

TASKS FOR MONDAY, MARCH 23RD

Vocab Check

Which of your new words is meant? Write the solutions down and have your books/vocab exercise books closed.

1. The ideal _____ should be able to take on responsibility, but also be a team player. (*Bewerber*)
2. a synonym for "fate" (*Schicksal*)
3. Be prepared for difficult/ _____ questions (*schwierig, kompliziert*)
4. = a piece of work that you must do for school or for a job (*Aufgabe; Auftrag*)
5. =to influence strongly
How well one performs at work will _____ how far one will go at that company. (*bestimmen*)
6. After that argument she accepted her friend's _____. (*Entschuldigung*)
7. In some cultures, it is very important to _____ the elderly. (*ehren, würdigen*)

Please write down 1-2 sentences to answer the following question: What restrictions are there on daily life in Germany at the moment?

(You will find the solutions to the vocab check on page 7 of this file.)

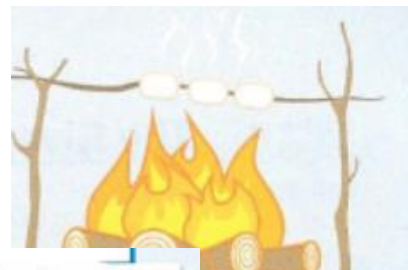
(Preparation Tasks for the) Unit Task

- Today, you are going to do some preparation tasks and some work for the Unit task. Let's first have a look what the Unit task is:

A job interview for a summer camp

Step 1: Get to know the jobs

Have a look at the following positions at Action Summer UK's camp.



A sports & activity organiser is expected to:

- teach sports skills to the children
- organise sports matches
- make sure they have the right equipment

A cafeteria helper is expected to:

- help prepare meals for and with the children
- do the food shopping for meals
- organise food for events

An entertainments organiser is expected to:

- organise a programme of social activities
- think of fun ideas for competitions
- organise theme parties

A big sister / brother is expected to:

- live with a group of children in a tent
- help with chores
- help them with their problems

Think about skills that would be helpful for each of the jobs according to the expectations mentioned.

Step 2: Choose a job

Go back to the CV you wrote for yourself. Based on what you wrote, decide which of the jobs above would be best for you.

Step 3: Prepare for the interview

Decide on how you could answer these interview questions:

1. What made you decide to apply?
2. What you bring to the job?
3. How would you describe your strenghts?
4. What's your biggest weakness?

Step 4: Find eight questions for the job interview

Write down all the questions the interviewer will ask in your job interview. You can include the questions in step 3. Additionally, think of four more questions. Write them down

Step 5: Write down your job interview and send it to me

Write down the questions for the interviewer and your answers to the question (it might be could to use your computer to do so because you will have to send the interview questions and answer to me via email).

- Do the following task: Make a mind map on the importance of the following criteria at a job interview:
knowledge personality dress code body language register
(You will find the solutions to this task on page 7 of this file.)
- Saanvi, Phil and Courtney are doing a job interview



Read the job interviews and have a look at the pictures above and fill in the following table with relevant information (you will need a whole page in your exercise book for the table)

	Saanvi	Phil	Courtney
knowledge			
personality			
dress code			
body language			
register			

(You will find the solutions to this task on page 7 of this file.)

INT. AD AGENCY – OFFICE – DAY

CLARICE THOMPSON (40, black) sits at her desk, typing an e-mail. There's a knock on the door.

Mrs T: Yes?

Her personal assistant MARK (20, white) sticks his head in.

Mark: Mrs Thompson, the first candidate is here: Saanvi Singh.

Mrs T: Good. Right on time. Send her in please.

Mark nods and retreats.

Mark: Please, go through.

SAANVI (18), dressed neatly and appropriately, enters with a shy smile, gives Mrs Thompson a weak handshake, fidgets nervously.

Saanvi: Good afternoon, Mrs Thompson. I'm Saanvi Singh. Thank you for inviting me.

Mrs Thompson gives her an encouraging smile.

Mrs T: Please take a seat, Miss Singh.

