

## THE JOB INTERVIEW

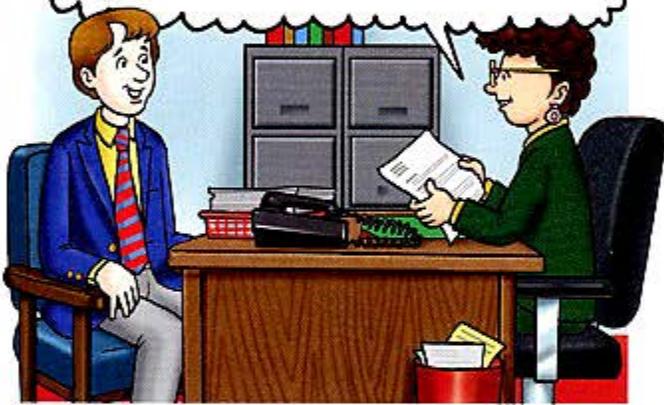
Charles had a job interview a few days ago at the United Insurance Company. The interview lasted almost an hour, and Charles had to answer a lot of questions.

First, the interviewer asked Charles where he had gone to school. Then she asked if he had had any special training. She asked where he had worked. She also asked whether he was willing to move to another city. She wanted to know if he could work overtime and weekends. She asked him how his health was. She asked him whether he had ever been fired. She wanted to know why he had had four different jobs last year.

And finally, the interviewer asked the most difficult question. She wanted to know why Charles thought he was more qualified for the position than the other sixty-two people who had applied.

Charles had never been asked so many questions at a job interview before. He doesn't know how well he did, but he tried his best.

Where did you go to school?  
 Have you had any special training?  
 Where have you worked?  
 Are you willing to move to another city?  
 Can you work overtime and weekends?  
 How is your health?  
 Have you ever been fired?  
 Why did you have four different jobs last year?  
 Why do you think you're more qualified for the position than the other sixty-two people who have applied?



### ✓ READING CHECK-UP

#### ROLE PLAY

You're applying for a job at the United Insurance Company. Role-play a job interview with another student, using the questions in the illustration as a guide.

#### How About You?



Tell about a job interview you had.

- Where was the interview?
- How long did it last?
- What questions did the interviewer ask?
- What were your answers?
- What was the most difficult question, and how did you answer it?
- Did you get the job?

Job interviewers sometimes like to ask difficult questions. Why do you think they do this? What are some difficult questions interviewers might ask? Make a list, and think of answers to those questions.

# What Did They Tell You?

"Call me after five o'clock."  
"Stop complaining!"

"Don't worry!"  
"Don't call me before nine o'clock."

He told me

to call him after five o'clock,  
to stop complaining.

not to worry.  
not to call him before nine o'clock.



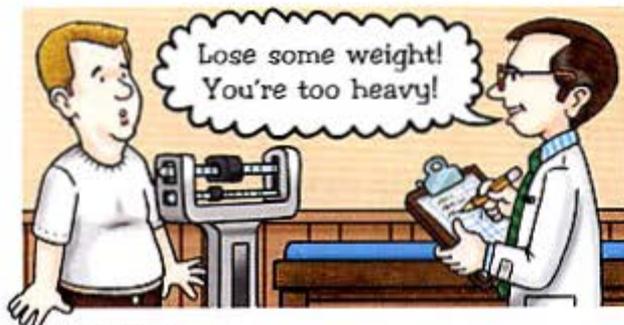
- A. I'm a little annoyed at the mailman.
- B. How come?
- A. He told me to keep my dog in the house.
- B. Why did he tell you that?
- A. He said (that) he was afraid to deliver my mail.



- A. I'm a little annoyed at my neighbors.
- B. How come?
- A. They told me not to play my music so loud.
- B. Why did they tell you that?
- A. They said (that) I was bothering them.



