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Module

Starting

(上班伊始)

1

Unit 1

Job Application and Interviews (秘书求职面试)

Learning Objectives

- ❶ To master some interview vocabulary and expressions;
- ❷ To learn some interview skills;
- ❸ To write an application letter and a resume.



Part One Warming up

Task 1 Lead-in question.

Lisa just graduated from a vocational school and now she is going to find a job as a secretary. Please help Lisa to tick the qualities a secretary should have.



Personality		Ability	
<input type="checkbox"/> hard-working	<input type="checkbox"/> confident	<input type="checkbox"/> good at computer	<input type="checkbox"/> good at people skills
<input type="checkbox"/> creative	<input type="checkbox"/> considerate	<input type="checkbox"/> skilled at typing	<input type="checkbox"/> speak English fluently
<input type="checkbox"/> outgoing	<input type="checkbox"/> open-minded	<input type="checkbox"/> learn things quickly	<input type="checkbox"/> can work under pressure
<input type="checkbox"/> organized	<input type="checkbox"/> responsible	<input type="checkbox"/> able to multitask	<input type="checkbox"/> have teamwork spirit

Use the vocabulary and sentence patterns in the table to describe what qualities Lisa should have as a secretary.

- 1 Lisa is hard-working and she is good at typing.
- 2 Lisa is outgoing and she is good at people skills.

- 3 _____
- 4 _____
- 5 _____

Task 2 Match the words with the pictures.

tie	resume	diploma	mobile phone
formal suit	file bag	name card	qualification certificate



Part Two Listening and Speaking

➡ **Task 3 Listen and complete the table with the key information in the conversation.**

Position to apply for	
Education background	
Major	
Lisa's special skills	Good at _____ and _____
Work experience	_____ year(s) as a _____

➡ **Task 4 Decide whether the following statements are true (T) or false (F).**

() (1) Lisa wants to apply for a job as a receptionist.

- () (2) Lisa's major is Business English.
- () (3) Lisa graduated from a vocational school last year.
- () (4) Lisa knows little about Innovation Technology Co. Ltd..
- () (5) The manager makes his decision at once.

➡ **Task 5 Listen again and fill in the blanks with the missing information.**

Lisa: Good morning. My name is Lisa. I'd like to (1) _____ in your company.

Manager: Well, what's your major?

Lisa: My major is International Business.

Manager: What job would you like to apply for?

Lisa: Secretary.

Manager: Can you tell me your (2) _____?

Lisa: Of course. I graduated from a vocational school last year.

Manager: Do you have any (3) _____?

Lisa: Yes, I have one year's experience as a receptionist.

Manager: What (4) _____ do you have, can you tell me?

Lisa: Well, I am good at typing, and I can speak fluent English.

Manager: How do you know about our company?

Lisa: Innovation Technology Co. Ltd. is very reputed in this city; I have heard so much about it.

Manager: If you (5) _____, when will it be convenient for you to start to work?

Lisa: If you like, tomorrow is Ok.

Manager: OK. We'll tell you our decision in two days.

Lisa: Thanks a lot.



➡ **Task 6 Make a presentation according to the group of pictures given below. You may use the following words or phrases.**

diligent 勤奋的

improve professional skills 提高专业技能

confident 自信的

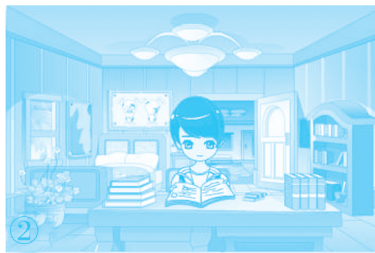
excellent performance 出色的表现

prepare for 为……准备

be hired 被雇用



①



②



③



④

Task 7 Pair-work.

Student A ONLY

You are the HR manager in Innovation Technology Co. Ltd., you are going to recruit a secretary. Here are the requirements: He/She must have good appearance and at least one-year related work experience. He/She should be stable and be able to work under pressure. As a manager assistant, he/she should be outgoing and sometimes can talk with other companies' managers alone.

Please ask questions to Student B to get the information and complete the following table. Then present to your class which candidate you decide to choose and why.

	Candidate A	Candidate B	Candidate C
advantageous characters			
graduate from			
work experience			
disadvantages			

Student B ONLY

You are a clerk in the talent market. Here is the information about 3 candidates.
Please answer Student A's questions according to the information below.



