



Module B Unit 3

Training 1.1 (p.23)

Announcer : You are Gary. You are looking for a part-time job and talking about this with your friend, Emily. Listen to the conversation and fill in the job details below.

Emily : Hi Gary, what are you doing?

Gary : Hi Emily, I'm browsing a website to find a part-time job. Which job do you think is better: comic shop assistant or part-time waiter?

Emily : Hmm...what do you need to do in each job?

Gary : ^① For comic shop assistant, I'll need to tidy up the bookshelves and ^② help customers return the comics.

Emily : That sounds quite good. I know you like reading comics.

Gary : But I don't think I can read any at work. ^③ Besides those two duties, I also need to keep the shop tidy.

Emily : Keeping a comic shop tidy might be tiring. So you don't need any knowledge about comics, do you?

Gary : ^④ Yes. the advertisement says I need a basic knowledge about comics for the job. Maybe sometimes I need to answer customers' questions. ^⑤ So they want someone fluent in Cantonese.

Emily : Cantonese is our mother tongue, so you don't need to worry about that. What else do you need for the job?

Gary : ^⑦ It also says I may need to work overtime.

Emily : ^⑥ How about the salary?

Gary : \$6,500 per month.

Emily : That's not too bad for a part-time job.

Gary : The advertisement doesn't say it's a part-time job though. I can only work 3 to 4 days per week, maybe I'll call the comic shop later today.

Emily : Yeah. How about the other job? What do you have to do for that one?

Gary : ^⑧ Well, typical duties for a waiter, such as answering questions about the menu ^⑨ and serving food and drinks.

Emily : OK. You worked in a fast food shop last year. It wasn't too hard for you, right?

Gary : The job in the fast food shop was OK. But for this one, I also need to do some cleaning. ^⑩ The advertisement says I need to clean the dining area and ^⑪ washrooms.

Emily : Washrooms? That sounds disgusting.

Gary : Yes, but I'm not worried about that. In fact, I'm interested in this job because it's in a nice café. The café is popular among office workers and tourists. You know, I like to meet different people.

Emily : ^⑬ OK. Do you need to speak fluent English?

Gary : Good guess, Emily. It's one of the requirements. ^⑫ Apart from speaking fluent English, it also says the candidate should have 2 years or more work experience in a restaurant.

Emily : Mm...but you've only worked for 2 summers in part-time jobs.

Gary : Yes, but I want to have a try. ^⑭ I think the café won't find anyone with lots of experience, because it's only offering \$35 per hour.

Emily : Maybe you're right. Good luck! *

Training 2.1 (p.24)

Announcer : You are at the interview for a comic shop assistant. There are four other people applying for the position. Listen to their self-introductions. Fill in their profiles and choose the best adjectives to describe their personalities.

Announcer : Interview 1.

Interviewer : Hi Miss Ng, please take a seat. Would you please introduce yourself to our interviewers?

Flora : Hi, I'm Flora Ng. I ^① worked as a clerk in an international company for 4 years. 4 years is not a short time, so you must have guessed I did my job very well. To be honest, everyone in my previous company was satisfied with my work.

Interviewer : Why did you quit your previous job then?

Flora : I'm ^② extremely good at talking with people. But you know, working as a clerk can be boring ^③ sometimes. So I decided to make a change. I can promise that your company won't regret it if you choose me for the job.

Interviewer : Thanks. We'll contact you soon. *

Announcer : Interview 2.

Interviewer : Hi Mr Chow, thanks for applying for this job. Please take a seat and tell us about yourself.

Peter : Hi everyone, my name's Peter Chow. ^⑤ Today is a nice day... I mean a very nice day for an interview.

Interviewer : Yes, it is. Why did you apply for this job?

Peter : Well, I love comics. ^⑤ I think comic books are the best kind of books. I've liked reading comics since I was in secondary school...oh, wait...ha! I mean it's great to work in a comic shop.

Interviewer : OK. Please tell us about your experience and strengths.

