

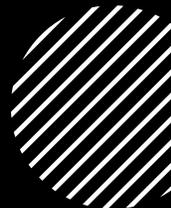


Job interview

Listening & Speaking



Contents



1- Preparation Task



2- Listen to the Interview Audio Track



3-Comprehension Test



4-Fill in the Blanks Exercise



5-Listen and Read the Transcript Simultaneously



6-Speaking Exercise (Role Play in Pairs)



Preparation Task

- Match the abbreviations (1-4) with the definitions (a-d)

Abbreviations

1 B2B

2 B2C

3 L&D

4 HR

Definitions

a Learning and development

b Human Resources

c Business to Business

d Business to Customer

Interview Audio Track

- Maria at an Interview



Listen to the interview at least 2 times

Comprehension Test

Circle the best answer.

1. Four years ago, Maria worked for a small HR services provider ...

- a. in the B2B sector.
- b. in the B2C sector.
- c. in both B2B and B2C sectors.

2. Maria has been in her current job ...

- a. for four years.
- b. for three years.
- c. for one year.

3. Maria's current role is focused ...

- a. only on learning and development.
- b. on a number of HR topics.
- c. only on payroll and she wants to do L&D.

4. Maria ...

- a. did a diploma in L&D two years ago.
- b. is doing a diploma in psychology at the moment.
- c. Both options are true.

5. Maria will need to ...

- a. identify and devise an L&D strategy.
- b. devise and implement an L&D strategy.
- c. implement an L&D strategy that has already been devised.

6. Maria ...

- a. will hear back from them next week.
- b. has been invited to a second interview next week.
- c. needs to call them next week to find out the next step

Fill in the Blanks

personal good fit aligned replicated stability
measured responsible report

1. Maria feels her skills and experience are a for the company.
2. Maria changed jobs because she was looking for more
3. She was for learning and development.
4. She feels with the company's brand and values.
5. She's used to taking a approach to L&D.
6. Her ideas can be on a larger scale.
7. She would to the HR manager.
8. Performance will be in different ways.

Listen and Read the Interview

Transcript

Interviewer: Hello, Maria. Thanks for coming in for the interview.

Maria: It's my pleasure. Thanks for inviting me.

Interviewer: Well, as you know, the company has been expanding and we have an opening in our HR department. We're creating a new role for someone to lead our training and development within the company.

Maria: Yes, I very much think that my skills and experience are a good fit for what you're looking for.

Interviewer: That sounds great. So, your CV looks strong, though it would be good if you could give us an overview, in your own words, of what you've been doing over the past four years or so.

Maria: Well, in my first job, four years ago, I was working for a small HR services provider which offered HR services, including L&D, to corporate clients.

Interviewer: OK, so it was only B2B?

Maria: Yes, we only offered services to other companies, not B2C.

Interviewer: Right, and it says here you then left that company about three years ago.

Maria: Yes, that's right. I was looking for a little more stability and also to be part of a larger organisation. So I joined a company with around one hundred staff and a small HR team. As there are only a few of us, we each deal with a range of HR topics. In addition to payroll, one of the areas I was responsible for was learning and development.

Speaking in pairs

Take the role of either Maria or the Interviewer and make a pair

You can change the dialogue if you want to. It can be for a job at a restaurant or a school or a modelling agency (whatever you feel like) and adapt it to your liking.

Take preparation notes if you need to.

Have a conversation