

Unit 9

Recruitment



Vocabulary: Recruitment
Language: Relative pronouns
Career skills: Small talk
Writing: Email applying for a job

Vocabulary

1 How many nouns related to recruitment can you find in the word search?

c	t	g	r	a	d	u	a	t	e
a	c	c	e	p	t	a	n	c	e
n	t	m	e	s	e	r	s	h	m
d	a	n	c	y	s	a	e	e	s
i	o	f	f	e	r	t	l	c	c
d	z	x	b	n	m	i	e	k	r
a	d	v	e	r	t	n	c	s	e
t	t	h	i	r	e	g	t	a	e
e	t	p	o	s	i	t	i	o	n
k	i	n	t	e	r	v	i	e	w

2 Which of the verbs does not match each noun?

1 A SITUATION

a handle b approach c operate d deal with e experience

2 AN APPLICANT

a select b retire c screen d evaluate e reject

3 AN INTERVIEW

a carry out b attend c conduct d hold e make

4 AN EMPLOYEE

a hire b implement c fire d recruit e appoint

5 A DEADLINE

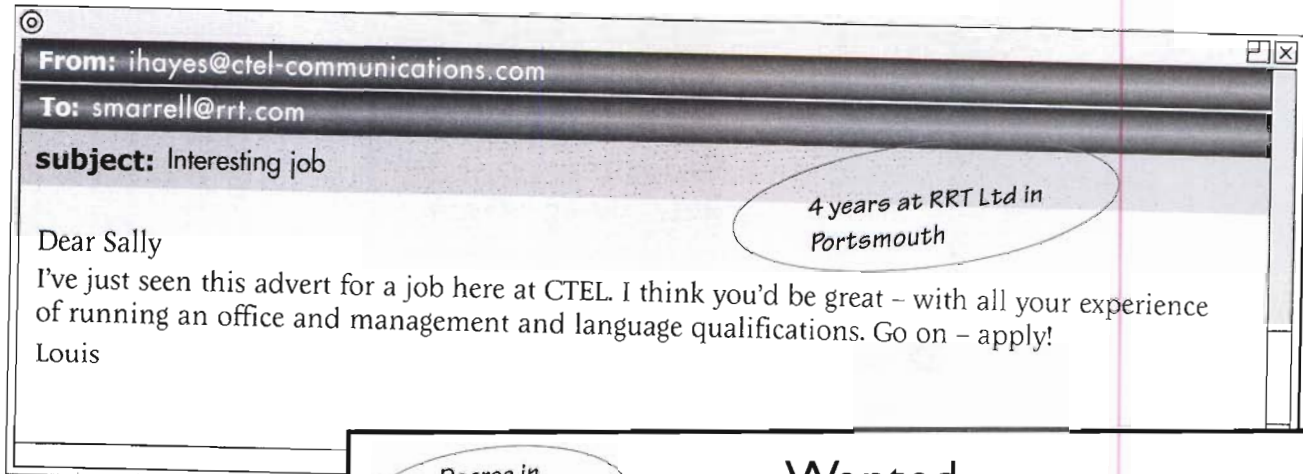
a take b fix c meet d set e miss

6 A JOB

a accept b leave c offer d regulate e apply for

Writing

1 Your friend sends you an email with an attached job advertisement. You decide to apply for the job. Use your notes to write a cover letter to send with your CV.