She sits down on the edge of the chair.

CUT TO: INT. AD AGENCY – OFFICE

PHIL (18, white), dressed slightly too casually, enters with the confident smile of a winner. He gives Mrs Thompson a hearty handshake, doesn't notice her wincing, subtly rubbing her hand.

Phil: Hi! My name is Phil! It's a great area around here. And so close to the Tube station.

He slumps down comfortably on the chair opposite Mrs Thompson before she takes a seat.

CUT TO: INT. AD AGENCY – OFFICE

COURTNEY (19, white) enters, overly made up, her tight blouse showing too much cleavage. She carries a large white handbag and is talking on her mobile. Mrs Thompson raises an eyebrow.

Courtney: (on phone) Listen, I've got a job interview now. Talk later!

She puts on a big smile, stretches out her hand. Long, brightly coloured French nails show; glittery bracelets jingle.

Courtney: Hi! Nice to meet you. I'm Courtney Mason.

Mrs T: I'm glad you've found the time.

Courtney: (oblivious to the subtle hint) Oh, no problem!

Her mobile rings.

Courtney: Oh, sorry!

She rummages in her handbag to find her phone. Mrs Thompson sits down with a sour expression.

Mrs T: It'd be best if you turned that off, thank you.

CUT TO: INT. AD AGENCY – OFFICE

Mrs Thompson gives Saanvi her full attention.

Mrs T: So, Miss Singh, what makes you want to work in the advertising industry?

Saanvi: I'm very passionate about advertising.

But she doesn't sound passionate. Mrs Thompson is not quite convinced.

Saanvi: Art has always been a favourite subject of mine. I'm very interested in how products and services can be presented in the best possible way and how important information can find its way to the customer.

Saanvi slowly gains confidence. Mrs Thompson nods, now more engaged. She checks Saanvi's CV in front of her.

Mrs T: I see here, you've had work experience at two other advertising agencies.

Saanvi's face lights up though she's still a little nervous.

Saanvi: Yeah, that's right. Once I was allowed to design my own ad. The ad, which was for an energy drink, was published in a local newspaper!

Mrs Thompson seems impressed.

Mrs T: As you know, the job we have on offer is that of an office assistant. What do you think it will require of you?

This question makes Saanvi more nervous.

Saanvi: Er, possibly filing things and photocopying and making tea? Or running errands and answering the phone?

Mrs T: That sounds about right. Do you think this will be interesting enough for you?

Saanvi: Yes, I do think that I can learn a lot from being in the office environment. Er, I've applied for a bachelor's degree in communication studies. So this would be the perfect part-time job, I think.

Mrs Thompson seems pleased at that.

Mrs T: How would you describe your strengths?

Saanvi hesitates, takes some time to think about it.

Saanvi: Well, I am organised and reliable. And I enjoy working independently but also in a team. And I can stay very calm under pressure.

But she doesn't seem calm; she seems rather nervous instead. Her self-description appears rehearsed and not quite authentic to Mrs Thompson.

CUT TO: INT. AD AGENCY – OFFICE

Mrs Thompson eyes Phil up critically.

Mrs T: What makes you want to work in the advertising industry, Mr Walters?

Phil has been waiting for that question.

Phil: Well, I'm really creative. And that's what's needed, right? I'm also a great writer. I love playing with words, summing up the gist of things, coming up with catchy slogans – that sort of thing, you know?

Mrs T: *(unimpressed)* Yes, I understand. Do you have any experience in advertising yet?

Phil: Well, for the past couple of years I've been running our school paper, which I also write for. I also find local companies which can place their ads in our paper.

Mrs Thompson nods, quite engaged now.

Mrs T: Interesting. But you realise that the job we have on offer is that of an office assistant, right? What do you think the job will require of you?

Phil: Give me a task and I'll get it done! I'm a real go-getter, you know. A problem solver. That's my biggest strength.

He smiles, very pleased with himself. Mrs Thompson raises her eyebrows, amused.

CUT TO: INT. AD AGENCY – OFFICE

Courtney, too, has been asked the same question as Saanvi and Phil.