Peter : Hmm...this is my first interview in my life so I don't know what to say. I haven't worked before. ^④ And my strength is, huh, I can sing very well.

Interviewer : Thanks a lot for coming in today. *

Announcer : Interview 3.

Interviewer : Hi Miss Leung, please take a seat and tell us about yourself.

Linda : Good ^⑥ afternoon everyone. I'm Linda Leung. I'm 23 years old and I've worked in a school library. I really love reading and I got along with the school children very well.

Interviewer : Do you have any strengths and skills that you learnt from that job?

Linda : Yes, I have. ^⑦ I was responsible for tracking book records in my previous job, and I think I'm quite good at numbers. I hope that's useful for the position.

Interviewer : Yes, it is. Thanks for coming, Miss Leung. We'll contact you soon.

Linda : Thank you. *

Announcer : Interview 4.

Interviewer : Hi Mr Lee, please take a seat and tell us about yourself.

Bob : Hi, I'm Bob. I've worked in a bank and I hope I can get the job in your company.

Interviewer : How long did you work in a bank? We're looking for a comic shop assistant. Seems the two jobs are quite different.

Bob : Huh? Comic shop assistant? I was applying for the shop manager. Your people must have made a mistake! ^⑩ Do I look like a comic shop assistant? Gosh! I must complain to that woman in the job agency.

Interviewer : But the job agent said you're applying for a comic shop assistant. Well, please continue telling us about your previous job then.

Bob : ⁹ I worked in a bank for 2 months as a customer service officer.

Interviewer : Great. Do you have any strengths or skills?

Bob : ¹⁰ I... I can type very fast. But wait... are we talking about the position of manager? It's your company's mistake, you know. I want to make it clear that I'm NOT interested in a job as a comic shop assistant.

Interviewer : I'm afraid you've applied for the wrong job. Perhaps you should go back to that job agency you used and complain. *

Training 2.2 (p.25)

Announcer : Your teacher, Mrs Tam, is sharing some cases about job searching with you and your classmates. Listen to the recording and complete the case forms below.

Announcer : Case 1.

Mrs Tam : Hi Patrick, how are you lately?

Patrick : Hi Mrs Tam, I'm fine, thanks.

Mrs Tam : You graduated from our school several years ago. How's your job going?

Patrick : I'm not very happy with my current job. ¹ I work as a salesperson in a shop. I'm tired every day because I have to talk to customers a lot.

Mrs Tam : What exactly do you do in the job?

Patrick : ² I have to promote health products, such as vitamin pills for children and the elderly.

Mrs Tam : So you must meet a lot of different people at work.

Patrick : Yes, but I really don't like that. ⁴ Some customers are bad-tempered. Some of them come back suddenly and ask for a refund. But when I ask what's wrong with the products, they don't give me any reasons, but just shout at me.

Mrs Tam : That's too bad. It's just one or two special cases, right?

Patrick : Not really. ³ Because one of my job duties is to respond to customers' questions and complaints. I meet bad-tempered customers quite often. Some even complained about me to my manager. ⁵ I think it's really hard to deal with complaints.

Mrs Tam : Seems that you don't enjoy your job very much. Have you considered changing to another one? ⁶ I know you were quiet and shy when you were in secondary school. I believe jobs like salesperson may be more suitable for people who like interacting with other people.

Patrick : That's what I think too, Mrs Tam.

Mrs Tam : ⁷ I suggest you try a job that lets you work alone. Do you like drawing or web design? I know designers can have more time to work on their own.

Patrick : Hmm...but I don't know how to draw.

Mrs Tam : ⁸ How about working as an office assistant? Although you need to deal with other people, it would still be better than your current job. At least you would have less chance to meet new people and deal with complaints.

Patrick : You're right. Thanks for your suggestion, Mrs Tam. I'll think more carefully before I take up a new job.

Mrs Tam : I hope I've helped, Patrick. Good luck. *

Announcer : Case 2.

