

Vocabulary Discussion
Interview with Christine, Job Recruiter

Question 1: What's important about filling out a job application?

Adverbs

Christine explains how to fill out a job application.

We often use adverbs to explain how to do something. Adverbs often end in "ly." You can often change an adjective to an adverb by adding "ly."

1) What three adverbs does Christine use to answer the questions, "What's important about filling out a job application."

2) From what three adjectives do these adverbs come?

3) Which answer is complete?

Address:

- a) 75 Jane Street, San Francisco, CA 94110
- b) 75 Jane, SF

4) Which answer is precise?

- a) Jane Street, CA
- b) 75 Jane Street, Apartment 1R, San Francisco, CA 94110

5) Which answer is accurate?

- a) 75 Jane Street, Apartment 1R, San Francisco, CA 94110
- b) 75 Jane Avenue, Apartment R, San Francisco, CO 94410

What are some other adjectives you can change to adverbs?

Adjective	Adverb
<i>Example:</i> <i>quick</i>	<i>quickly</i>

Question 2: What information should I include on a resume?

Christine says you must *capture* the reader. She means, "to get the reader's attention."

Question 3 What if you have no work experience?

Christine says you will be *placeable* in employment if you have Word and Excel *under your belt*, that you can get an *entry-level* job.

Placeable in employment " means that people will want to give you a job.

Under your belt means that you understand it very well. In English we talk about "digesting" information. The information goes *under your belt* the way food you digest goes under your belt.

An *entry-level* job is for a beginning worker, one who has never worked at this type of job before.

Question 4: What is a good way to prepare for an interview?

in the know - have knowledge of something.

Question 5: What specific information should I look for about a company?

founded - started, established

enthusiasm - strong interest in and enjoyment of something

passion - strong feeling of love (or hate)

Question 6: How should I dress for an interview?

in a professional manner - dressed for the workplace, the way most workers at this workplace dress

clean-shaven - with no beard or mustache

- **Discussion:** Do you think it is necessary to be clean-shaven to get a job?

crisp - ironed, opposite of wrinkled

Question 7: What questions could I ask in an interview?

culture of the company - what the people at this company believe in

You could ask, for example:

- "How important is team work at this company?"
- "Is there much overtime work at this job?"
- "What opportunities for promotion?"

The interviewer's answers will help you better understand what kind of company you would be working for.

- **Discussion:** *in a team environment* - What expression means the opposite of this?)
- **Discussion:** Why does Christine say a job is a lot more than a paycheck?

Question 8: Do you have any other tips or suggestions?

- 1) What are Christine's 3 suggestions of how to begin an interview?
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Practice them with a classmate.

2) What does Christine suggest you not before in an interview?

3) What does Christine suggest you not wear in an interview?

distracting - causing someone to stop listening or paying attention. The sound of the radio is distracting when I'm trying to read. The sound of the police siren was distracting when I was trying to listen to the teacher.

- **Discussion:** What is distracting to you?

Question 9: What do you say at the end of an interview?

Extra Tip:

- **Discussion:** What does Christine suggest you do after the interview?

handwritten - not typed, written with a pen

position - job

Warm regards - letter closing.

- **Discussion:** What are some other letter closings?

impressed - Christine says an interviewer will be *impressed* if you take the time to send a *handwritten* note. This means the interviewer will think well of you and may decide to offer you a job. When looking for a job, you try to "make a good impression" on the interviewer.