Courtney: So, I've been doing lots of promo work like handing out leaflets in the street and giving out cheese samples in the supermarket – all kinds of things. I find it very easy to talk to people. That's what I'm good at.

She smiles sweetly. Mrs Thompson seems sceptical.

Mrs T: And do you think you'd be suitable for the job as office assistant?

Courtney: Oh sure! I love offices. I fit in well with any team. And I make friends really easily. People seem to just love me, I guess. I'm a real people person. Yeah. Definitely.

Mrs Thompson doesn't buy it.

CUT TO: INT. AD AGENCY – OFFICE

Mrs T: What's your biggest weakness?

This question makes Saanvi nervous; she didn't expect it.

Saanvi: Er, well ... I'm not sure.

CUT TO: INT. AD AGENCY – OFFICE

Phil: My biggest weakness? That's an interesting question. Let me think ... I've been told that I often work too hard. Yeah, I'm a real perfectionist.

Mrs Thompson is not quite convinced. She checks the papers in front of her.

Mrs T: You said that you're very good with words, but I see here that your marks in English have not been particularly good.

Phil gets tense for a moment, but quickly calms down again.

Phil: That was just a phase. Puberty, you know? I've always been so busy with my own writing that sometimes I didn't give school enough attention. But I've learnt from my mistakes and I'm a much more disciplined person now.

He puts on his most charming smile. Mrs Thompson eyes him up critically, trying to decide whether to believe him or not.

CUT TO: INT. AD AGENCY – OFFICE

Mrs T: And what would you say is your biggest weakness, Miss Mason?

Courtney's mobile rings.

Courtney: Sorry! I thought I'd turned it off. Silly me.

She picks her bag up from the floor and starts rummaging around in it. She turns her phone off properly now, puts it back in the bag, bends down to place the bag near her feet. Then she looks up at Mrs Thompson again.

Courtney: Oh, I'm ... Sorry, I'm back with you now. Er, could you please repeat the question again?

Mrs T: *(suppressing her anger)* Your biggest weakness?

Courtney: Oh, right! Yeah. Well, I always say, nobody's perfect, right?

Displeased, Mrs Thompson checks Courtney's CV.

Mrs T: So, you do volunteer work, I see.

Courtney: Yeah, I do quite a bit, actually. I help out at a summer camp every year, for disabled children.

Mrs Thompson looks up, pleasantly surprised.

Mrs T: Interesting. How did you become involved?

Courtney: Well, they always need the helpers. And some people don't like to work there, but I don't have a problem with it. My little brother is disabled, so, I guess I'm used to it.

Mrs Thompson is honestly moved, starts to see Courtney in a different light.

CUT TO: INT. AD AGENCY – OFFICE

Mrs T: Do you have any questions?

Saanvi: Yes. When will you be able to tell me if I get the job? Shall I call you?

Mrs T: Mark, my PA, will call you – probably by Friday next week.

She rises from her chair, shakes Saanvi's hand (another weak handshake on Saanvi's part).

Saanvi: Thank you very much. And thank you again for inviting me.

They smile at each other.

CUT TO: INT. AD AGENCY – OFFICE

Mrs T: Are there any questions you'd like to ask me?

Phil: No thanks. I think I'm clear on everything.

They both rise from their chairs, Mrs Thompson leads Phil to the door.

Mrs T: You'll hear from us next week then.

Phil: Great! OK, then.

He gives her another hearty handshake. This time he notices her wincing.

Phil: Oops, sorry!

He grins; Mrs Thompson tries her best to smile back, a little pained.

- Answer the following questions having to do with Saanvi, Phil and Courtney's job interview (in written form):
 1. Describe what the job is for and what kind of skills the person should have.
 2. Rate the candidates; explain your ideas.
 3. Discuss who you would give the job.

(You will find the solutions to this task on page 8 of this file.)

- Watch the following youtube video and write down 5 tips that are given in the video for a job interview:

<https://www.youtube.com/watch?v=FlzqhQsTos4>

(You will find the solutions to this task on page 8 of this file.)