Doris : Hi Mrs Tam, I haven't seen you for a long time. How are you?

Mrs Tam : I'm fine, Doris. How about you? ¹⁰ I've heard from others that you've been working as a hairdresser for 3 years. Is that right?

Doris : Actually, it's nearly 4 years now. ^⑤ The job is OK, but I'm starting to worry about my future. ^⑨ I'm already 21 years old. I guess I should study again and change to a more secure job.

Mrs Tam : It's never too late to further your studies. But you're an experienced hairdresser now. Will you regret if you give up this profession?

Doris : I don't know, Mrs Tam. I really enjoy cutting and styling customers' hair. Some customers are really friendly. I remember last year a customer made some festive food for me at Chinese New Year! ^⑭ I enjoy talking with my customers a lot. They're all like my friends.

Mrs Tam : It's really nice to hear that. Other than worrying about your future, is there anything that you dislike about your job?

Doris : ^⑪ Hmm...yes, I have to clean up after the shop is closed. ^⑫ The place is really messy after one day's work. ^⑬ And it can be disgusting having to do all the cleaning.

Mrs Tam : I can understand that. You said you wanted to further your studies. Do you have anything in mind?

Doris : Not really, Mrs Tam. I only know that I like working with people.

Mrs Tam : ^⑮ Yes, you are a sociable person. You were very active in extra-curricular activities when you were in secondary school. ^⑰ And I guess you have good communication skills because you get along with your customers very well.

Doris : Thank you.

Mrs Tam : ^⑱ How about working as a social worker? It seems suitable for your personality.

Doris : I've never thought of that! How can I become a social worker?

Mrs Tam : You need to find an institute which offers social work programmes first. Why don't we go to the library and search online now?

Doris : Sure, Mrs Tam. Thanks a lot for offering to help. *

Training 3.1 (p.26)

Announcer : Mrs Tam is playing a podcast about dos and don'ts in job interviews to your class. Listen to the podcast and complete the table below.

Michael : Welcome to Career Tips again. This time, we're going to talk about dos and don'ts in job interviews. I've invited my friend Clara to tell us more about the topic. Clara has worked in a job consultancy for 5 years. Welcome Clara.

Clara : Thanks, Michael.

Michael : First of all, most candidates are usually very nervous when they're going to job interviews. What mistakes do they usually make?

Clara : There're a couple of mistakes that candidates don't realise they've made! ^⑦ One of the biggest mistakes is to sit down before the interviewer asks them to. It may give the interviewer a very bad impression.

Michael : I see.

Clara : An employer told me one of his candidates complained that the lift in the building was not working well. Can you guess why?

Michael : Ha! I know. The candidate was late for the interview, right?

Clara : That's right! ^① Even if that's the real case, candidates should aim to arrive 10 minutes before the interview time. They can calm down and get used to the environment in the extra time.

Michael : Then what should candidates do when entering the interview room?

Clara : ² The first thing should be to greet the interviewer. A short greeting like 'Good morning' or 'Good afternoon' will do. And don't sit down before the interviewer asks you to.

Michael : How about things to say during the interview?

Clara : It depends on the job and the company. Some companies like to ask factual questions like 'Can you describe your previous job?' Candidates should talk about something like their job duties, difficulties faced and their contribution to the company. ⁸ However, most candidates are unhappy about their previous job, so they'd say something negative about their previous job and employer. ⁹ That's not appropriate.

Michael : Why shouldn't candidates say something negative about their previous job and employer?

Clara : Because the potential employer may think that you like to complain and are not easy to work with.

Michael : Oh, I see. I know that besides factual questions, some companies may ask questions about current affairs.

Clara : ³ Yes, but no matter what questions are asked, candidates should make eye contact with the interviewer. Good eye contact shows that they're confident.

Michael : Right. So candidates should make eye contact when they're answering questions.

Clara : Well, actually they should make eye contact anytime when they're talking. Moreover, don't just wait for the interviewer to ask the questions. ⁴ Try to ask good questions about the job and the company.

