

## Writing: The interview process

### 3.16 Vocabulary for writing Selecting people for jobs

#### A Building knowledge

1. Read the text below about the selection process. Divide the text into four paragraphs.
2. Find and underline words in the text from the list on the right. Try to work out the meaning of the words from context.

Selecting a new member of staff is not easy. Many companies have a long selection process with many stages. The aim is to get a large number of candidates for a job and then to choose the best one. The process begins with a job description and ends with the appointment of one person. The process often includes references and interviews. Acme Engineering does not have a good selection process. When there is a vacancy in any department, the manager puts an advertisement in the local paper. Candidates are asked to write a letter with information about their qualifications and experience. The manager does not take up references from previous employers. She does not conduct interviews. As a result, Acme Engineering has appointed many unsuitable people in the past few years. The manager of Acme Engineering has asked a management consultant to design a good selection process for the company. The management consultant has suggested writing a person description for each vacancy. One way to write a person description is the Munroe-Fraser Plan (see Table 1).

#### B Understanding new vocabulary

Match each point from the Munroe-Fraser Plan with an example.

Table 1: *The Munroe-Fraser Plan*

1.	qualifications		wants to become a manager; willing to work long hours to solve problems
2.	experience		able to manage a team of people, including some older engineers
3.	appearance		at least two years' work in a maintenance department
4.	attitude		able to learn about new products quickly; able to find solutions to problems
5.	intelligence		friendly, helpful
6.	motivation		smart
7.	interpersonal skills	1	degree in Engineering

#### C Developing critical thinking

Study each point in the plan again.

1. Give another example for each point.
2. How can a manager check each point during a selection process?

##### 1. Qualifications

A manager can check qualifications on the application form.  
A manager can also check original documents at the interview.

appearance (n)  
appoint (v)  
appointment (n)  
arrow (n)  
attitude (n)  
candidate (n)  
conduct (n and v)  
consultant (n)  
contact (v)  
department (n)  
description (n)  
design (n and v)  
executive (n)  
experience (n)  
flow chart  
intelligence (n)  
interpersonal (adj)  
interview (n and v)  
member (n)  
motivation (n)  
original (adj)  
petroleum engineer  
process (n)  
put in (v)  
referee (n)  
reference (n)  
selection (n)  
short list (n)  
staff (n)  
stage (n)  
successful (adj)  
take up (v)  
unsuccessful (adj)  
unsuitable (adj)  
vacancy (n)

### 3.17 Real-time writing A selection process

#### A Reviewing vocabulary

Complete each phrase with a suitable verb.

1. write a job description
2. \_\_\_\_\_ an advertisement
3. \_\_\_\_\_ an application form
4. \_\_\_\_\_ a short list
5. \_\_\_\_\_ references
6. \_\_\_\_\_ interviews
7. \_\_\_\_\_ candidates
8. \_\_\_\_\_ the best candidate

#### B Understanding a discourse structure (1)

Study the flow chart on the opposite page. Discuss these questions.

1. How many stages are there in this selection process?
2. What is the first stage?
3. What is the final stage?
4. Why does **Job description** come before **Person description**?
5. Why does **References** come after **Short list**?

#### C Understanding a discourse structure (2)

1. Read the assignment for the Business Studies Faculty.
2. Study the essay about the selection process under the flow chart opposite. Complete the essay with information from the flow chart.
3. Cover the flow chart. Try to draw the flow chart from the information in the essay.

#### D Developing critical thinking

The writer of the essay on the opposite page has not given the reason for some of the stages.

Write the reason for these stages in the correct place.

1. The manager makes a short list.
2. The manager telephones the referees.
3. The manager interviews some of the candidates.

