with pictures.
- (c) There are no pictures on the walls.
- (d) The woman has her right hand on the mouse.

Exercise 2: Listening Comprehension Transcript

- A : Well, Ms. Gantz, your resume is certainly impressive, and I see you have a lot of experience in the electronics field. Now I'd like to ask you a few questions. First, why do you want to join our firm?
- B : Eldridge Electronics is one of the most well-respected companies in the industry. Not only for the quality of your products, but for the way employees are treated. Eldridge offers an opportunity to challenge myself, and to be fairly rewarded for doing so.
- A : I see. And does your current employer know that you are in the market for a new position?
- B : Not explicitly, but my manager understands that I've been there six years now, and I've basically reached the top of the ladder in terms of what I can do with them. In fact, he recently joked that he'd better find a way to keep me busy or else he'd lose me.

References

BARRON'S 600 ESSENTIAL WORDS FOR TOEIC 3rd Edition; [新TOEIC TEST リスニングスピードマスター](#); [新TOEIC TEST 英文法スピードマスター](#);
[新TOEIC TEST リーディングスピードマスター](#); [TOEIC TEST 文法別問題集](#); [新TOEIC TEST スーパートレーニング 文法・語彙問題編](#)
<http://www.bbc.co.uk/worldservice/learningenglish/>; <http://www.english-test.net/toEIC/listening/>; <http://www.eslpartyland.com/>