Michael : What do you mean by 'good questions'?

Clara : Questions that show you are interested in the job and the company. But of course, meaningful questions are not those you can easily get the answer for from the company's website.

Michael : I see.

Clara : Back to basics, candidates should have good manners during the interview.

Michael : Such as?

Clara : ¹⁰ They mustn't turn on their mobile phones during the interview. Even turning off the volume is not enough.

Michael : It's certainly disturbing if someone calls you when you're having an interview.

Clara : ¹¹ Some candidates also try to make themselves less nervous by telling jokes during the interview. In fact, it's not a wise thing to do.

Michael : Why?

Clara : You never know if the interviewer can understand your jokes or not. The interviewer may get a bad impression of you.

Michael : ¹² Ah...chewing gum can also give a bad impression.

Clara : ¹³ Indeed. One last thing that candidates shouldn't do is to tell lies. You know, interviewers will jot down notes on things you said. But if you tell lies, you're very likely to forget what you said in the second interview, if you're invited to one.

Michael : That's very true.

Clara : ⁵ Two final things for job searchers. Remember to be confident ⁶ and dress properly for the interview. Try to build up a good image and try your best.

Michael : OK, thanks Clara for sharing with us in this podcast. Hopefully, you'll come back again next time! *

Training 4.1 (p.27)

Announcer : You are listening to a radio programme about 'the best job in the world'. Listen to the radio programme and complete the fact sheet below.

Jonathan : Welcome to our programme *Interesting Job of the Week*. I'm Jonathan and this is my partner Sandy.

Sandy : Hi everyone.

Jonathan : In the coming 10 weeks, we'll introduce some interesting jobs from around the world. Sandy, let me ask you a question. If I say 'the best job in the world', what kind of job will you think of?

Sandy : Hmm...doing nothing but getting a good salary, I guess. Haha...just joking, I think the working condition must be very good.

Jonathan : Yes, partly correct. Let's talk about the 'Best Job in the World' today.

Sandy : Although it happened years ago, many people still remember it.

Jonathan : That's because the job attracted 34,000 people to apply for it.

Sandy : Wow, 34,000!

Jonathan : Yes. Some people say the job was actually part of a promotion. But not many people really know about the job details. Do you know what the job position was?

Sandy : ^① I know, it was for an Island Caretaker.

Jonathan : Well done. The winner, Ben Southall, was employed to 'take care of the islands' and live on the beautiful islands for 6 months. In fact, his duties were really quite nice! ^⑧ In his blog, I could see him really enjoying feeding the fish and ^⑨ exploring the islands.

Sandy : Is that all?

Jonathan : Of course not. Before taking the job, he went through quite a lot of tests.

Sandy : I would imagine so. He had to be physically very fit to take care of the islands.

Jonathan : You are right. ^② So he passed the swimming tests and of course, ^③ interviews. ^④ And he had to write blogs...

Sandy : That's interesting.

Jonathan : He had to show he had good writing skills because he had to report on his life to the public during the 6 months. ^⑪ He had to write blogs, ^⑫ maintain a photo diary and ^⑬ also make videos.

Sandy : Wait...write blogs, make videos and?

Jonathan : Maintain a photo diary.

Sandy : That would have been easy.

Jonathan : ^⑩ Also, he had to make friends with the locals.

Sandy : Writing blogs, making friends...no wonder it was called 'The Best Job in the World'.

Jonathan : Haha! The benefits were quite good too.

Sandy : ^⑤ I know that the salary was very good.

Jonathan : ^⑥ Yes, and he stayed in a large house with three bedrooms and ^⑦ a swimming pool.

Sandy : So he was allowed to bring his friends and relatives to live with him?

Jonathan : Yes. His daily life was a part of the story being reported in his blog!

Sandy : I'm really jealous of him.

Jonathan : The job lasted only 6 months though. Well, time's running out for this session. Let's listen to the 9 o'clock news roundup first and we'll continue with... *