Candidate A

1. girl, 25, good at people skill
2. doesn't like staying in the same place for a long time
3. own (拥有) much knowledge and a clever head
4. one-year work experience as a teacher



Candidate B

1. boy, 18, very handsome
2. no work experience
3. be talkative and willing to work under pressure
4. graduated from vocational school



Candidate C

1. girl, 20, very beautiful
2. humorous, very good at talking with different people
3. own a stable heart, dislike the changing life
4. one year's work experience as a receptionist in a hotel



Part Three Reading

I worked as an assistant manager in a financial company after graduation from university. My family was satisfied with my job, but I quitted my job 2 weeks ago because I needed a job that could give me more opportunities to develop myself. After that I spent long time reading the want ads on the Internet and sending application mails. I have sent more than 100 application letters but received no reply.

Last week, however, I received a phone call from Innovation Technology Co. Ltd.. I went to have the interview and everything went well because I prepared very well and had related work experience. They called me back for a follow-up, they told me they narrowed down to a small group of people and I was one of them.

The interview was at 10 a.m.. I left my house at 8:45 that day. Unfortunately, there was a terrible traffic jam and I had to change to the subway, which happened to break down for 20 minutes. I was getting really worried. When I got out of the train, it

was already 9:57. I rushed to the building. When I got to the place, it was 10:10 a.m..

The interviewer came in and told me, “I’ll be honest with you, 15 minutes ago, you had the job. I’m sorry, but we need an interviewee we can rely on, life is a learning experience. Sorry.”

As I was afraid they would cancel my interview, I didn’t call the company. I had tried my best, but I had no chance to explain.

New Words and Expressions

financial [fə'nænʃəl]	adj.	金融的; 财务的
satisfy ['sætɪsfaɪ]	v.	满意; 满足
quit [kwɪt]	v.	离开; 放弃
opportunity [ˌɒpə'tju:nəti]	n.	时机, 机会
application [ˌæplɪ'keɪʃən]		应用; 申请
reply [rɪ'plaɪ]	n.	回答; 答复
interview ['ɪntəvju:]	n.	接见, 采访; 面试
related [rɪ'leɪtɪd]	adj.	有关系的, 有关联的
narrow ['nærəʊ]	v.	(使)变窄
unfortunately [ʌn'fɔ:tʃənɪtli]	adv.	不幸地
interviewer ['ɪntəvju:ə]	n.	面试官
honest ['ɒnɪst]	adj.	诚实的, 可靠的
interviewee [ˌɪntəvju:'i:]	n.	面试者
rely [rɪ'laɪ]	v.	依靠; 信赖
cancel ['kænsəl]	v.	取消, 撤销
explain [ɪk'spleɪn]	v.	说明; 解释
break down		发生故障
learning experience		学习经历
work experience		工作经验
want ads		招聘广告

➡ **Task 8 Choose the correct answer to the questions below.**

- ① Why did I quit my job?
 - A. Because my parents are not satisfied with my job.
 - B. Because I have been in that company for many years.
 - C. Because I don't think he has opportunities to develop himself.
 - D. Because I wouldn't like to work in a financial company.
- ② How long did I get a reply from a company after I quitted my job.
 - A. 1 week.
 - B. 2 weeks.
 - C. 3 weeks.
 - D. 4 weeks.
- ③ Why was the author late for the interview?
 - A. Because he left home late.
 - B. Because there was a heavy rain.
 - C. Because there was a traffic jam.
 - D. Because the elevator of the building didn't work.
- ④ I didn't call the company when the subway broke down because _____.
 - A. I was afraid they would cancel my interview
 - B. I thought that I had enough time to get there
 - C. the company wouldn't mind if I was late
 - D. I didn't know the phone number of the company
- ⑤ What's the best title of this text?
 - A. Life is a learning experience.
 - B. I had no chance to explain.
 - C. My family was satisfied with my job.
 - D. I was late.

➡ **Task 9 Answer the questions according to the information from the text.**

- ① What did the author do after graduation from university?
- ② What did the author do after quitting his job?
- ③ How was his first interview?
- ④ What happened on the way when he went to the interview again?
- ⑤ Did he get to the company on time?
- ⑥ Did he get the job at last?

➡ **Task 10 Find out the corresponding words from the text according to the meanings. First letters are given.**

- ① i _____: conversation between two or more people where questions are asked
- ② s _____: to meet a want or need
- ③ q _____: to give up
- ④ a _____: ask for something
- ⑤ r _____: being connected
- ⑥ u _____: by bad luck
- ⑦ i _____: a person who conducts an interview
- ⑧ h _____: not disposed to cheat
- ⑨ r _____: have confidence or faith in
- ⑩ c _____: remove or delete



Part Four Writing

➡ **Task 11 Translate the following sentences into English with the words or phrases given in the brackets.**

- ① 丽莎在创新科技公司担任总经理秘书一职。(work as)

- ② 总经理对丽莎的工作很满意。(be satisfied with)

- ③ 新公司能够给你提供更多提升自己的机会。(opportunity, develop yourself)

- ④ 我上个月辞职了。(quit)

- 5 我在网上和报纸上看了很多招聘广告。(want ads)

- 6 她发了许多申请函，但是没有收到任何答复。(application letter, reply)

- 7 丽莎为面试做了充分的准备，而且她有相关的工作经验。(prepare for, related work experience)

- 8 我担心他们会取消这次面试。(cancel)

→ Task 12 Choose the best Chinese meaning.

