

WORK VOCABULARY & JOB INTERVIEWS

I. MATCH:

1. average earnings	A. awansować
2. employment contract	B. być na etacie
3. full-time job	C. być na zasiłku
4. job description	D. chorobowe (zwolnienie lekarskie)
5. letter of application	E. dostać wymówienie
6. maternity leave	F. podanie o pracę
7. odd job	G. pozwolenie na pracę
8. part-time job	H. praca dorywcza
9. permanent job	I. praca stała
10. sick leave	J. praca tymczasowa
11. temporary job	K. praca w niepełnym wymiarze godzin
12. to be given notice	L. praca w pełnym wymiarze godzin
13. to be on the dole	M. praktyka (staż)
14. to be promoted	N. przeciętna płaca
15. to have a regular post	O. stopa bezrobocia
16. trade union	P. umowa o pracę
17. unemployment rate	R. urop bezpłatny
18. unpaid leave	S. urlop macierzyński
19. work permit	T. zakres obowiązków służbowych
20. work placement	U. związek zawodowy

II. UNSCRAMBLE:

1. dodatki (do wynagrodzenia) – e k p r s
2. nadgodziny – e e i m o r t v
3. pensja – a a l r s y
4. podwyżka – e i r s
5. poszukiwanie pracy – b j o-g h i n n t u
6. powołanie – a c i n o o t v
7. nienormowany (ruchomy) czas pracy – e e f i i l m t x
8. zmiana (np. nocna) – f h i s t
9. emerytura – e i n n o p s
10. pracodawca – e e l m o p r y
11. pracownik – e e e l m o p y
12. pracujący na własny rachunek – e f l s-e e d l m o p y
13. prowizja – c i i m m n o o s s
14. rozliczenie pensji (za dany miesiąc) – a i l p p s y
15. rozmowa kwalifikacyjna – e e i i n r t v w
16. szkolenie – a g i i n n r t
17. wolny strzelec – a c e e e f l n r
18. wypłata (tygodniowa) – a e g w
19. wysługa lat (staż pracy) – e i i n o r s t y
20. staż (okres próbny) – a e e h i i n p r s t
21. zatrudnienie – e e l m m n o p t y
22. zdegradować – d e e m o t

III. Watch the clip The Origin of Job Interviews (<http://www.youtube.com/watch?v=b56eAUCTLok>) and decide if the sentences presented below are True (T) or False (F), but first of all have a good laugh :-)

1. The interviewers require employees who specialise in hunting.
2. The first applicant does not tell the whole truth during the job interview.
3. The first applicant gets the job.
4. The second applicant comes for the job interview on time.
5. The interviewers are very enthusiastic about the candidates.

BBC: Four steps to getting that job

IV. Match the words that appear in the programme BBC News - Four steps to getting that job (<http://www.bbc.co.uk/news/business-18509781>) to their Polish translations.

1. actually	A. chętny, entuzjastyczny
2. calm	B. istotny, kluczowy
3. crucial	C. naprawdę, istotnie, rzeczywiście
4. deal with	D. obsługiwać
5. dress down	E. oczywisty
6. dress up	F. pokazywać w najlepszym świetle
7. flee	G. pomylić się
8. focused	H. przewycięzać
9. go wrong	I. przypadkowy
10. greet	J. radzić sobie z
11. handshake	K. skupiony
12. honest	L. szafa, garderoba
13. keen	M. ubrać się elegancko
14. obvious	N. ubrać się niezbyt starannie
15. overcome	O. uciekać
16. random	P. uczciwy
17. serve	R. uspokajać
18. showcase	S. uścisk dłoni
19. tangible	T. widoczny, namacalny
20. wardrobe	U. witać

V. Complete the sentences from the programmes

(<http://www.bbc.co.uk/news/business-18509781>) with the words that appeared in the previous exercise.

SPEAKER 1 – Sue Powell: How to prepare for the interview

SPEAKER 2 – Neil Mullarkey: How to deal with interview nerves

SPEAKER 3 – Sudarshan Singh: What to wear

SPEAKER 4 – Carly Stephens: How to perform well in the interview

SPEAKER 1

What is it that's gonna really _____ me to this company?

For some people it helps to _____ their nerves if they just see a face.

Are they gonna find _____, crazy photographs (...) of you on holiday last year?

What kind of customers does this company or business _____?

SPEAKER 2

That means I'm gonna be _____.

It's telling your body to fight, not _____.

You _____ them with a proper, firm _____.

Show you're _____ there.

Learn a few stories about yourself when you _____ some difficulty or _____ and unexpected situation.

SPEAKER 3

It's _____ to get presentation for the job interviews right.

Always _____ rather than _____.

You can't really _____.

This is something that you probably already have in your _____.

SPEAKER 4

Some things you might think would be very _____ are the mistakes that the candidates often make.

Even tell the interviewer at the end that you do want the job and that you're _____

_____ The best thing is to be completely _____.

You need to give really _____ examples.

VI. TASK: Watch the programmes and match the speakers (1, 2, 3, 4) to the sentences:

- A ____ Always wear something you're comfortable with.
- B ____ If you want to get the job, you must have the right presentation.
- C ____ If you're not sure - ask.
- D ____ It's absolutely key to show lots of enthusiasm if you want the job.
- E ____ It's all about smiling, building rapport, showing up the positive side of your personality, and getting on with the interviewer,
- F ____ Keep looking at them. Plenty of eye contact, plenty of clear, slow, deliberate body movements.
- G ____ Learn a few stories about yourself when you overcame some difficulty or dealt with an unexpected situation.
- H ____ Listen to their questions as much as possible.
- I ____ Look "under" the hobby and take a look at what is it that you really loved about it, and what kinds of strengths, skills and talents did you have to use to do well at it.
- J ____ Make sure your clothes are clean and well-presented.
- K ____ Never say that you don't have any questions at the end of the interview. I think it's always important to ask some questions.
- L ____ Preparation is really everything.
- M ____ Stop, take a breath, smile.
- N ____ They want to find the real you.
- O ____ They will probably search you on the Internet.
- P ____ Think about their products, their services, what kind of customers does this company or business or serve.
- Q ____ Try and learn the names of all the people interviewing you.
- R ____ You can search them on the web and find out a little bit about their background.