



**Unit 3 Practice**

Task 1 (p.9)

Announcer : Situation.

You are Andy Ko, a consultant in a job agency. You are responsible for posting job advertisements and providing help for job seekers.

You will have two tasks to do. Follow the instructions in the Question-Answer Book and on the recording to complete the tasks. You have two minutes to familiarise yourself with Tasks 1 and 2 before the recording begins.

Task 1.

You are answering phone calls from different companies which are going to post job advertisements. Listen to the telephone conversations and fill in the advertisement forms below.

You now have 30 seconds to study the task. At the end of the task, you will have 1 minute to tidy up your answers.

Conversation 1.

Andy : Hello, New World Job Agency. This is Andy. Can I help you?

Vivian : Hello, my name is Vivian Fung. My company is looking for a receptionist.

Andy : Is it a part-time or full-time job?

Vivian : <sup>②</sup>It's a part-time vacancy. <sup>③</sup>We're offering \$50 per hour.

Andy : OK. What is your company's name?

Vivian : <sup>①</sup>Sunny Education Centre.

Andy : Hold on... Sunny Education Centre.

Vivian : Yes. This is quite urgent because our receptionist just resigned today. <sup>⑩</sup>Please

note down that the candidate must be able to start work next Monday.

Andy : OK, let me write that down on the remarks...start work next Monday, done. Can you tell me the job duties for the position?

Vivian : <sup>④</sup>Sure. The receptionist needs to answer phone calls to the centre. We normally receive phone calls from parents and tutors. <sup>⑤</sup>Besides that, he or she will be dealing with enrolments. There're quite a lot of parents coming to enrol their children in our tutorial classes.

Andy : I see. Are there any requirements for the position?

Vivian : <sup>⑥ ⑦</sup>Yes. The candidate should be polite and helpful, because we need to handle many enquiries and complaints from parents. <sup>⑧ ⑨</sup>We also need someone who is fluent in English and Putonghua.

Andy : English and Putonghua...OK. Can you leave a number for us so we can contact you if there's a suitable candidate?

Vivian : Sure, it's 2121 7599.

Andy : Thanks, bye.

Vivian : Bye. \*

Announcer : Conversation 2.

Andy : Hello, New World Job Agency. This is Andy. Can I help you?

Mable : This is Mable Leung calling from Strong Men Delivery. <sup>⑪</sup>We're looking for someone to be a driver for us. Can you please post an advertisement for us?

Andy : Of course. Is it a part-time or full-time job?

Mable : <sup>12</sup> It's a full-time job. <sup>16 17</sup> We're looking for someone who is hard-working and healthy. <sup>18</sup> The most important thing is, the person should already have an HKSAR driving licence.

Andy : Let me note that down...HKSAR driving licence. OK. What are the job duties for this position?

Mable : <sup>14</sup> The person will deliver office furniture for us. <sup>15</sup> Our main clients are furniture stores. Because some of our clients are from mainland China, the person may need to drive to the Mainland.

Andy : OK. <sup>13</sup> What's the salary for the position?

Mable : \$9,000 per month.

Andy : Got it. And your contact number?

Mable : It's 3547 6761.

Andy : Thanks. We'll contact you if we find a suitable candidate. Bye.

Mable : Bye.

Announcer : This is the end of Task 1. You now have 1 minute to tidy up your answers.

## Task 2 (p.10)

Announcer : Task 2.

You are completing an evaluation form for a job seeker. Listen to the conversation and complete the form below.

You now have 30 seconds to study the task. At the end of the task, you will have 1 minute to tidy up your answers.

Andy : Good afternoon, Miss Chu. First of all, thanks for choosing us as your job searching consultant.

Lucy : You're welcome. You can call me Lucy.

Andy : OK Lucy, can you tell me about your previous working experience?

Lucy : Sure. I've had two jobs so far. <sup>1</sup> The first one was as a teaching assistant. I did that for 4 months.

Andy : Why did you quit the job?

Lucy : <sup>2</sup> I quit because some students were <sup>3</sup> really naughty. For example, once when I was walking in the playground, some of them pulled my ponytail! Can you believe this?

Andy : Hmm...that's not a nice experience.

Lucy : It definitely wasn't. But the worst happened in my second job.

Andy : What was your second job?

Lucy : <sup>4</sup> I worked as a salesperson in a <sup>5</sup> department store. I was working at a counter selling cosmetics and face creams. There were customers who kept asking me questions and asking me for free face cream samples. They just wasted my time! I talked to them for hours but they just left without buying anything!

Andy : Why did you quit then?

Lucy : <sup>7</sup> Some women, I mean the customers, <sup>8</sup> were very rude.

Andy : <sup>6</sup> How long did you work for this job then?

Lucy : <sup>9</sup> Only 5 days. I quit the job after a big argument with a fat woman. Huh!

Andy : OK. <sup>9</sup> So you've been unemployed for how long now?

Lucy : <sup>11</sup> 6 months. <sup>10</sup> I've had several job interviews, but I was very nervous and didn't do very well at the interviews. The longer I stay unemployed, the more nervous I am. I keep telling myself it's not my fault for being unemployed, but it doesn't work.

Andy : Please cheer up. Mm... I think I told you to come in today wearing an outfit that you would wear for an interview.

Lucy : Right. What's the problem? I wear this outfit to job interviews. I read a magazine saying people have to be trendy so the employers will think they're smart.

Andy : Hmm... Just a little suggestion, I think you should change a few things in your outfit. For example, your earrings and necklace, they're too shiny. <sup>12</sup> You should wear fewer accessories.

Lucy : Hmm...what else?

Andy : <sup>13</sup> Although the weather is very hot today, I suggest you wear a blouse instead of a sleeveless top.

Lucy : OK, I'll remember that for the next time.

Andy : Also, your bag is very beautiful, but it's a bit too cute for a job interview. Some employers may think you're too interested in fashion and not serious about the interview. No offence. <sup>15</sup> Next time, choose a plain-coloured bag.

Lucy : Hmm...

Andy : <sup>14</sup> One more thing, you'd better wear a skirt that covers your knees.

Lucy : I didn't realise my outfit had got so many problems.

Andy : Please don't be sad. I think your outfit is OK if you're applying for jobs like a part-time model or promoter. But if you're searching for a job in an office, you need to show that you are serious.

Lucy : OK.

Andy : Our agency will search for the most suitable jobs for you. <sup>16</sup> But we always remind candidates to be more positive towards different jobs. Finding a job is not hard, but you need time to gain experience. <sup>17</sup> I suggest that you be patient and stay longer in each position so you can gain more experience.

Lucy : I'll try. Thanks for your help.

Andy : You're welcome. Please call me if you need any help.

Announcer : This is the end of Task 2. You now have 1 minute to tidy up your answers