

2

a

Who says what? Read the texts in the speech bubbles and decide what the candidate and what the interviewer says. Write down "c" for candidate and "i" for interviewer.

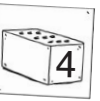
When I was in school, I had a three-week work experience in a kindergarten. My duties were to take care of children, to play games with them, to teach them some basics, for example how to hold a pencil and how to colour in a picture without colouring over the lines. I also organised walks and trips with the childcare assistants and helped in the kitchen to prepare lunch for the children. When all children had left in the afternoon, I tidied the group room and prepared activities for the next day. I really enjoyed the experience but I also found out that I don't want to work with little children because my personal view on parenting often differs from the view of the parents.

One of my strengths is that I'm friendly and calm whatever happens. So even if I have a very stressful day and I'm not sure if I can deal with all the tasks, I stay calm and do the best I can. My biggest weakness is my perfectionism. If I have something on my mind, I want to put it into effect as best as I can. This might take longer than planned and then my time schedule gets mixed up. So far I've always been able to hand in a work on time but sometimes I had to work night shifts. I'm still working on my biggest weakness but on the other hand I don't want to give less than I can.

I don't have any experience in this special kind of office work. But as a student I always needed to schedule my study time and organise my work material. During my school years it never happened that I ran out of exercise books, pencils or index cards for studying vocabulary or giving presentations. Every time I was about to run out of them, I placed an order to make sure, I'd have new ones when I needed them. Even though this might not be comparable to office work, I think there are similarities. And I'm always willing to improve my organisation and office skills.

Sure. You'd have to work two different kinds of shifts. The early shift goes from 8 a.m. to 3.30 p.m. and the late shift from 11 a.m. to 7.30 p.m. Both shifts include a 30-minute and a 15-minute break. Sometimes you might have to work on Saturdays as well. On Saturdays the shift goes from 9 a.m. to 2 p.m. including a 20-minute break. We will ask you a few weeks in advance if you are free to work on a Saturday. Do you have any other questions?

Being interested in the work is a basic requirement for this job, so that's good. Apart from dealing with customers a sales assistant also needs to do office work. The stock needs to be checked regularly, orders need to be placed and distributors need to be called. Do you have any experience in this field of work?



- d** The end of the job interview is missing. Write down an ending in your exercise book. The following hints (= *Hinweise*) will help you.
- The interviewer tells the candidate that the interview is over and that he/she will decide if the candidate gets the job or not. He/She also tells the candidate that he will contact him/her to talk about his decision.
 - The candidate expresses his/her thanks and tells the interviewer that he would be happy to work for him/her.
 - The interviewer expresses his/her thanks for answering the questions and says goodbye.
- e** Find a partner and compare your endings from exercise 2d.
- f** Decide on one ending and practice the dialogue by reading it out loud.

Tips for reading out loud:

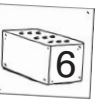
- Speak as naturally and as clearly as possible.
- Pause after each sentence.
- Make eye contact with your dialogue partner.
- Lift your voice at the end of a question.
- Use filler words (= *Füllwörter*), but don't use them too often: well, so,...
- Try to pronounce every word correctly.
Ask your teacher if you don't know the correct pronunciation.



- 3** Find a partner and act out the following dialogue. One of you is the interviewer in a job interview and the other one is the candidate who applied for the job as a waiter / waitress in the restaurant "Delicious Food for Everyone".

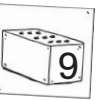
- Decide who wants to be the interviewer (partner A) and who wants to be the candidate (partner B).
- Fold the paper in half along the dotted line (= *an der gestrichelten Linie*).
- The instructions for partner A are on the left side of the paper and the instructions for partner B are on the right side.
- Follow the instructions (text in grey boxes) and form correct sentences. Correct each other if necessary. The text in the white boxes might help you.





Level 1 – part 2

Partner A (interviewer)	Partner B (candidate)
<p>My biggest strength are my organisation skills. First of all I gain an overview before I start with the most important task. After that I try to solve one problem after another to get everything done.</p> <p>My biggest weakness is that I'm a shy person. Sometimes I'm scared to make a mistake. It takes some time and practice for me to get used to my new work environment and act self-confident. But after that everything is fine.</p>	<p>Answer that your biggest strength are your organisation skills. First of all you gain an overview before you start with the most important task. After that you try to solve one problem after another to get everything done. Tell the interviewer that your biggest weakness is that you are a shy person. Say that you are sometimes scared to make mistakes. Tell him/her that it takes some time and practice for you to get used to your new work environment and act self-confident. Say that after that everything is fine.</p>
Express thanks for his/her honesty and ask if he/she has any questions about the job.	Thanks for being honest and telling me about one of your weaknesses. Do you have any questions about the job?
Yes, I do have a question. Could you tell me what hours I have to work?	Say that you have a question and ask what hours you have to work.
Explain to the candidate that there are two shifts in your restaurant but you need a waiter/waitress for the late shift. The candidate has to work from 5 p.m. to 12 p.m. and gets a 20-minute and a 15-minute break. He/She also gets a free meal. Ask if he/she has any other questions.	Sure. There are two shifts in my restaurant but I need a waiter/waitress for the late shift. You have to work from 5 p.m. to 12 p.m. and you get a 20-minute and a 15-minute break. You also get a free meal. Do you have any other questions?
OK, that sounds great, especially the free meal. Do I have to work weekend shifts, too?	Tell him/her that this sounds great, especially the free meal. Ask if you have to work weekend shifts, too.
Say yes and tell the candidate that you forgot about that. Tell him/her that he/she has to work every second Saturday in a month. If you need him/her on a Sunday as well, you would ask him/her a few weeks in advance if he/she is free to work. Ask if he/she has another question.	Oh yes, I forgot about that. You have to work every second Saturday a month. If I would need you on a Sunday as well, I would ask you a few weeks in advance if you are free. Do you have another question?
No, I think that's it for now. Thanks for answering my question.	Say no and express thanks for answering your question.
Say that it wasn't a problem. Tell him/her that this is it for today. Explain that you will make your decision and let him/her know soon.	No problem. Well, that's it for today. I'll make my decision and let you know soon.
Thank you for the interview. I'd be glad to get the job.	Express thanks for the interview and tell him/her that you'd be glad to get the job.
Express thanks for coming to the interview and answering all your questions. Say goodbye.	Thanks for coming and answering my questions. Goodbye.
Have a great day. Goodbye.	Wish him/her a great day and say goodbye.

