A JOB INTERVIEW

SEQUENCE 3
DESCRIBE THE PICTURE

A cartoon illustration shows a person standing in front of a door labeled "JOB INTERVIEW." The person appears nervous, with a label "NERVOUS?" above the door. To the right of the image is a vocabulary help chart with the following information:

**Nouns**
- An accountant
- A secretary
- A clerk = an employee
- An applicant = a candidate

**Adjectives**
- Nervous = stressed out
- Stressful = stressant
- Scared = frightened
- Surprised = astonished
- Challenging

**Verbs and Expressions**
- Be about to = être sur le point de
- To apply for a job = postuler pour un emploi
# Education in the US

<table>
<thead>
<tr>
<th>Pre-School</th>
<th>Elementary School (or Primary School)</th>
<th>Middle School (or Junior High School)</th>
<th>High School</th>
<th>College</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>First Grade (6-7)</td>
<td>6th Grade (11-12)</td>
<td>9th Grade (14-15)</td>
<td>(generally four years)</td>
</tr>
<tr>
<td>Pre-Kindergarten (4-5)</td>
<td>2nd Grade (7-8)</td>
<td>7th Grade (12-13)</td>
<td>10th Grade (15-16)</td>
<td>1st year [Freshmen]</td>
</tr>
<tr>
<td>Kindergarten (5-6)</td>
<td>3rd Grade (8-9)</td>
<td>8th Grade (13-14)</td>
<td>11th Grade (16-17)</td>
<td>2nd year [Sophomore]</td>
</tr>
<tr>
<td></td>
<td>4th Grade (9-10)</td>
<td></td>
<td>12th Grade (17-18)</td>
<td>3rd year [Junior]</td>
</tr>
<tr>
<td></td>
<td>5th Grade (10-11)</td>
<td></td>
<td></td>
<td>4th year [Senior]</td>
</tr>
</tbody>
</table>

<sup>1: Statistics from 2000</sup>
A job interview

WHY?

PREPARATION?

D-DAY

CLOTHES

BEHAVIOUR

OTHER
Preparing for a Job Interview

**Why This Job**
- Company research
- Past and future

**What Attracts**
- Expected
- Interest confirmed
- Information further

**After Letter**
- Thanks
- Questions

**Interview Day**
- Dress appropriate
day
- Punctual
- Prepared
- Remember
- Relax
- Book take
- Smile
- Greet
- Attentive posture
- Relaxed
- Alert

**Prepare**
- Job questions
- Job answers
- Interests
- Hobbies
- School subjects
- Jobs
- Last fired
- Why?
- Best
- Ambitions
goals
- Professional
- Leisure
- Artistic
- Sporting
- Cultural

**Aims**
- Be entertaining
- Quotable
- Remembered:
  - First
  - Last
  - Strongest
  - Impressions

**Show**
- Enthusiasm
- Speak
- Varied tone

**Confidently**
- Loudly
- Confidently
- Reservedly

**Positive only**
- Relevant
- Useful
- Employers other

**Display**
- Personality
- Experience
- Achievements

**Qualifications**
- Training
- Experience

**Stop**
- What said
- Application
- Remember
- Delay
- Prepared
- Be interview

**Relax**
- Book
take

**Questions**
- Last why?
- Ever why?
COMMON NONVERBAL MISTAKES MADE DURING JOB INTERVIEWS

67%
Fail to make eye contact

47%
Have little knowledge of the company

38%
Don't smile

33%
Have bad posture

33%
Fidget too much
26% of employers claim they don't want applicants to be overly fashionable or trendy.

65% of hiring managers say clothes can be the deciding factor between two similar candidates.

BRIGHTLY-COLORED CLOTHING IS BAD

- 21% have a weak handshake
- 21% play with their hair or touch their face
- 21% cross their arms over their chest
- 9% use too many hand gestures
PREPARING A JOB INTERVIEW

Trimmed Haircut
Clean Shaved
Warm Smile
Feel of Confidence
Formal Dress
Firm Handshake
Correct Body Posture

Helpful Tips
PREPARING A JOB INTERVIEW

A. Prepare for the interview.
B. Dress appropriately.
C. Be neat.
D. Bring your resume and ID.
E. Don’t be late.
F. Be on time.
G. Turn off your cell phone.

H. Greet the interviewer.

I. Shake hands.

J. Make eye contact.

K. Listen carefully.

L. Talk about your experience.

M. Ask questions.

N. Thank the interviewer.

O. Write a thank-you note.
ORAL COMPREHENSION

Job Hunting
Compréhension globale

- What is it about?

- Does the woman show any interest?
  - No
  - Yes

Compréhension sélective

- How does the woman describe her present job?
- Complete the grid.

JOB:
<table>
<thead>
<tr>
<th>Qualities for the job</th>
<th>Skills for the job</th>
<th>Job's description</th>
</tr>
</thead>
<tbody>
<tr>
<td>The person must be...</td>
<td>EDUCATION</td>
<td>SALARY</td>
</tr>
<tr>
<td>□ outgoing</td>
<td>EXPERIENCE</td>
<td>EXTRA BENEFITS</td>
</tr>
<tr>
<td>□ lively</td>
<td></td>
<td>1.</td>
</tr>
<tr>
<td>□ open-minded</td>
<td></td>
<td>2.</td>
</tr>
<tr>
<td>□ inquiring</td>
<td></td>
<td>3.</td>
</tr>
<tr>
<td>□ optimistic</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

What is her final decision?
JOB HUNTING

Script

WOMAN. — God, I’m fed up with my job!
MAN. — Hey! Now I think of it, there’s the perfect job for you in the paper today.
WOMAN. — What?
MAN. — Wait a minute… hum… Here it is: European Space Agency requires translators.
WOMAN. — European Space Agency? Didn’t know there was one!
MAN. — Well, that’s what it says: they need English translators to work from French and German.
WOMAN. — Oh… So you’d need a degree in French and German, I suppose… Well, I’ve got that, and plenty of experience. What are they asking for?
MAN. — Just that: a degree and 3 or 4 years experience. They also say “the person should have a lively and inquiring mind”.
WOMAN. — Well, if I stay in my present job much longer, I shan’t have a mind left! What about salary?
MAN. — Well, it says negotiable. So I suppose it depends on education and experience. Ah, now in addition to basic salary, there’s a list of extra benefits. Have a look yourself.
WOMAN. — Mmmmm. Travel and social security plus three vacation expenses are paid! Hey, this isn’t bad! I’m going to write to them straight away!
PREPARING A JOB INTERVIEW

Questions the employer may ask...

1.

2.

3.

4.
Things the employee may say...

1.

2.

3.

4.
PROJET FINAL

Prepare your job interview
Write your résumé on a computer (many documents to help you available on the ENT).

Extra-mark only if > 10/20.
## YOUR JOB INTERVIEW

<table>
<thead>
<tr>
<th>The employer</th>
<th>The applicant</th>
</tr>
</thead>
</table>
| - Welcome the applicant.  
- Ask many questions to see if the applicant fits the job.  
- Ask for the applicant’s résumé. | - Answer the questions.  
- Try to show the best of you and focus on your assets.  
- Show your interest in the job/firm.  
- Concentrate on non-verbal communication. |
Amélie BENÉY
Collège Marcel Pagnol (95310 St Ouen l’Aumône)
www.laclassedanglais-beney.fr

La classe d’anglais

Follow me!
Amélie Beney
Miss Beney
Les langues vivantes à Pagnol