- Useful techniques for a job interview:

- p. 60, task 1a (write down your solutions)

(You will find the solutions to this task on page 8 of this file.)

- Read the job interviews again and answer the following question:

What was wrong about how the candidates dealt with these questions:

- "What makes you want to work in advertising?"
- "How would you describe your strengths?"
- "What's your biggest weakness?"

(You will find the solutions to this task on page 8 of this file.)

- Have a look at the useful phrases box on p. 60. Answer the questions of the interviewer for yourself (in written form):

What is your biggest strength?

What is your biggest weakness?

How would your friends describe you?

Where do you see yourself 10 years from now on?

(You will find ideas for solutions on page 8 of this file)

- Read step 1 of the unit task and Workbook task 22/p. 33
(You will find the solutions to this task on page 8 of this file.)

- Workbook p. 33/task 23
(You will find the solutions to this task on page 8 of this file.)

Read step 2 of the unit task and decide which of the jobs in step 1 of the unit task would be best for you.

- Workbook p. 34/task 24
Read step 3 of the unit task and make some notes on the questions 1.-4. in this step of the unit task.

Homework: > Vocab p. 190/191 session- literature

> WB p. 34/task 25

Solutions

Vocab Check

- 1 candidate
- 2 destiny
- 3 tricky
- 4 assignment
- 5 (to) determine
- 6 apology
- 7 (to) honor

Question: <https://www.thelocal.de/20200310/coronavirus-what-restrictions-are-there-on-daily-life-in-germany>
(21/3/2020)

Mind map

Here are some possible solutions:

Knowledge - have some knowledge about the job you apply for
 - know some things about the company you apply for
 - know what expectations you have about the job
 - what are your strengths/weaknesses?

personality - be polite and friendly
 - on time
 - maybe you can say something about your social engagement?

dress code - wear something chic
 - no tops

body language - do not make nervous movements
 - try to smile sometimes

register - use formal language
 - no words like sh**, f***, ..

Interview task →

b)

	Saanvi	Phil	Courtney
Knowledge	<ul style="list-style-type: none"> - work experience at two advertising agencies - has already designed an ad that was published in a local newspaper - knows what the job as an office assistant would require 	<ul style="list-style-type: none"> - has been running and writing for the school paper for a couple of years - finds local companies that can place their ads in the paper - but not really good marks in English 	<ul style="list-style-type: none"> - has done lots of promo work - thinks she's good at talking to people, but doesn't handle the formal conversation very well (use of mobile, question if they are done) - does volunteer work in a summer camp for disabled children
Personality	<ul style="list-style-type: none"> - nervous / not confident - on time - reliable 	<ul style="list-style-type: none"> - laid-back - outgoing - (over-) confident / (arrogant) - not serious enough 	<ul style="list-style-type: none"> - outgoing - friendly - (over-) confident - not serious enough - maybe not reliable (doesn't turn off her mobile) - caring person (volunteer work)
Dress code	<ul style="list-style-type: none"> - formal clothes, suitable for a job interview 	<ul style="list-style-type: none"> - not formal enough 	<ul style="list-style-type: none"> - too sexy - too much make-up
Body language	<ul style="list-style-type: none"> - weak handshake - nervous smile - sits upright 	<ul style="list-style-type: none"> - handshake too strong - leans back in his chair too comfortably - arrogant smile 	<ul style="list-style-type: none"> - comes in talking on her mobile - confident / friendly smile - sits upright
Register	<ul style="list-style-type: none"> - formal register, suitable for a job interview 	<ul style="list-style-type: none"> - too informal 	<ul style="list-style-type: none"> - too informal

1. Describe what the job is for and what kind of skills the person should have.

The job is to be a part-time office assistant in an advertising agency. The person should have the following skills: people skills, good language skills, be creative, be self-confident, be good at organising etc.

