



## Dialogue Reading

Read the dialogue with your partner a few times. Take turns being each character. Practice your intonation and pronunciation. Write down any new words or phrases.



**Interviewer:** Hello, Mrs. Stevens. **My name is Jane Phillips. I'm the personnel director.**

**Applicant:** **I'm pleased to meet you.**

**Interviewer:** **Please have a seat.**

**Applicant:** Thank you.

**Interviewer:** **According to your resume, you have several years of office experience.**

**Applicant:** Yes. I've had over ten years' experience.

**Interviewer:** **Tell me about your qualifications.**

**Applicant:** **I can type 100 words per minute. I'm proficient in many computer programs. I have excellent interpersonal skills,** I am well organized, and I'm a very fast learner.

**Interviewer:** I see that you have excellent references. **Do you have any questions about the position?**

**Applicant:** **Yes. What are the responsibilities in this position?**

**Interviewer:** **We're looking for someone to supervise two office clerks,** handle all the correspondence, arrange meetings, and manage the front office. **Have you had any supervisory experience?**

**Applicant:** Yes. I supervised three typists in my last position. What are the office hours, Mrs. Phillips?

**Interviewer:** 8:30 to 4:30, with an hour off for lunch. **What are your salary expectations, Mrs. Stevens?**

**Applicant:** **I expect to be paid the going rate for this type of position. Can you tell me about the benefits you offer?**

**Interviewer:** Yes. **We provide full medical and dental coverage,** a pension plan, and a three-week holiday per year.

**Applicant:** **That's very generous. When is the position available?**

**Interviewer:** We're hoping the successful applicant can start at the beginning of next month. We'll finish our interviews tomorrow and make a decision by the weekend. **We'll contact you next week.**

**Applicant:** Thank you very much. **It's been a pleasure meeting you. I hope to hear from you soon.**

**Interviewer:** Thank you for coming in to see us, Mrs. Stevens.



## Practice

*Work with your partner. Role-play the dialogue, substituting the different expressions below. Then reverse roles.*

**My name is Jane Phillips.**

I'm Jane Phillips.

**I'm the personnel director.**

I'm the manager of Human Resources.

I'm in charge of hiring.

**I'm pleased to meet you.**

I'm happy to meet you.

It's nice to meet you.

**Please have a seat.**

Please sit down.

**According to your resume, you have several years of office experience.**

Your resume tells us that you have several years of office experience.

**Tell me about your qualifications.**

What are your qualifications?

What qualifications do you have?

**I can type 100 WPM.**

I'm able to type 100 WPM.

**I am proficient in many computer programs.**

I'm able to use many computer programs.

**I have excellent interpersonal skills.**

I get along very well with people.

**Do you have any questions about the position?**

Would you like to ask anything about the job?

**What are the responsibilities in this position?**

What are the duties?

**We're looking for someone to supervise two office clerks.**

We want someone who can manage two office clerks.

**Have you had any supervisory experience?**

Have you ever been a supervisor?

**What are your salary expectations, Mrs. Stevens?**

What salary do you expect?

**I expect to be paid the going rate for this type of position.**

I expect to get the usual salary for this type of work.

**Can you tell me about the benefits you provide?**

What benefits does the company give?

**We provide full medical and dental coverage.**

We give health and dental insurance.

**That's very generous.**

That's very good.

**When is the position available?**

When does the job start?

**We'll contact you next week.**

We'll get in touch with you next week.

**It's been a pleasure meeting you.**

I've enjoyed meeting you.

**I hope to hear from you soon.**

I look forward to hearing from you soon.



## Vocabulary

Match the words or expressions on the left with the correct meanings on the right.