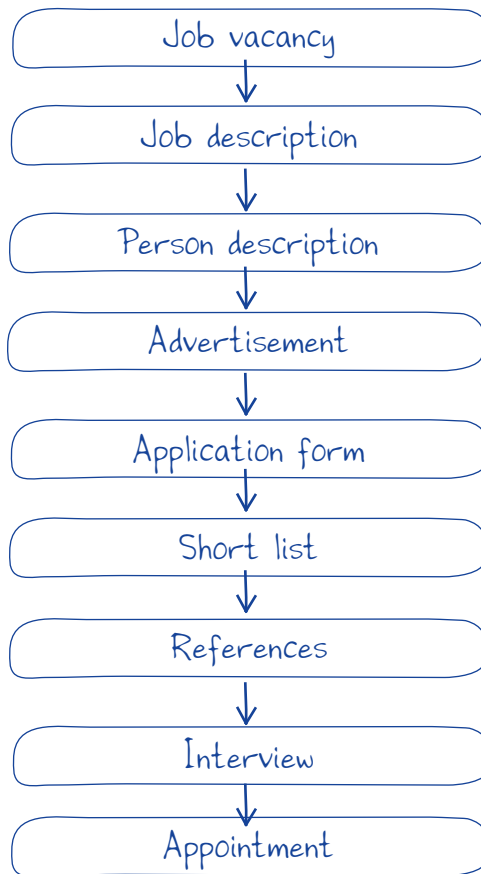


#### Business Studies Faculty

Human resource management: selecting people

#### Assignment 2

- Draw a flow chart of a good selection process.
- Write a description of the process. Explain the reason for stages of the process if necessary.



### A selection process

Firstly, the manager writes a job description. The job description gives full details of the job. Then, ..... The person description describes the best person for the job. After that, ..... The advertisement contains information from the job description and the person description.

Next, ..... because she wants a large number of people to apply. Candidates contact the company. ....

The candidates complete the form and return it to the company. Candidates must provide two referees. After studying all the applications, .....

Then, ..... She writes to the referees and she telephones them .....

Finally, .....

### 3.18 Learning new writing skills Writing about a process

#### A Developing vocabulary

One or two letters are missing from each of these words from the course so far.

1. Complete each word with the missing letter(s).

- |                     |                   |
|---------------------|-------------------|
| a. lan.....ua.....e | g. en.....ineer   |
| b. mana.....er      | h. wa.....e       |
| c. en.....oy        | i. collea.....ue  |
| d. ....ob           | j. a.....ressive  |
| e. su.....est       | k. sub.....ect    |
| f. ....une          | l. assi.....nment |

2. Read the **Pronunciation Check** and check.

#### B Identifying a new skill (1)

1. Read **Skills Check 1**. How many stages are there in the process of making a cup of tea?
2. What stage is missing from the flow chart in **Skills Check 1**?

#### C Practising a new skill

Below are the stages of the writing process.

1. Number them in a logical order.

	Organize
	Rewrite
	Think
	Write

2. One stage is missing. Add the missing stage in the correct place.
3. Draw a flow chart of the process.

#### D Identifying a new skill (2)

Read **Skills Check 2**. Then write a chronological marker in each space in this short essay.

Firstly....., the writer thinks about the topic. The writer makes some notes or a spidergram.

....., the writer organizes the information into paragraphs. Each paragraph contains information about one or two sub-topics.

....., the writer produces the first draft of the essay.

....., the writer edits the first draft. The writer corrects problems with grammar, spelling and punctuation.

....., the writer rewrites the essay.

#### Pronunciation Check

##### Using the letters g and j

We can write the sound /g/ as g or gg.

**Examples:** colleague, aggressive

We can write the sound /dʒ/ as g, gg or j.

**Examples:** engineer, suggest, subject

You must learn the correct form in each word.

**Note:**

Sometimes we must write the letter g but it has no sound.

**Examples:** assignment, weight, high

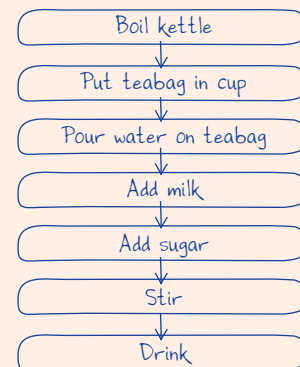
#### Skills Check 1

##### Organizing information into a flow chart

You can organize information in a process into a flow chart.

