

Marcia writes to the unsuccessful candidate to give them the bad news.

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. strong competition
2. may as well
3. direct
4. to moderate
5. feedback
6. to fact-check something
7. promising
8. We regret to inform you

Definitions

- a. a phrase used to suggest doing something that you don't really feel like doing
- b. an expression used in a formal letter to introduce bad news
- c. simple and honest
- d. showing the potential for success
- e. a situation where there are many people trying to win something
- f. information about how well you did something
- g. to make something less strong or extreme
- h. to confirm that something is true or accurate

Task 1

Are the sentences true or false?

	Answer	
1. Marcia has offered the job to Sarah.	True	False
2. Sarah and Marcia will meet next week.	True	False
3. Marcia is excited about writing to Daniel.	True	False
4. Marcia wants to make the letter as direct as possible.	True	False
5. Marcia gives Daniel some advice for his future job applications.	True	False
6. Marcia hopes Daniel will be more successful in the future.	True	False

Task 2

Write the number (1–7) to put the parts of the rejection letter in the correct order.

..... In future, you may wish to give more specific examples of your achievements and show how you work as part of a team.

..... Dear Mr Watson,

..... Thank you for your application to WebWare.

..... We wish you the best of luck in the future.

..... Marcia Boardman

..... 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.

..... Best regards,

Discussion

What feedback would you give to Daniel about his interview performance?

Transcript

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

Philip: Was that Sarah?

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

Philip: Oh, great news! Now you just have to tell the other guy that we don't want him.

Marcia: Mm, I hate giving bad news.

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

Marcia: OK, may as well do it straight away. 'Dear Mr Watson, we regret to inform you you have not got the job.' Hmm, sounds a bit too direct. How about: 'Dear Mr Watson, thank you for your application to WebWare. We regret to inform you you weren't successful'?

Philip: Erm, I think you should say something positive.

Marcia: But he was terrible!

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

Marcia: 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: Yes, that's more like it. But we should include some feedback.

Marcia: 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: Erm, I'm not sure what 'moderate your personal style' means. It's a bit vague.

Marcia: Hmm, OK. How about 'give more specific examples of your achievements and show how you work as part of a team'?

Philip: OK, yes, I like that. And remember to finish with something like, 'We wish you the best of luck in the future.'

Marcia: Of course. I certainly do wish him luck! OK, done. I'll send it now.

Answers

Preparation task

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

Task 1

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

Task 2

1. Dear Mr Watson,
2. Thank you for your application to WebWare.
3. 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.
4. In future, you may wish to give more specific examples of your achievements and show how you work as part of a team.
5. We wish you the best of luck in the future.
6. Best regards,
7. Marcia Boardman