- |    |                          |                                                              |
|----|--------------------------|--------------------------------------------------------------|
| 1  | _____ personnel director | a. duties                                                    |
| 2  | _____ hire               | b. manage, be in charge of                                   |
| 3  | _____ resume             | c. usual pay for a certain job                               |
| 4  | _____ qualifications     | d. money paid for work                                       |
| 5  | _____ proficient         | e. get in touch with                                         |
| 6  | _____ position           | f. give a job to, employ                                     |
| 7  | _____ responsibilities   | g. open, ready to use, ready to do                           |
| 8  | _____ supervise          | h. skills, experience, education                             |
| 9  | _____ salary             | i. person who can tell about you                             |
| 10 | _____ benefits           | j. person in charge of hiring                                |
| 11 | _____ contact            | k. able to do something, skilled                             |
| 12 | _____ going rate         | l. written summary of your skills, education, and experience |
| 13 | _____ available          | m. things you receive from an employer in addition to salary |
| 14 | _____ reference          | n. job                                                       |





## Dialogue Building

Complete the dialogue below with appropriate expressions.

Interviewer: Hello, \_\_\_\_\_.

Applicant: \_\_\_\_\_.

Interviewer: \_\_\_\_\_.

Applicant: Thank you.

Interviewer: \_\_\_\_\_ you have several years of office experience.

Applicant: Yes. I've had \_\_\_\_\_ experience.

Interviewer: \_\_\_\_\_ your qualifications.

Applicant: \_\_\_\_\_.

Interviewer: I see that you have excellent references. \_\_\_\_\_ the position?

Applicant: Yes. What are the \_\_\_\_\_ in this position?

Interviewer: We're looking for someone \_\_\_\_\_.

Applicant: What are the office hours?

Interviewer: \_\_\_\_\_.

Applicant: I expect to be paid \_\_\_\_\_.

\_\_\_\_\_ Can you tell me about the benefits you offer?

Interviewer: Yes. \_\_\_\_\_.

Applicant: \_\_\_\_\_?

Interviewer: We're hoping the successful applicant can start at the beginning of next month. We'll finish our interviews tomorrow and make a decision by the weekend. \_\_\_\_\_ next week.

Applicant: Thank you very much. \_\_\_\_\_.

Interviewer: Thank you for coming in to see us, Mrs. Stevens.

**Write Your Own Dialogue**

*Write a dialogue with a partner using phrases from page 2. Practice and present the dialogue to your class.*

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## Answer Key

### Vocabulary

1. j	8. b
2. f	9. d
3. l	10. m
4. h	11. e
5. k	12. c
6. n	13. g
7. a	14. i

### Lesson Description:

Mrs. Stevens has a job interview for a position in an office. She describes her experience and answers questions about benefits. Students complete a mock interview.

### Dialogue Building

*These are suggestions. Your students may choose other words that fit.*

*Interviewer:* Hello, **Mrs. Stevens. My name is Jane Phillips. I'm the personnel director.**

*Applicant:* **I'm pleased to meet you.**

*Interviewer:* **Please have a seat.**

*Applicant:* Thank you.

*Interviewer:* **According to your resume,** you have several years of office experience.

*Applicant:* Yes. I've had **over ten years'** experience.

*Interviewer:* **Tell me about** your qualifications.

*Applicant:* **I can type 100 words per minute. I'm proficient in many computer programs. I have excellent interpersonal skills, I am well organized, and I'm a very fast learner.**

*Interviewer:* I see that you have excellent references. **Do you have any questions about** the position?

*Applicant:* Yes. What are the **responsibilities** in this position?

*Interviewer:* We're looking for someone **to supervise two office clerks, handle all the correspondence, arrange meetings, and manage the front office. Have you had any supervisory experience?**

*Applicant:* **Yes. I supervised three typists in my last position.** What are the office hours?

*Interviewer:* **8:30 to 4:30, with an hour off for lunch. What are your salary expectations, Mrs. Stevens?**

*Applicant:* I expect to be paid **the going rate for this type of position.** Can you tell me about the benefits you offer?

*Interviewer:* Yes. **We provide full medical and dental coverage, a pension plan, and a three-week holiday per year.**

*Applicant:* **That's very generous. When is the position available?**

*Interviewer:* We're hoping the successful applicant can start at the beginning of next month. We'll finish our interviews tomorrow and make a decision by the weekend. **We'll contact you** next week.

*Applicant:* Thank you very much. **It's been a pleasure meeting you. I hope to hear from you soon.**

*Interviewer:* Thank you for coming in to see us, Mrs. Stevens.