**Example:**

##### Making a cup of tea



**You must:**

1. Find out the stages of the process.
2. Put them in order. Draw a box around each stage.
3. Draw an arrow to link each stage with the next one.

#### Skills Check 2

##### Chronological markers

We use words and phrases to show the stages of a process.

*Firstly, Secondly, Thirdly, ...*

*Next, / After that, / Then, ...*

*Finally, ...*

### 3.19 Grammar for writing Present simple passive

We often use the passive in academic English. In passive sentences, we give important information in a different order. (22)

In the **present simple passive**, we use the verb **be** in the **present** and the **past participle** of the active verb. We often do not say who did the action.

1	2	3		3	2	1
<b>subject</b>	<b>v. active</b>	<b>object</b>		<b>subject</b>	<b>v. passive</b>	<b>object</b>
The manager	writes	a job description.	→	A job description	is written	by the manager.
She	telephones	the referees.	→	The referees	are telephoned	by her.

#### A Producing passive sentences

Rewrite each sentence in the space given.

- The manager writes a person description. A person description is written.
- The manager designs a job advertisement. \_\_\_\_\_
- \_\_\_\_\_ The advertisement is put in several newspapers.
- \_\_\_\_\_ Candidates are sent an application form.
- The candidates complete the form. \_\_\_\_\_

We often give a **reason** for an **action** by using *because* or *so*. We can put the reason **after** or **before** the action. (23)

action		reason
The advertisement is put in several newspapers	<b>because</b>	the company wants a large number of candidates.
reason		action
The company wants a large number of candidates,	<b>so</b>	the advertisement is put in several newspapers.

#### B Giving reasons

Complete each sentence with something logical.

- Managers telephone referees because \_\_\_\_\_.
- Architects must be able to listen to clients because \_\_\_\_\_.
- You must go to work every day because \_\_\_\_\_.
- The news never stops, so \_\_\_\_\_.
- Journalists meet new people every day, so \_\_\_\_\_.
- Managers cannot interview all candidates, so \_\_\_\_\_.



### 3.20 Applying new writing skills An interview process

#### A Reviewing vocabulary

In a selection process, who or what can you ...

1. write? a job description / person description
2. design? .....
3. send? .....
4. complete and return? .....
5. make? .....
6. take up? .....
7. telephone? .....
8. conduct? .....
9. interview? .....
10. select? .....

#### B Thinking and organizing

You are going to describe the interview process at a large company. There are three sections to the process:

- Before the interviews (B)
  - During each interview (D)
  - After the interviews (A)
1. Study the stages on the right. Mark each stage *B*, *D* or *A*.
  2. Number the stages in each section in a logical order.
  3. Add a reason for some of the stages.

#### C Making a flow chart

Make a flow chart for each section of the interview process.

#### D Describing a process

Write about the interview process.

Remember to:

- use the present simple passive where possible.
- give reasons for stages with *because* / *so*.

#### E Editing

Exchange descriptions with a partner. Read his/her description. Mark the description with *?*, *S*, *G* and *P*.

#### F Rewriting

Read your description again. Look at the *?*, *S*, *G* and *P* marks on your first draft. Rewrite the description.



#### An interview process

		Candidate can ask questions
		Check qualifications and experience
		Give candidates a personality test
		Give candidates tea / coffee / biscuits
		Interviewers discuss candidates
		Interviewers make a decision
		Introduce the interviewers
		Manager sends letter to successful candidate
		Manager sends letters to unsuccessful candidates
<i>B</i>	1	Organize interview room
		Question: Tell me about yourself.
		Question: Why do you want to work here?
		Question: Why should we hire you?
		Short conversation, e.g., weather, journey
		Take candidates on tour of company

## Portfolio Jobs



### A Activating ideas

1. Look at the photographs of jobs above. What is the main task of each job?
2. Which of these jobs would you like to do? Which of these jobs would you hate?