Degree in management studies

Wanted

OFFICE MANAGER

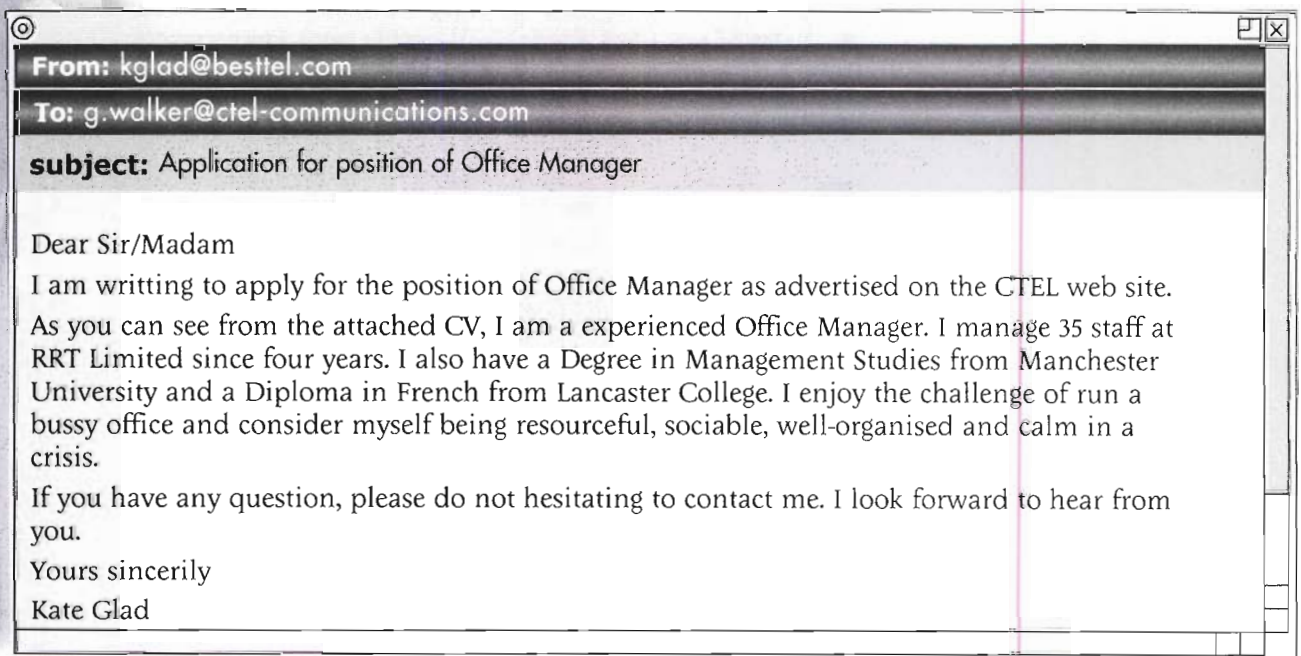
Do you enjoy the excitement of running your own office?
Are you resourceful, sociable and well-organised?
Can you operate under stress?
Can you manage up to 30 staff?
Are you a competent French speaker?

Yes - to all

Diploma in French

To apply, email your CV and a cover letter to Geoffrey Walker: g.walker@ctel-communications.com
Closing date for applications: 28th May 04

2 Read a letter applying for the job. Find and correct any mistakes.



Language check

1 Underline the correct relative pronouns in italics. Then identify the sentences where it is possible to delete the relative pronoun.

- 1 Thank you for your CV, *which* / *that* I received yesterday.
- 2 Maggie Night is the person *whose* / *whom* application form has gone missing.
- 3 Howard Carey, *who* / *what* is our HR manager, will be in touch shortly.
- 4 I am attaching the form *that* / *who* you need to complete.
- 5 The applicants *that* / *what* are successful will hear within two weeks.
- 6 Jeremy, *who* / *that* has worked here for three years, has just resigned.
- 7 The cover letters *which* / *who* I have received are in my office.
- 8 The person to *whom* / *whose* you need to speak is called Graham.

2 Put the words in the correct order to make useful phrases for small talk.

- 1 you / what / sorry / did / say? *Sorry, what did you say?*
- 2 be / I'd / I / guess / better / going
- 3 me / you / would / excuse?
- 4 you / meeting / nice
- 5 want / to / I / don't / you / keep / any / longer
- 6 don't / why / you / give / a / call / me?
- 7 to / great / you / talking
- 8 you / some / time / soon / see
- 9 exactly / what / mean / do / that / you / by?
- 10 didn't / realise / was / I / it / late / so

Listening T12



1 Put the sentences in the correct order to make a telephone conversation. Then listen to check your answers.

- a Really!
- b Yeah, but didn't they think it was strange?
- c I know, I can hardly believe it myself, especially as I sent the application form to the wrong address!
- d Err ... I don't think so. I just told them the original form was ripped, and they sent me a new one straight away. Oh, is that the time? I'm sorry, but I really have to go. I've got to make a quick call about the job. Anyway, why don't you ring me and maybe we could have lunch some time?
- e You're kidding! How could you do a thing like that?
- f Sure. Good luck with the interview, by the way.
- g Hi Anne, Martin here. I just wanted to let you know I've got an interview for the management job I applied for with CTD.
- h I was addressing the envelope in a hurry and got mixed up. Luckily, I realised what I'd done and so I just rang up and asked the company for another form.
- i Thanks, bye.

2 Now look at the audioscript on page 84 and underline any useful words and phrases for small talk.