

Introduction

This support pack accompanies the video 'You're Hired – episode 02'. To see the video, go to: <http://learnenglish.britishcouncil.org/en/youre-hired/episode-2>

This support pack contains the following materials:

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

Before you watch

Exercise 01

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

a. application	b. candidate	c. comicbook font
d. CV	e. discard	f. educational background
g. multinational sales	h. profile	i. short-list
j. standard interview format	k. whittle down	

1. a brief description that summarizes the characteristics of somebody or something
2. a summary of somebody's educational and work experience, for the information of possible future employers, also known as a resume – abbreviation of Curriculum Vitae
3. a typeface used in comics. This kind of typeface would be unsuitable for a CV.
4. an applicant or suitable person for a job
5. an official request for something, usually in writing
6. selling things in different countries
7. the normal way of interviewing somebody
8. to put somebody or something on a final list of candidates for a job or award
9. to reduce or diminish something gradually by taking away a little of it at a time
10. to throw away
11. your experience of school, university, etc.

Transcript

Philip Hart: So, how many applications did we get, Marcia?

Marcia Boardman: Well...overall we've got over two hundred...

PH: That many!?

MB: Yes, but...most of which we can discard right away...people who don't have the right experience, qualifications that kind of thing...

PH: Of course...

MB: ...and then we get the people who submit ten-page long CVs, or CVs in comicbook font, or green ink, or they attach a photo of themselves disco dancing...you know the kind of thing!

MB: So, I whittled down the serious candidates to a short-list of twelve people.

PH: And we'll interview all of them?

MB: I think we should – but obviously I'll let you have a look first.

PH: Great...so, who have we got then?

MB: Well, I think we've got some pretty strong candidates, two in particular...

PH: They have the right kind of profile?

MB: I'd certainly say so – a strong educational background, experience in multinational sales, language skills...

PH: Good, I look forward to meeting them.

MB: So I'd say we do the standard interview format..

PH: Sure..

MB: A few general questions, then onto specifics...

PH: Yes, exactly – I want to hear specific details of when they've solved problems...

MB: Yes and then something about "vision", as you put it...

PH: Yes...what do you think about a brief presentation?

MB: I think that's a good idea – we could ask them to give a short presentation on where they see the company going – and how they see themselves taking us there.

PH: Great! You know something? I'm really looking forward to this!

After watching

Exercise 02

Decide if the following statements are true or false.

1. Phillip is surprised at the number of applications they received.
2. Marcia wants to interview all applicants who sent a CV.
3. Marcia has the final decision on the twelve interview candidates.
4. All the potential candidates have all the basic requirements for the job.
5. Marcia and Phillip want the candidates to do a presentation about the company's future.

Business notes

When applying for a job in the UK it is usual to have to submit a Curriculum Vitae or CV (also known as a resume in the USA).

A CV is a personal history of one's education, professional history and job qualifications with a strong emphasis on specific skills relating to the position being applied for.

When short-listing for suitable interview candidates employers will usually make this decision based on the CV and possibly a cover letter.

A cover letter or covering letter is a letter of introduction attached to, or accompanying another document such as a curriculum vitae. Cover letters are generally one page at most in length, divided into a header, introduction, body, and closing.

Header: Cover letters use standard business letter style, with the sender's address and other information, the recipient's contact information, and the date sent after either the sender's or the recipient's address. The final part of the header is a salutation (e.g., "Dear Hiring Managers").

Introduction: The introduction briefly states the specific position desired, and is designed to catch the employer's immediate interest.

Body: The body highlights or amplifies on material in the resume or job application, and explains why the job seeker is interested in the job and would be of value to the employer. Also, matters discussed typically include skills, qualifications, and past experience. If there are any special things to note such as availability date, they may be included as well.

Closing: A closing sums up the letter, and indicates the next step the applicant expects to take. It may indicate that the applicant intends to contact the employer, although many favor the more indirect approach of simply saying that the applicant will look forward to hearing from or speaking with the employer. After the closing is a valediction ("Sincerely"), and then a signature line.

Answers

Exercise 01

1. h; 2. d; 3. c; 4. b; 5. a; 6. g; 7. j; 8. i; 9. k; 10. e; 11. f

Exercise 02

1. True (*That many!?*); 2. False (*discard right away...the people who submit ten-page long CVs*); 3. False (*obviously, I'll let you have a look first*); 4. False (*Two in particular. They have the right kind of profile...*); 5. True (*on where they see the company going*)