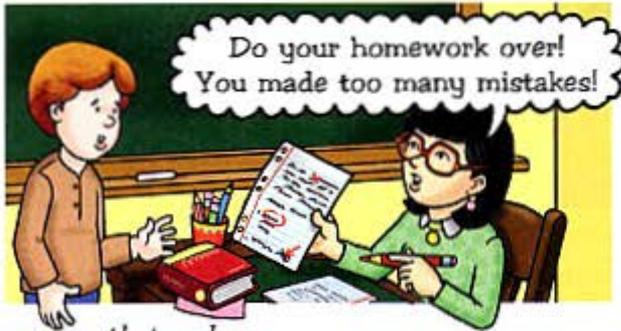
- A. I'm a little annoyed at \_\_\_\_\_.
- B. How come?
- A. \_\_\_\_\_ told me \_\_\_\_\_.
- B. Why did \_\_\_\_\_ tell you that?
- A. \_\_\_\_\_ said (that) \_\_\_\_\_.



1. *my doctor*



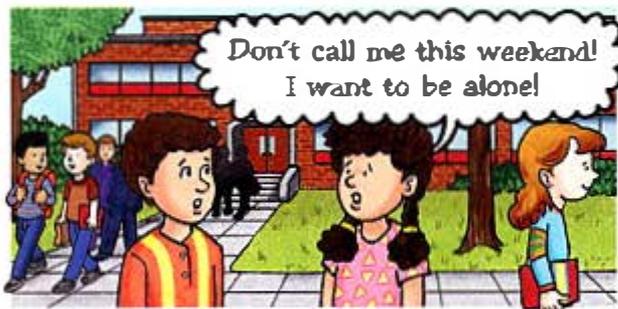
2. *my dentist*



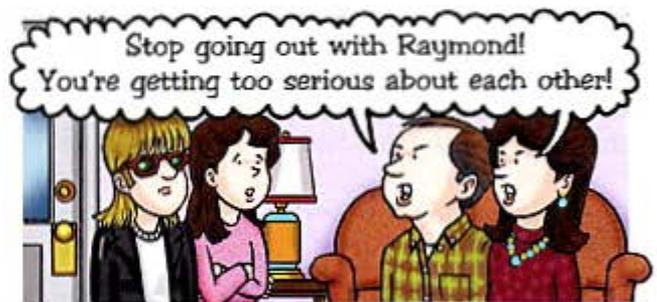
3. *my math teacher*



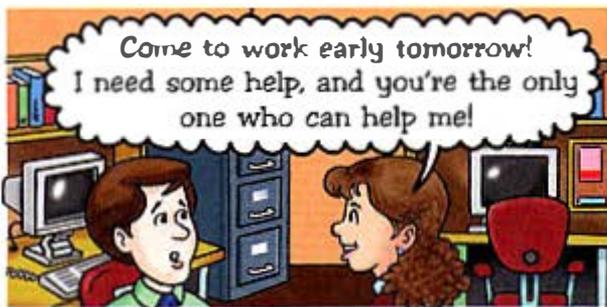
4. *the school-bus driver*



5. *my girlfriend*



6. *my parents*



7. *my boss*



8. *my landlord*



9. *my seven-year-old son*

## How About You?



Do you remember the last time someone said something that really annoyed you?

What did the person say? (He/She told me...)

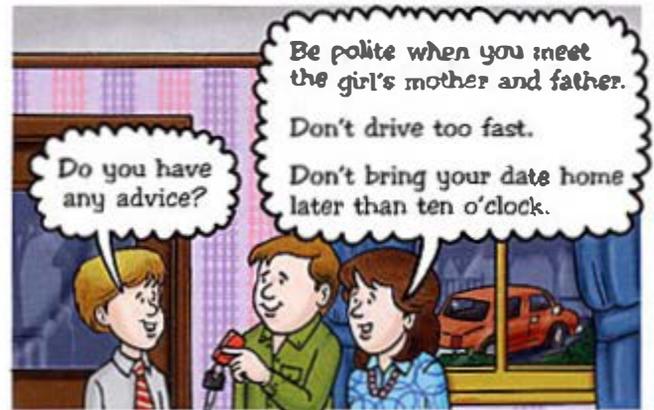
Why do you think he/she said that?

Did you say anything back?