- 2./3. Rate the candidates; explain your ideas. [There is no sample solution]

You tube video:

Five tips for a job interview:

- wear something suitable
- be positive/friendly to everyone in the company
- try to relax
- be confident
- treat everyone with courtesy
- do handshakes
- be clear about what you want to say/what you want to know
- be positive/smile/be interested
- ...

p. 60/1a

- a) **Buy time:** get yourself more time; time to think about an appropriate answer
Change the topic: make sure the interviewer doesn't realise that you don't know much about a certain topic; take the advantage to add interesting information; show knowledge in different areas
Emphasise positive things: sell yourself; make your strengths seem more important than your weaknesses
1. "What makes you want to work in advertising?"
Saanvi: says she's very passionate about advertising, but doesn't sound passionate
Phil: claims to be good with words and loves to write, but his marks in English aren't good
Courtney: doesn't really answer the question
 2. "How would you describe your strengths?"
Saanvi: contrast between her words and her body language; says she's calm under pressure, but isn't
Phil: exaggerates, seems to be over-confident
Courtney: describes strengths that don't have much to do with the job, but with her private life
 3. "What's your biggest weakness?"
Saanvi: is surprised and doesn't give an appropriate answer; only says that she isn't sure
Phil: gives an exaggerated answer; says that his weakness is to be a perfectionist
Courtney: answers with a saying; doesn't actually answer the question

What was wrong about how the candidates dealt with these questions:

Answer the questions of the interviewer for :

(Of course, you have individual answers but here are some possible solutions):

What is your biggest strength?

I have a good problem-solving skill, which I consider as my biggest strength. It's exciting for me to come with different ideas and solve unique issues. In my previous organization, I spent time building this skill where I worked on redesigning the entire manufacturing process and helped the organization in reducing the overall cost by 65%. I was recognized by the Head of the Department for my achievement.

What is your biggest weakness?

"I have a hard time letting a project go or sharing a task with others because I'm always convinced that I can do it all on my own and that asking for help will be taken as a sign of weakness. This has led to me taking on projects that have overwhelmed me and resulted in me being frustrated and angry. It hasn't been easy learning to let go, but I've been working on trusting others and sharing the responsibilities for projects and as a result, have been able to really accomplish some incredible things."

How would your friends describe you?

"She would definitely tell you that when times are tough for everyone, not just one of us, I'm always there to see things through."/

"That I'm organized, considerate, and dependable."

Where do you see yourself 10 years from now on?

"In ten years from now, I would like to work as a project manager in a big IT company, for example IBM or HP. I believe that with a right education and attitude I can make my dream come true."

Workbook task 22+23/p. 33

22

sports & activity organiser	cafeteria helper	entertainments organiser	a big sister/brother
good people skills,	works well in a team,	hard-working,	good listener,
works well in a team,	good with numbers,	good computer skills,	responsible,
good communication	outgoing,	works well in a team,	good people skills,
skills, physically	hard-working	outgoing,	good communication
strong, responsible,		good communication	skills,
spontaneous		skills, creative	outgoing

23

1. I believe that I have very good people skills. I am a natural communicator, and I have a friendly and helpful personality. I have a good sense of humour and like to have fun, but I also have a strong sense of responsibility. My leisure interests are mainly connected with sports and outdoor activities. **sports & activity organiser**
2. I am very creative and good with words. I am very good at solving problems and working independently, and I can be extremely focused on a project when necessary. I have very good computer skills. My main hobby is travelling, and I have visited more than ten different countries and speak three foreign languages.
3. I am hard-working and reliable, and I am always ready to do whatever needs to be done to make a project happen. I have good communication skills, and I am very good at working in a team. I also have a creative side, and I am passionate about music, theatre and film. **entertainments organiser**
4. I have good communication skills. I am a good listener, and I am good at helping people to solve problems. I am also very good with children, and I understand how important it is to be careful and responsible when working with young people. I have a very outgoing personality, and spend much of my free time using social media. **big brother/sister**
5. I am hard-working and reliable. I have good communication skills, and I enjoy meeting new people. I have recently left school and am taking a one-year break before going to university. I am happy to consider any type of employment. **cafeteria helper**