### B Gathering information (1)

1. Divide into two groups. Group A: 🎧 3.26, Group B: 🎧 3.27. Listen to the information about two jobs. Make notes to answer these questions.
  - What is the name of the job?
  - What does the job involve?
  - What sort of person is good at the job?
  - What are the working hours?
  - What are the benefits?
  - What qualifications do you need?
  - What experience do you need?
  - What is the starting salary?
2. Work in pairs, one student from Group A and the other from Group B. Exchange information about your job. Make notes.
3. Are you the right sort of person for one or both jobs? Explain your answer.

### C Gathering information (2)

1. Work in pairs. Read one of the texts about jobs, *Advertising executive* or *Petroleum engineer*, on pages 102 and 103. Make notes.
2. Explain the information you read about to your partner. Your partner should make notes.

### D Giving a talk

Choose one of the jobs from your portfolio notes, *Primary school teacher*, *Solicitor*, *Advertising executive* or *Petroleum engineer*. Write a short talk. Give your talk in a small group.

### E Writing

- 🎧 3.28 Listen to a talk about the job of retail manager. Write a website page for [choose-a-career.com](http://choose-a-career.com).

File Edit View Favorites Tools Help

http://www.choose-a-career.com/advertisingexecutive

# choose-a-career.com

The website that helps you find the right career for you.

So you want to be an ...  
**advertising executive**



The world of advertising looks very glamorous from the outside. Thinking up new ideas for advertisements, then making the advertisements with famous people in exotic locations. But in reality it is a very competitive field.

### Personal qualities and abilities

Advertising executives must be knowledgeable about the world. They must be creative and passionate about their work. They also need determination to win, and they must not be afraid to compete with others. The business can be ruthless at times.

---

### Working hours

Advertising executives do not have fixed hours. The office itself may be open from 9.00 a.m. to 5.00 p.m. to the general public, but the executives often start earlier and finish much, much later. There is a lot of weekend working, too.

---

### Workplace

Advertising is largely office-based. Don't expect to be flying around the world all the time, although some very large agencies have offices overseas and you may be sent for a placement or a permanent job.

---

### Qualifications

You need a degree, but it does not have to be in a particular subject. It can be an arts subject or a science subject. Most large advertising agencies will train you on the job, with lectures, presentations and placements in different departments.

---

### Experience

It is good to show your creativity in some way. If you are studying art, you will have a portfolio of drawings and paintings, but if you are doing another subject, you need something else, for example, poetry you have written, or another type of creative writing.

---

### Salary and benefits

Advertising executives start on about £18,000 per year but, if you are promoted regularly, you could earn around £40,000 after a few years.



File Edit View Favorites Tools Help

<http://www.choose-a-career.com/petroleumengineer>

# choose-a-career.com

The website that helps you find the right career for you.

So you want to be a ...  
**petroleum engineer**



The products of petroleum engineering are all around us, from car fuel to plastics, from perfume to fertilizer. Petroleum engineers make a vital contribution to the modern world. Perhaps they work with computers to design and build refineries. Or perhaps they work in a refinery with responsibility for maintenance, health and safety. Either way, it's an exciting world.

### Personal qualities and abilities

Petroleum engineers must be interested in chemistry – and good at it! They must also be good at maths and be able to understand the principles of engineering. Because so much design and control is done by computers nowadays, they must have a high standard of computer literacy, especially using computer-aided design (CAD) programs.

---

### Working hours

Petroleum engineers in a research and development team work about 37 to 40 hours per week. But engineers in a refinery often work much longer hours, 50 or 55, with a lot of evening and weekend work.

---

### Workplace

Research and development teams work in offices. Maintenance and control engineers work in a refinery, both indoors and outdoors. Sometimes they need to work offshore or deep in the desert.

---

### Qualifications

You need a degree in chemical engineering or a Higher National Diploma (in the UK).

---

### Experience

Get as much experience as possible on computer programs, especially CAD.

---

### Salary and benefits

Petroleum engineers earn around £19,000 during their training period. Experienced engineers can earn up to £35,000. If you get more qualifications on the job, you can expect to earn up to £50,000.