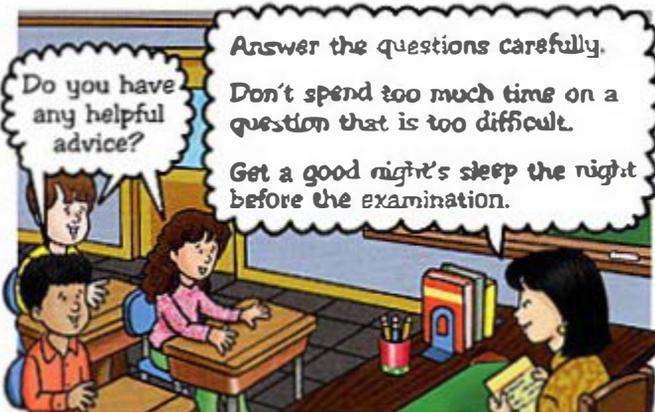
GOOD ADVICE



Margaret had a bad stomachache yesterday afternoon. She called her doctor and asked him what she should do. Her doctor told her to rest in bed. He also told her not to eat too much for dinner. And he told her to call him in the morning if she was still sick. Margaret felt better after speaking with her doctor. She's glad she can always depend on him for good advice.



Eric went out on his first date yesterday evening. Before he left the house, he asked his parents if they had any advice. They told him to be polite when he met the girl's mother and father. They also told him not to drive too fast. And they told him not to bring his date home later than ten o'clock. Eric felt more prepared for his date after speaking to his parents. He's glad he can always depend on them for good advice.



Mrs. Tanaka's students are going to take the college entrance examination this Saturday, and they're very nervous. They asked Mrs. Tanaka if she had any helpful advice. She told them to answer the questions carefully. She also told them not to spend too much time on a question that was too difficult. And she told them to get a good night's sleep the night before the examination. Mrs. Tanaka's students felt more confident after speaking with her. They're glad they can always depend on her for good advice.



Mr. and Mrs. Pratt are going away on vacation soon, and they're concerned because there have been several robberies in their neighborhood recently. They called the police and asked them what they could do to prevent their house from being broken into while they were away. The police told them to lock all the windows and leave on a few lights. They also advised them to ask the neighbors to pick up the mail. And they warned them not to tell too many people that they would be away. Mr. and Mrs. Pratt felt reassured after speaking with the police. They're glad they can always depend on them for good advice.

# ✓ READING CHECK-UP

## TRUE, FALSE, OR MAYBE?

Answer True, False, or Maybe (if the answer isn't in the story).

1. Margaret told her doctor to rest **in** bed.
2. Margaret **didn't** eat very much for dinner **yesterday**.
3. Eric **hadn't** gone out on a date before yesterday.
4. Eric brought his date home by **ten o'clock**.
5. Mrs. Tanaka teaches at a college.
6. Mrs. Tanaka got a good night's sleep the night **before** the examination.
7. **Locking windows and leaving on lights** are two ways to prevent robberies.
8. The Pratts' house was **broken into** while they were away.

## CHOOSE

1. Eric's parents told him \_\_\_\_\_.  
a. not to drive too fast  
b. don't drive too fast
2. Mrs. Tanaka told her students \_\_\_\_\_.  
a. answer the questions carefully  
b. to answer the questions carefully
3. She told him \_\_\_\_\_.  
a. don't worry  
b. not to worry
4. She asked \_\_\_\_\_ a vegetarian.  
a. if I was  
b. whether are you
5. My friends said that \_\_\_\_\_.  
a. they will be here  
b. they would be here
6. We \_\_\_\_\_ them to call us.  
a. said  
b. told

## PRONUNCIATION Reduced to

Listen. Then say it.

He told me **to** sit down.

She told me **not to** call her.

She asked me where I went **to** school.

They said they **wouldn't** be able **to** come **to** the party.

Say it. Then listen.

She told me **to** lose some weight.

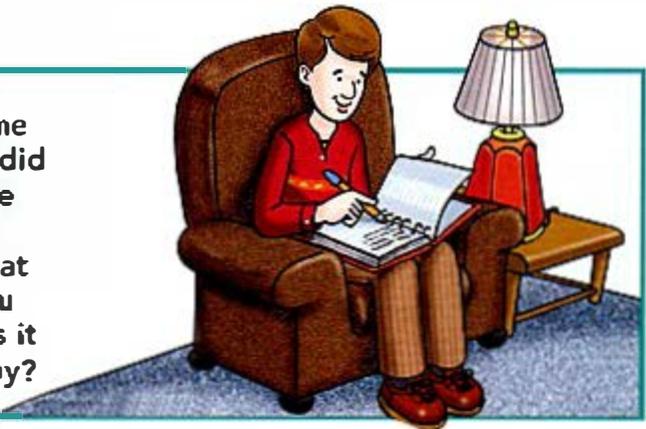
He told me **not to** eat candy.

