

Unit 2 – Interaction

-  **1 Work in pairs. Cut out the sentences. Then create a dialogue and act it out with your partner.**

Good morning, Mr Ross. My name is Linda Gossard. I'd like to know if you are still looking for an apprentice waitress.
Oh, I see. I'll send my documents tomorrow. Thank you very much for all the information.
Goodbye.
Yes, of course. You can start a taster course any time you want.
It usually takes three or four days. We need a letter of application and a CV. If your application documents are okay, we'll invite you for an interview to talk about your taster course.
You should be friendly and have good manners. And you should have a good physical condition.
Good morning. Carson Hotels London, Henry Ross speaking. What can I do for you?
That's no problem, physical education is one of my favourite subjects at school. Can I do a taster course at your hotel?
You're welcome. Goodbye.
Oh yes, are you interested?
How long does it take?
Yes, I am. What requirements do I need?

-  **2 Rules for a job interview: Match the sentence halves.**

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| 1 ___ Don't be late | A down until invited. |
| 2 ___ Dress | B smart. |
| 3 ___ Don't sit | C for the interview. |
| 4 ___ Listen to the | D you are talking to. |
| 5 ___ Don't wear | E impolite. |
| 6 ___ Don't stay up | F honest. |
| 7 ___ Ask questions to show | G dirty shoes. |
| 8 ___ Don't start with questions | H your interest. |
| 9 ___ Get information about | I too long the night before. |
| 10 ___ Don't be | J questions carefully. |
| 11 ___ Be | K the company. |
| 12 ___ Look at the person | L about holidays and money. |