

## Business English 9: Job Interview



1. Look at the job vacancy below and answer the questions with your class.

**WE ARE  
LOOKING FOR A  
MARKETING MANAGER**

- Male or female
- experienced in marketing
- Can work with the team
- Minimum 3-years experience

**QUALIFICATIONS :**

- University degree

SEND YOUR CV TO :  
hello@gmb-marketing.com  
+342-4563-2342

1. What position is the job vacancy for?

*Marketing Manager*

2. What experience is needed for the job?

*Experience in marketing*

3. How many years of experience is needed for the job?

*Minimum 3 years of experience*

4. What qualification is needed for the job?

*A university degree*

6. What is a CV? *A CV is a document used to apply for jobs. It has key information about past experience and education.*

7. Where can interested people send their CV? *hello@gmb-marketing.com*

8. What is the name of the company? *Gmb Marketing*



2. The dialogue below is an interview for the position above. Do you think that Lucy is a good match for the job?

Interviewer: Hello Lucy, welcome to Gmb Marketing. How are you?

*Lucy: Hello, I am fine thank you.*

Interviewer: Great. I have a few questions about the job for you. Do you have any experience in marketing?

*Lucy: No, I don't. I have experience in logistics and management.*

Interviewer: Ok. Do you work well as a team?

*Lucy: Yes, I do. But I like to work on my own more.*

Interviewer: Are you good with technology?

*Lucy: Yes, I am. I am good with Excel.*

Interviewer: Ok, are you also good with any marketing software?

*Lucy: No, I'm not.*

Interviewer: Ok... and do you have a University degree?

*Lucy: Yes, I do. I have a University degree in Logistics.*

Interviewer: Right, that's everything. Thank you for your time Lucy. We will be in touch by email in two to three days.

*Lucy: Thank you.*



Do you think Lucy is a good fit for the job as Marketing Manager? Why/Why not?

## Answering Closed Questions

### Answering Closed Questions with the Verb BE

A closed question is a question that can only be answered with yes or no.

For example: Are you from Spain? Yes, I am. *or* No, I am not.  
 Is she hungry? Yes, she is. *or* No, she isn't.  
 Are they late? Yes, they are. *or* No, they aren't.



### 3. Work with a partner and ask and answer the following questions.

1. Are you from the USA?
2. Are you employed?
3. Are you good with technology?
4. Are you late for something?
5. Are you good with technology?
6. Are you 38 years old?
7. Are you Spanish?
8. Are you a police officer?
9. Are you organised?
10. Is your teacher in England?
11. Is your teacher in a classroom?
12. Is your teacher a woman?

### Answering Closed Questions

Other verbs which can be answered using the auxiliary verb *do* or *does*.

For example: Do you come from Spain? Yes, I do. *or* No, I don't.  
 Does she have a dog? Yes, she does. *or* No, she doesn't.



### 4. Work with a partner and ask and answer the following questions.

1. Do you work at Google?
2. Do you like English?
3. Do you have a University degree?
4. Do you send emails every day?
5. Do you work in a team?
6. Do you have experience in marketing?
7. Do you live in Ireland?
8. Does your teacher come from England?
9. Does your teacher have brown hair?



**5. Work with a partner and take it in turns interviewing each other with the questions and profiles below. Check the vocabulary before you start!**

**Interviewer's questions:**

- Are you employed at the moment?
- Do you have any experience in (*choose one: accounts, graphic design, IT, restaurants*)?
- Do you have any skills in (*choose one: excel, technology, design, photoshop, time management, communication, leadership*)?
- What qualifications do you have?

### Student A Profiles

**Name:** *Benji Taylor*

**Employment Status:** *Employed*

**Experience:** *10 years of experience in accounts*

**Skills:** *excel, organisation skills, technology*

**Qualifications:** *University Degree, Bachelor of Accounting*



**Name:** *Peter Bolton*

**Employment status:** *Unemployed*

**Experience:** *5 years of experience in graphic design*

**Skills:** *Adobe Photoshop, time management*

**Qualifications:** *Diploma in graphic design*



### Student B Profiles

**Name:** *Joan Atkins*

**Employment status:** *Unemployed*

**Experience:** *No experience*

**Skills:** *good communication, technology, organisation*

**Qualifications:** *University degree, Bachelor in International Business Studies*



**Name:** *Karen Jones*

**Employment status:** *Employed*

**Experience:** *15 years of experience in restaurants*

**Skills:** *communication, leadership*

**Qualifications:** *Diploma in hotel management*





6. Match the titles on the left with how to read them on the right.

- |    |      |    |        |
|----|------|----|--------|
| a. | Mr   | 1. | Missus |
| b. | Mrs  | 2. | Mizz   |
| c. | Miss | 3. | Mister |
| d. | Ms   | 4. | Miss   |



7. Match the titles on the left with their meaning on the right.

- |    |      |    |                            |
|----|------|----|----------------------------|
| a. | Mr   | 1. | Female (married or single) |
| b. | Mrs  | 2. | Male (married or single)   |
| c. | Miss | 3. | Female (single)            |
| d. | Ms   | 4. | Female (married)           |

Which title do you think is the best title to use with women in business? *Answer: Ms*



8. Read the email below and answer the following questions with your class.

Dear Ms. Chastang,

I am writing to you about the job vacancy for a new marketing manager.

I am very interested in your company *Gmb Marketing*. It is a new company with lots of young employees and interesting projects. I have 2 years of experience in marketing and a university degree in business management. I think I would be a perfect choice for your company.

Please find my CV and cover letter attached.

I look forward to hearing from you.

Sincerely,

Jonathon Seeran

1. What is the email about?
2. What is the job position?
3. What is the name of the company?
4. Is *Gmb Marketing* an old company?
5. Does Jonathon Seeran have experience in marketing?
6. Does Jonathon Seeran have a University degree in marketing?
7. What is a CV?
8. What is a cover letter?