He asked me if I wanted **to** get married.

She said I **didn't** have **to** work overtime.



Write in your journal about a time when you needed advice. Why did you need advice? (What was the situation?) Who did you ask for advice? What did you ask? What did the person tell you? Did you follow the person's advice? Was it good advice or bad advice? Why?



# CHAPTER SUMMARY

## GRAMMAR

### REPORTED SPEECH SEQUENCE OF TENSES

<p>"I'm busy." "I like jazz." "I'm going to buy a new car." "I went to Paris last year." "I was in London last week." "I've seen the movie." "I'll call the doctor." "I can help you."</p>	He said (that)	{	<p>he was busy. he liked jazz. he was going to buy a new car. he had gone to Paris last year. he had been in London last week. he had seen the movie. he would call the doctor. he could help me.</p>
--	----------------	---	---

<p>John is sick. Jack is going to be a father. Our landlord wants to sell the building. We can't use our dictionaries.</p>	I knew (that) I didn't know (that)	{	<p>John was sick. Jack was going to be a father. our landlord wanted to sell the building. we couldn't use our dictionaries.</p>
--	---------------------------------------	---	--

<p>"Where is the bank?" "When are you going to visit me?" "Do you speak English?" "Have you seen Mary?"</p>	He asked me	{	<p>where the bank was. when I was going to visit him. { if   whether } I spoke English. { if   whether } I had seen Mary.</p>
---	-------------	---	---

<p>"Call me after five o'clock." "Stop complaining!" "Don't worry!" "Don't call me before nine o'clock."</p>	He told me	{	<p>to call him after five o'clock. to stop complaining. not to worry. not to call him before nine o'clock.</p>
--	------------	---	--

## KEY VOCABULARY

### NOUNS

advice	movie star
bride	navy
college entrance exam	pipe
dictionary	position
engine	puppy
grease	radiator
groom	robber
interviewer	school-bus driver
lion	training
message	

### VERBS

advise	dye
apply	escape
bother	kiss
cancel	leave on
clog	lock
deliver	pour
depend	prevent
disturb	

### ADJECTIVES

annoyed  
confident  
engaged  
prepared  
professional  
qualified  
reassured  
unaware  
willing

## Polish Up Your Interview Skills!

### Tips from the experts

**G**oing to a job interview can be a very challenging experience. A lot of people are probably applying for the same job. What can you do to make a good impression and stand out from the crowd?

The experts say, "Be prepared!" Learn about the company before your interview. Find out about the company's products or services. Read about the company in the newspaper, or try to find information on the Internet. (Many companies have their own websites with lots of information.) Also, dress appropriately for the interview. Don't wear casual clothes. Dress neatly and conservatively.



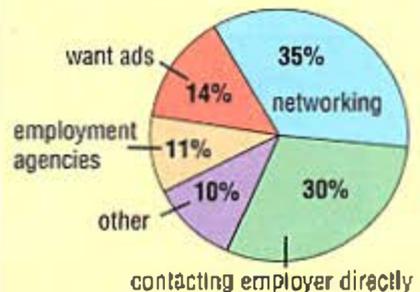
Prepare in advance for the types of questions you will probably be asked. The interviewer will most likely ask you to tell about your background, education, and experience. If you are employed, the interviewer may ask you why you want to leave your current job. Or, if you aren't employed at the time of the interview, the interviewer might ask why you left your last job. You should be prepared to talk about what you know about the company. Don't be surprised if you are asked what your strengths and weaknesses are. Be ready to answer questions about how you deal with pressure at work. An interviewer will most likely ask you how you get along with co-workers. You may also be asked what your future goals are. And don't forget that the interviewer will probably ask if you have any questions.

