

Introduction

This support pack accompanies the video:

You're Hired – Episode 08

To see the video, go to:

<http://learnenglish.britishcouncil.org/en/youre-hired/episode-8>

This support pack contains the following materials:

- a pre-watching vocabulary activity;
- the transcript of the video;
- a comprehension activity;
- some business notes.



Marcia writes an email to one of the candidates giving them the news that they have not got the job.

Before you watch

Match the words and phrases in the table to their definitions.

1. moderate	2. accept	3. direct	4. We regret to inform you
5. absolutely	6. promising	7. feedback	8. fact check

Definitions:

- Agree to take something
- Completely or totally
- Straight and honest
- To become less great, extreme, violent, or severe
- Showing the potential for success
- Information about how well you did something
- An expression used in a formal letter to deliver bad news
- Confirm that what is written is true

Transcript

Marcia Boardman: ...ok...ok...that's great! We'll be pleased to have you on the team! Looking forward to seeing you next week! Bye!

Philip Hart: Was that Sarah?

Marcia Boardman: Yes - she's going to accept the job, and wants to come in next week for a chat...

Philip Hart: Great news. Now you just have to tell the other guy that we don't want him...

Marcia Boardman: I hate giving bad news...

Philip Hart: I'm glad that it's your job and not mine!

Marcia Boardman: Ok, may as well do it straightaway... Dear Mr Watson...we regret to inform you that you have not got the job...hmmm... sounds a bit too direct. How about...‘Dear Mr Watson, Thank you for your application to WebWare. We regret to inform you that you weren't successful.’

Philip Hart: Hmmm...I think you should say something positive.

Marcia Boardman: But he was terrible!

Philip Hart: Well, he wasn't great, no, but, I think we should be positive and polite.

Marcia Boardman: Yes, you're absolutely right. OK how about this ‘Dear Mr Watson, Thank you for your application to WebWare. You were a promising candidate. However, we regret to inform you that the competition for the post was very strong, and we will not be offering you the position. Yours sincerely, etc etc...’

Philip Hart: Yes, that's more like it...but we should include some feedback...

Marcia Boardman: Of course – how about if I add this: “In future, you may wish to moderate your personal style, and carefully fact check your CV...” How does that sound?

Philip Hart: I'm not sure what ‘moderate your personal style’ means. It's a bit vague...

Marcia Boardman: Hmm...ok, how about ‘give more specific examples of your achievements, and show how you work as part of a team’.

Philip Hart: Ok, yes, I like that...and remember to finish with something like, ‘We wish you the best of luck in the future’!

Marcia Boardman: Of course – I certainly do wish him luck! Ok – done. I'll send it now.

Comprehension Task

True or false

Read the following statements and decide if they are true or false.

1. Marcia offered the job to Sarah.
2. Sarah is going to start in a week.
3. Marcia does not want to write to Daniel.
4. Philip does not think that the letter should be completely honest.
5. Marcia suggests including some information about what he did badly.
6. Marcia hopes Daniel will be more successful in the future.

Business notes

Telling someone that they didn't get the job is not an easy thing to do. Philip helps Marcia to word the rejection letter in a suitable way. Here are a few things you should do in a rejection letter.

- Address the candidate by name.
- Thank the candidate for the time, effort and interest in the company.
- Write a supportive sentence about the candidate's qualifications, experience or, at very least, enthusiasm or motivation.
- Make it clear that the reason you didn't hire the candidate was because you found someone else with better qualifications and experience.
- Offer some feedback on how they could improve their interview performance.
- Wish the candidate good luck in his or her career development.
- Close the letter formally with "sincerely" or "best wishes."
- Sign your name, including your title.

Answers

*Before you watch: 1 - d, 2 - a, 3 - c, 4 - g, 5 - b, 6 - e, 7 - f, 8 - h
Comprehension Task: 1 - true, 2 - false, 3 - true, 4 - true, 5 - false, 6 - true*