

Sarah goes for her interview. How will she do?

Tasks

Do the preparation task first. Then watch the video and do the tasks. You can read the transcript at any time.

Preparation task

Match the definitions (a–h) with the vocabulary (1–8).

Vocabulary

1. to diversify
2. picky
3. voluntary work
4. technicalities
5. to pull something off
6. to move on
7. carbon footprint
8. temperament

Definition

- a. work that is unpaid, often for charity organisations
- b. to leave a job
- c. a prevailing or dominant quality of mind that characterises somebody
- d. to become more varied or make something more varied
- e. precise or technical details in a contract
- f. hard to please or satisfy; knowing what you want or like and not accepting anything else
- g. to do something successfully
- h. the amount of carbon dioxide produced by somebody or something

Task 1

Are the sentences true or false?

	Answer	
1. Sarah has some experience of doing voluntary work.	True	False
2. Sarah's role at the moment is assistant sales director.	True	False
3. Sarah thinks that the new job would involve very different skills from her current job.	True	False
4. Sarah wants a new job because she has too much responsibility in her current job.	True	False
5. When two of her current staff had problems with each other, Sarah helped improve the situation.	True	False
6. Sarah thinks it's useful to diversify business strategies.	True	False
7. Sarah won a scholarship to go to university in India.	True	False
8. Sarah is interested in environmental issues.	True	False

Task 2

Circle the best answer to the interview questions.

1. Can you tell us a little bit about your current position?
 - a. I worked on some things and I got a bit of experience.
 - b. It's a very boring job, and the manager is cruel and unfair.
 - c. I'm assistant sales director for a chain of language schools. My main duties are ...
2. Why are you thinking of moving on?
 - a. My current company is too small for me.
 - b. I've come as far as I can in my current position. I would love to take on some more responsibility.
 - c. I'm looking for a job with a higher salary.
3. Can you give us an example of when you had to deal with a particularly difficult manager?
 - a. I haven't had one. They're all easy to manage.
 - b. A couple of years ago I was working with a guy. He was lazy so I told him to get out.
 - c. I had two people working for me who didn't get along. They had no shared values, different temperaments and argued a lot. So, I sat down with them and we talked about their differences and their problems. After that, things went much more smoothly.
4. How would you deal with a rapidly changing and uncertain global market?
 - a. I'd say to stay flexible and to diversify markets and sales strategies.
 - b. Don't change anything at all. Just continue on as normal, regardless.
 - c. I'm not sure.
5. Any plans to learn other languages?
 - a. Not really.
 - b. I'd love to try!
 - c. Why?
6. Do you have any questions for us?
 - a. So, have I got the job?
 - b. Yes, about your ethical policy and your carbon footprint. I was wondering whether you are planning to reduce your carbon footprint and whether all your products are ethically sourced.
 - c. No.

Discussion

What were Sarah's good and bad points?

Transcript

Marcia: Hi, Sarah. I'm Marcia Boardman. We spoke on the phone ...

Sarah: Oh yes, I remember. I was having a bad day!

Marcia: ... and, erm, this is Philip Hart, our CEO.

Philip: Hello!

Sarah: Hello, it's very nice to meet you both.

Philip: It says on your CV that you do voluntary work.

Sarah: Well, when I have time, yes! I do work at a centre for children with difficulties.

Philip: That must be very interesting.

Sarah: It's rewarding and challenging.

Marcia: Sarah, can you tell us a little bit about your current position?

Sarah: I'm assistant sales director for a chain of language schools.

Philip: So this post would be quite a change then.

Sarah: I don't think so, honestly, because the skills are the same, despite the product.

Marcia: Why are you thinking of moving on?

Sarah: Well, I've come as far as I can in my current position, I feel, and I'm 28 now and would love to take on some more responsibility.

Marcia: OK, um, let's move on to managing people. Can you give us an example of when you had to deal with a particularly difficult managee?

Sarah: Well, yes, I had two people working for me who didn't get along at all. They had no shared values, different temperaments and used to argue a lot. It looked like it was impossible for them to work together. So, I sat down with them and we talked about their differences and their problems, and after that things went much more smoothly.

Philip: How would you deal with a rapidly changing and uncertain global market?

Sarah: Oh, that's actually something I wanted to talk about in my presentation, but I'd say to stay flexible and to diversify markets and sales strategies.

Marcia: It says on your CV you speak French and Spanish.

Sarah: Yes, I do. I lived in both France and Spain for a while.

Philip: Any plans to learn other languages?

Sarah: I'd love to try!

Marcia: Erm, OK. Can you tell us about a time you had to close a particularly challenging deal?

Sarah: Well, the biggest contract I won – and the thing I'm most proud of professionally – was with a large university in India, to provide language training. The contract was full of technicalities and the client was very picky! But I still pulled it off.

Marcia: OK, erm, do you have any questions for us?

Sarah: Yes, about your ethical policy and your carbon footprint. I was wondering whether you are planning to reduce your carbon footprint and whether all your products are ethically sourced.

Philip: That's a very good question and that's something we're moving towards at the moment.

Marcia: OK, well, let's move on to the presentation.

Answers

Preparation task

1. d
2. f
3. a
4. e
5. g
6. b
7. h
8. c

Task 1

1. True
2. True
3. False
4. False
5. True
6. True
7. False
8. True

Task 2

1. c
2. b
3. c
4. a
5. b
6. b