

Citizenship Language Pack For Migrants in Europe - Extended

English

Multimedia Course in Language and Culture for Migrants

A2 Level

To aid communication in everyday English in Ireland

This project has been funded with support from the European Commission. This publication reflects the views only of the author, and the Commission cannot be held responsible for any use which may be made of the information contained therein.

Module 3: Job Hunting





Introduction

This is a video outlining many important details of a job interview between hotel staff manager, Mr Ó Conaill and Anna Burke. He asks her various questions about her previous experience. He looks at her CV. We learn basic details about Anna too, such as her age, her daughter's age, where she worked before and what tasks were involved in her previous experience. He then begins to ask her some more questions which need some thought before answering, e.g. 'what is your greatest strength?' Following the questions, we learn about the job itself, the tasks she'd like to do, and other associated topics such as holidays, salary, days of the week, availability and child-minding.

Dialogue 7: Interview at a Hotel

<https://www.youtube.com/playlist?list=PLAHmRvsK0yq3eKIr35DOT7-5M2f7ynI4m>

  <p>Mr Ó Conaill Anna Burke</p>	<p>Situation: An interview</p> <p>Characters: Mr Ó Conaill and Anna Burke</p>
---	---

Anna- Good morning.

Mr Ó Conaill- Good morning. How can I help you?

Anna- My name is Anna Burke. Mr Smyth arranged an appointment for me with you.

Mr Ó Conaill- Ah yes, that's correct. I have been waiting for you. My name is Huey Ó Conaill and I'd like to ask you a few questions, Anna. How are you?

Anna- Thank you, I am fine, Mr Ó Conaill.

Mr Ó Conaill- Did you have any trouble in finding us?

Anna- No, not a problem. I found a map on your website.

Mr Ó Conaill- So, you know a little bit about our hotel! Could I have your application form and your other documents, please?

Anna- Here they are.

Mr Ó Conaill- So, I see you have experience, Anna. Tell me, what is your greatest strength, do you think?

Anna- I'm open-minded and friendly and I'm able to react calmly in stressful situations. I'm an excellent communicator and I am keen to use foreign languages. I speak French and German and a little bit of Russian. And, of course, English!

Mr Ó Conaill- Where did you learn French, Mrs Burke?

Anna- I had 4 years of French at school and I had six weeks in a training placement in a hotel "Maison Du Monde" in London.

Mr Ó Conaill- Oh yes, I see your certificate from your placement. Tell me, how are your computer skills?

Anna- Oh, I have a good knowledge of computers. My last position required me to work mostly on a computer.

Mr Ó Conaill - Very practical. I would like to tell you of a few of the tasks and duties that would be associated with your work here. You would have to welcome guests and distribute room keys, take care of the necessary paperwork, organise breakfast and the times for breakfast, make sure that the customers – the clients – are happy, and that they're well informed about buses and times for train schedules et cetera, and if required that you can show them where to go in the town centre. OK?

Anna- Well, that's just great.

Mr Ó Conaill- Do you have any questions?

Anna- Yes, what are the normal working hours?

Mr Ó Conaill- It's a part-time job, about 20 hours per week from 8.30 am to 12.30pm in the afternoon. Does that suit you?

Anna- Yes, perfectly. My daughter is in kindergarten during those hours.

Mr Ó Conaill- Hmm, what if your daughter is sick or the kindergarten is closed?

Anna- My mother-in-law takes care of my daughter. May I ask a question? How many days off will I get and what will my salary be?

Mr Ó Conaill- One gets three weeks of vacation per year and the starting salary for you will be €700 per month. You will have four weeks of probation to begin where our existing employees will show you around and 'show you the ropes', so to speak.

Anna -That's fine.

Mr Ó Conaill- One more question, Mrs Burke. Would you be able to work..ehm.. maybe more hours in the high season and on weekends if necessary?

Anna- Yes, I am. My husband is at home on weekends.

Mr Ó Conaill- Well, that's just super. Can you begin next Monday?

Anna- Yes, of course. I am very happy about starting here.

Mr Ó Conaill- Then, may I welcome you on board, Mrs Burke, as our newest employee. I hope you have a great time working here.

Anna- So, see you Monday at 8.30am at the reception.

Mr Ó Conaill- Good bye now, Mrs Burke. Take care.

Anna- Thank you very much, Mr Ó Conaill.

Oral Comprehension

Answer the following questions. The correct answers can be found in the key on the last page.

Exercise 1-4:

State whether the following sentences are true or false:

- Anna had ten weeks in a training placement in the hotel "Maison Du Monde" in London.
- Anna cannot work weekends.
- Anna's salary will be €700 a month.
- Anna will work approximately 20 hours per week.

Exercise 5:

Fill in the gaps:

I am _____ and _____. I am able to react _____ in _____ situations.
I am an _____ communicator and I am keen to use foreign languages. I speak
_____ and _____ and a little bit of _____.

Grammar

Present simple:

Affirmative statements and question forms

Past simple:

Affirmative statements and question forms

Examples:

Present simple:

Affirmative statements:

- I am open minded and friendly
- I am able to react calmly in stressful situations
- My mother-in-law takes care of my daughter

Question forms:

- Do you have any questions?
- How many days off do I get?

Past simple:

Affirmative statements:

- I had 4 years of French at school

Question forms:

- Did you have any trouble in finding us?
- Where did you learn French, Mrs Burke?

Links:

Present Simple affirmative statements and question forms:

<http://www.englishpage.com/verbpage/simplepresentforms.html>

<http://www.ego4u.com/en/cram-up/grammar/simple-present/form/exercises?04>

http://www.englisch-hilfen.de/en/exercises/questions/simple_present.htm

Past simple tense affirmative statements and question forms:

<http://www.englisch-hilfen.de/en/grammar/frage5.htm>

<http://www.englisch-hilfen.de/en/grammar/frage1.htm>

<http://www.agendaweb.org/verbs/past-simple-questions.html>

In Ireland

Interview etiquette in Ireland is very similar to other European countries. It is always good to research the place you are interviewing for prior to your meeting. It is important to be punctual and well presented. Make sure you have all of the relevant documents that you need, for example, curriculum vitae, qualifications and references from past employers. Be attentive and always switch any mobile phones off. Most importantly, be friendly, polite, and open. Depending on the type of interview, Irish people tend to be quite informal and appreciate warm and chatty people so smiling and good eye contact is essential. It is important to know your rights too. In Ireland, people cannot recruit on the basis of gender, marital or family status, sexual orientation religious belief, age, disability, race or membership of the Traveller Community (a minority group here in Ireland). Follow the link below for more advice about interviewing in Ireland:

<http://www.tcd.ie/Careers/students/international/interviews.php>

Vocabulary

'Show you the ropes' (phrase) – show her how things work in this environment

Website	Application form	Experience
Greatest strength	Open-minded	Friendly
Stressful situations	Certificate	Computer
Practical	Tasks	Duties
Paperwork	Working hours	Part-time job

<http://dictionary.cambridge.org/>

Key

After you have completed the exercises, check your answers here.

Exercises 1 – 4:

- a. False
- b. False
- c. True
- d. True

Exercise 5

I am **open-minded** and **friendly**. I am able to react **calmly** in **stressful** situations. I am an **excellent** communicator and I am keen to use foreign languages. I speak **French** and **German** and a little bit of **Russian**.