Be sure to answer the interviewer's questions honestly. Try to show that you are motivated, responsible, and very interested in the job. Be confident, but don't brag about yourself. (Don't say how great you are. Instead, give examples of things you've done that show your strengths.)

Be prepared for when the interviewer asks if you have any questions. You can ask about the job responsibilities, the company in general, when the position will be filled, and other things. Some experts say that it isn't a good idea to ask too many questions about salary, vacations, or benefits during the first interview. If the company has follow-up interviews for the position, that might be a better time for such questions. Before you leave the interview, make sure you know the names and titles of all the people you met. Write a thank-you letter to the interviewer as soon as possible. Say thank you for the interviewer's time, describe why you think you're the right person for the job, and offer to go back for another interview if they want you to.

### FACT FILE

#### How People Find Jobs



## Who Got the Job?

Sarah Jones went to a job interview yesterday at a computer software company. First, the interviewer asked her about her background and experience. She told about where she had gone to school, what she had studied, and what kinds of jobs she had had. When the interviewer asked her why she wanted to leave her current job, she said that she was looking for a more challenging position. Then the interviewer asked Sarah what she knew about the company. She answered that she used some of the company's software and she had read articles about the company in the newspaper. Then the interviewer asked what her strengths and weaknesses were. She replied that she worked very hard and got along well with people, but she had some problems writing business letters. She explained that she was now taking a business writing class at a local college. Finally, the interviewer asked Sarah if she had any questions. Sarah asked if the job required a lot of travel, and she asked what the company's plans for the future were. As soon as she got home, Sarah wrote a thank-you note to the interviewer.



Bob Mills went to a job interview yesterday at the same company. First, the interviewer asked him about his background and experience. Bob said he had listed all that information on his resume and the interviewer could find it there. When the interviewer asked him why he wanted to change employers, Bob replied that he was looking for a job with shorter hours and fewer responsibilities. Then the interviewer asked what he knew about the company. Bob said he wasn't really familiar with the company's products, and he asked what they were. When the interviewer asked what his strengths and weaknesses were, Bob said he hadn't really thought about that before, but it was a good question. Finally, the interviewer asked Bob if he had any questions. Bob asked if he could have 25 vacation days during his first year, and he wanted to know whether he would be able to bring his dog to the office every day. Bob went home feeling good about the interview. He thought it had gone well, and he waited for the company to call.



*Who do you think got the job? For fun, act out the two interviews!*

## AROUND THE WORLD

### Job Interviews

Job interviews can be very different around the world. An interviewer's questions, the "body language" that should be used, and the formality of an interview vary from country to country.

If you're at a job interview in Japan, don't look directly into the eyes of the interviewer. It is considered rude. But if you're at an interview in the United States, you should definitely make eye contact with the interviewer. If you don't, the interviewer may think you aren't trustworthy or confident.



In the United States and some other countries, interviewers aren't supposed to ask questions about family, marital status, and other personal information. In most countries, however, personal questions are very common during job interviews.



In France, shake hands with the interviewer lightly, not firmly. In many other countries, you should shake hands firmly, because a firm handshake is a sign of confidence. In Germany, your interview might begin with a very short informal conversation followed by a formal interview. In Mexico and many other countries, the informal small talk might take longer, and in some cases the entire interview might be informal.

**What are job interviews like in countries you know?**

# Interview

A Side by Side Gazette reporter recently interviewed Monica Salinas, a Human Resources manager for a large insurance company. As a job interviewer, Ms. Salinas reads thousands of resumes and interviews hundreds of people each year.



**Q:** Tell us about your job.

**A:** I'm responsible for interviewing applicants for all the available positions in our company. Our firm is very large, so we receive more than 50 resumes and interview up to ten people each day. It's a lot of work!

**Q:** What are your favorite interview questions?

**A:** I like to ask applicants how they think other people would describe them. I also like to ask about weekend activities, hobbies, and other things that help me get to know the applicant as a person.