- 1 I have learned from *China Daily* that your company is looking for a secretary.

- A. 我在《中国日报》上得知贵公司要招聘一名秘书。
- B. 我在《中国日报》上得知你们在寻找一名秘书
- C. 我在《中国日报》上学习了如何成为一名秘书。
- D. 我在《中国日报》上学习了一些秘书技能。

- 2 I would like to apply for the position as a manager assistant.

- A. 我想申请协助总经理的工作。
- B. 我想申请经理助理这一职位。
- C. 我喜欢申请经理助理这一职位。
- D. 我喜欢协助总经理工作。

- 3 I have been working as a manager assistant for one year since I graduated.

- A. 我自毕业以来就一直担任经理助理。
- B. 我毕业一年后就去做经理助理。
- C. 我毕业一年后去做了一年的经理助理。
- D. 我自毕业以来已经担任经理助理一年了。

- ④ I wish to seek a position more challenging and with more opportunities than my current one.
- A. 我想找一份更有发展前景的职位。
B. 我想找一个更令人激动、更有前途的职业。
C. 我想找一份比目前更有挑战性、更有发展机会的职位。
D. 我需要一个更具挑战、更有提升的机会。
- ⑤ I would spare no efforts to acquit myself to your satisfaction.
- A. 我将毫无保留地奉献自己的才华。
B. 我将非常努力地得到你们的认可。
C. 我一定好好工作，不辜负你们的期望。
D. 我将不遗余力地努力去得到你们的认可。

➡ **Task 13 Please write an application letter according to the information.**

丽莎在《中国日报》上看到创新科技公司要招聘一名秘书，于是写了一封求职信。她在信中详细地介绍了自己的情况：20岁，2014年毕业于广州市轻工业学校，有一年担任经理助理工作经验；勤奋好学，做事有条理，擅长打字和英语口语，期望能找到更具挑战性、更有发展机会的新职位。若能录用，愿不遗余力地为公司效劳。

Dear sir,

.....

.....

.....

.....

.....

.....

.....

.....

.....

Yours truly,
Lisa



Part Five Case Study

Task 14 Read the following story and answer the question.

Lisa was late for the interview due to the traffic jam, and the interviewer would cancel the interview. If you were Lisa, what would you do about the late coming?

Task 15 Please rewrite a resume according to the sample.

Resume

Sample

Name: Lisa

Gender: Female

Date of Birth: May, 1995

Address: Block 2, 10th Floor, Happy Garden, Daxing, Guangzhou

Email Address: Lisa1995@163.com

Telephone: 13928599888

Place of Birth: Guangzhou

△ Education

September 2011 to July 2014: Guangzhou Light Industry School

September 2006 to July 2011: Linyi No.1 Middle School

△ Qualification

Have past PETS2; fluent oral English, and good typing skills.

△ **Work Experience**

Have part time job in Shanghai Yaru Consulting Co.Ltd. during 2014 summer holiday.

△ **Awards & Honors**

In the year of 2014, awarded the “Model student stuff” prize of our school.

In the year of 2013, won the third level scholarship of our school.

In the year of 2012, won the “Excellent Student” prize of our school.

My Resume

Name:

Gender:

Date of Birth:

Address:

Email Address:

Telephone:

Place of Birth:

△ **Education**

△ **Qualification**

△ **Work Experience**

△ **Awards & Honors**

Tips For Interview

Make a good first impression

- Natural, clean looking face/makeup.
- Nicely styled hair.
- Press your clothes.
- Clean your fingernails.
- Shoes shined.
- No gum, candy, or cigarettes at the job interview.
- Avoid strong perfumes or colognes.
- Get directions to the interview ahead of time.



Other tips for the interview

- ✓ Remember “Please” and “Thank you”.
- ✓ Smile regularly.
- ✓ Stand up to meet people.
- ✓ Keep good eye contact.
- ✓ Be confident and enthusiastic.
- ✓ If you feel nervous, try breathing techniques.
- ✓ Use “Mr.” or “Ms.” unless asked to use first name.
- ✓ Don’t answer with a simple “yes” or “no”.