**4 ROLE PLAY CARDS ROLE A**

- a** You are the interviewer and you want to interview a potential candidate for a job as a postman/postwoman. Read the advertisement.

We want you!

Do you think that writing letters is still up-to-date? Do you like to send parcels and receive them? Do you enjoy being outside, no matter what the weather is like? Then we want you to work for us!

We are looking for hard-working and reliable postmen and postwomen who want to see happy faces when they deliver parcels and letters, people are waiting for.

You should be in a good physical shape and resilient (= *belastbar*) in order to be able to go for long walks with a bag full of letters. A driver's license is necessary to drive the postal van to deliver the parcels. You shouldn't mind being outside and getting wet because as a post employee you need to work in all kinds of weather.

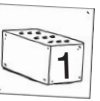
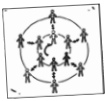
Hours: Mon–Sat, in general from 7 a.m. to 3 p.m., but you need to be flexible depending on how quick you are and how many letters and parcels you have to deliver.

You will work five days a week, so you will get one day off in a rotation system (= *Rotationsprinzip*).

Salary: €10/hour



- b** Prepare questions for the interview. Ask about:
- the trip to the interview,
 - the motivation to do the job,
 - work experience,
 - personal qualities of the candidate,
 - strengths and weaknesses of the candidate.
- c** Find a partner who has got role card B. Work on a dialogue for the job interview together. Write down the final dialogue in your exercise book.
- d** Read out the dialogue several times. Try to remember your part as good as possible.
- e** Act out the dialogue. Are there any props/things that could make your performance more interesting?



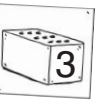
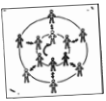
- 1 a** Read the recommendations (= *Empfehlungen*) for a job interview. Decide whether you should follow the recommendation (✓) in a job interview or whether you shouldn't follow it (X).

recommendations	✓	X
1. Wear comfortable clothes even if it is a hoody.		
2. Answer all questions spontaneously off the top of your head.		
3. Smile during the interview.		
4. Make sure to be polite to everyone even if it's the parking attendant or the receptionist.		
5. Little lies are OK.		
6. Ask questions about the job and the company.		
7. Be on time for the interview and plan for some extra time for traffic or parking difficulties.		
8. Talk about yourself and how great you are as often as possible.		
9.		
10.		

- b** Add two more dos or don'ts (= *Ge- und Verbote*) to the list in exercise 1a.
- c** Talk to your classmates in a double circle and tell your partner which recommendations you would follow and which you wouldn't follow. Give reasons for your choice. Then listen to it and make notes on dos or don'ts you haven't found.

recommendations	✓	X

- d** Talk to your classmates in a double circle and tell them about your dos and don'ts for a job interview. Which is the most important one and which is the least important one?
- e** Talk about the results from exercise 1d in class.



3 a Many interviewers ask the candidates to talk about themselves for 30 seconds. Imagine, you were given this task. Make notes about what you would say about yourself in 30 seconds.



b Read the personal qualities of the four candidates.

<p>Constanze (18)</p> <ul style="list-style-type: none"> • loves to organise events and parties • likes to draw • enjoys team sports • has work experience in advertising agencies • A-levels (English and Arts) • has a cat • likes to be outside • wants to travel to Australia and New Zealand 	<p>Jannik (19)</p> <ul style="list-style-type: none"> • enjoys time with his family and friends • likes to put together things and build new ones • did athletics • likes to play computer games • has work experience in a mechanical engineering company • has a vocational baccalaureate diploma • has a dog • wants to travel the world by cruise ship
<p>Sven (16)</p> <ul style="list-style-type: none"> • loves to do sports • is very successful in rowing • likes to be outside and work with natural resources • manually skilled • has work experience in a carpenter's workshop • has a general certificate of secondary education • wants to have a dog but hasn't got time for it • only travels if he has to for rowing races 	<p>Nina (17)</p> <ul style="list-style-type: none"> • enjoys watching French movies • likes to be creative and work with clay and acrylic paint • played table tennis, goes to the gym • has a general certificate of secondary education but thinks about doing her A-levels • has work experience in a kindergarten • is a very social person and loves to be around children • doesn't have a green thumb • is allergic to pets

- c** Choose one candidate and prepare his/her 30-second-speech. You can make up some more details if necessary.
- d** Talk to your classmates in a double circle and give your own 30-second-speech. Listen to your partner's feedback on what was good and what needs to be improved in your speech. Then listen to it.
- e** Talk to your classmates in a double circle and give the 30-second-speech for one of the characters you prepared in exercise 4c. Remember your partner's feedback. Then listen to it.