**Q:** What was your most memorable interview?

**A:** It was with a young woman from Brazil. She had only been in this country for four years. When she arrived, she didn't speak a word of English. But at her interview, her English was excellent! She said she had taken English courses and then studied business at a

community college. She said she was the first person from her family to go to college. She impressed me so much. I asked her how she could contribute to our company. She said she would be the hardest worker here. Well, she is! I hired her, and last month she was chosen "Employee of the Year" and received a big bonus check. I asked her what she was going to do with the extra money. She said that she had already sent it to her family in Brazil so they could start building a new home.

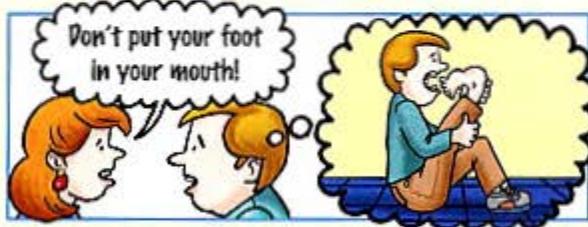
**Q:** Have you had any unusual interviews?

**A:** One applicant said he was hungry. He opened a paper bag, took out a sandwich, and ate during the entire interview! Another time, an applicant was so nervous that she fainted. I got her some water, and I offered to reschedule the interview. She was lying on the floor, but she said that she was okay and wanted to continue. So I sat with her on the floor, and we had a very nice conversation.

**Q:** What is your best piece of advice for someone going to a job interview?

**A:** Be yourself! Smile, relax, and be honest. Let the interviewer see who you really are.

## FUN with IDIOMS



### Do You Know These Expressions?

- |   |  |
|---|--|
| ___ 1. Don't put your foot in your mouth!     | a. Answer questions briefly!                   |
| ___ 2. Don't talk the interviewer's head off! | b. Answer questions directly!                  |
| ___ 3. Don't inflate your resume!             | c. Don't say the wrong thing!                  |
| ___ 4. Don't beat around the bush!            | d. Don't exaggerate your skills or experience! |

## We've Got Mail!

Dear Side by Side,

I have a question about tenses and reported speech. I understand that this is the correct way to say each of these sentences:

He said (that) he was hungry.

She told me (that) she was sick.

They said (that) they were engaged.

However, I often hear English speakers say:

He said (that) he is hungry.

She told me (that) she is sick.

They said (that) they are engaged.

Are both ways correct? I'm very confused.

Sincerely,

"Tense About Reported Speech"

Dear "Tense About Reported Speech,"

The first way to say these sentences is grammatically correct. However, in informal speech, the second way is also correct, especially when the person is reporting about something that someone has just said. We also "break the rule" when we talk about facts that are always true. For example:

We knew (that) Paris is the capital of France.

The teacher said (that) the Amazon is the longest river.

We hope this answers your question. Thanks for writing.



Sincerely,

Side by Side

## Global Exchange

**Bill:** You won't believe what my neighbor in the apartment across the hall told me today! She said I was the noisiest person in our building! She told me that I played the drums too loud at night. She said that I had too many parties on weekends. And she asked me if I knew that dogs weren't allowed in the building. I told her that she had made a mistake, and that she had mixed me up with our neighbor down the hall. After all, I don't play the drums. I never have parties, and I don't have a dog! She apologized, and we had a nice conversation after that. I told her that if she wanted, I would go with her to talk to our noisy neighbor. That should be an interesting conversation!

Send a message to a keypal. Tell about an interesting conversation you have had.

## What Are They Saying?



## LISTENING

You have six messages!



### You Have Six Messages!

- 1 a. Jim Gavin wanted to know why money had been taken out of his paycheck.  
b. Jim Gavin wanted to know why money hadn't been taken out of his paycheck.
- 2 a. Denise said she hadn't been able to go to the meeting.  
b. Denise said she wouldn't be able to go to the meeting.
- 3 a. Patty told Joe that she had ordered more pens.  
b. Patty told Joe that she had canceled the order for pens.
- 4 a. Jane Adams called to say that the painters hadn't arrived yet.  
b. Jane Adams called to tell Joe when the painters would arrive.
- 5 a. George asked Joe if he could go to a doctor's appointment tomorrow morning.  
b. George told Joe that he would be at a doctor's appointment tomorrow morning.
- 6 a. Michelle told Joe she had taken a job with another company.  
b. Michelle told Joe that another company had offered her a job.