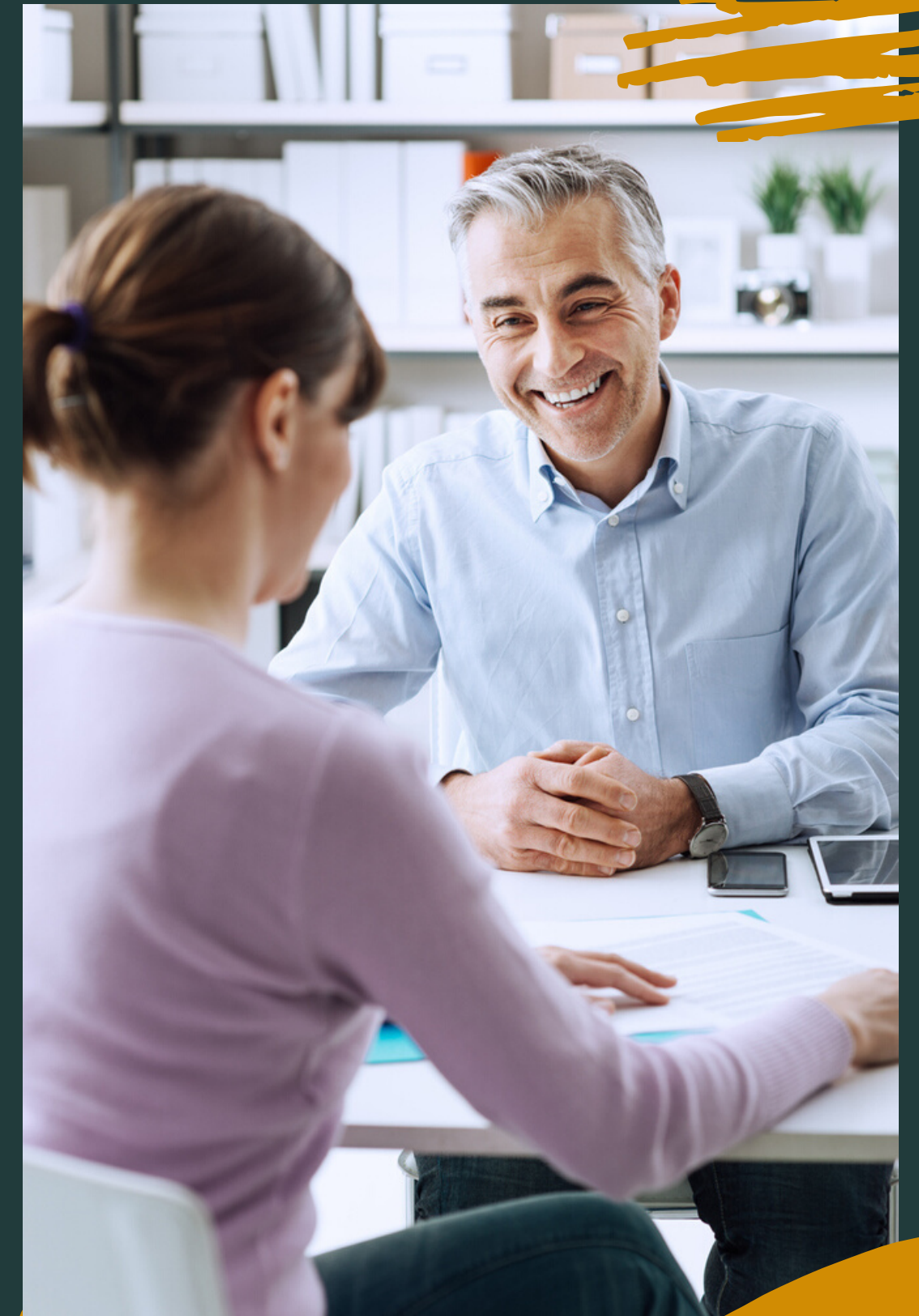


SZALAI NÓRI BEMUTATJA:

LEVEL 1 UNIT 16

A job interview
Állásinterjú

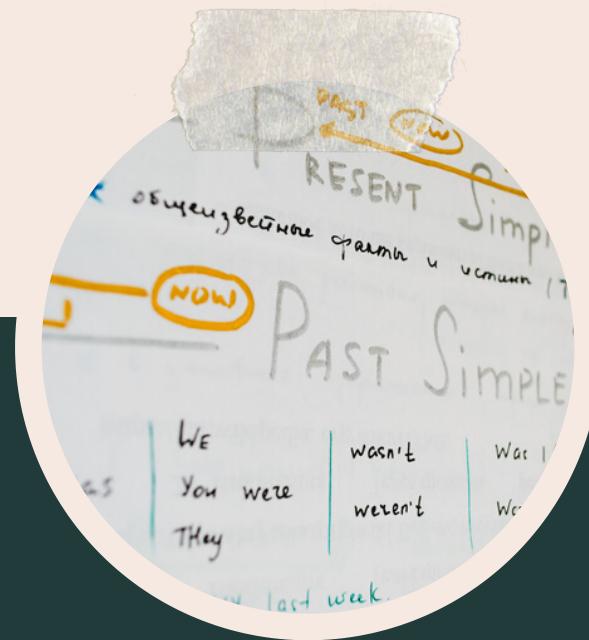


Ebből a leckéből a következőket fogjuk megtanulni:



SZÓKINCST

jobs and occupations, CV, office objects, school, education



NYELVTAN

Past Simple Tense



BESZÉD

Talking about your work,
Describing your job, Work history,
Talking about education

Nancy Parker was a secretary at a small company, but last month she decided to quit her job. She wanted a change, because she was not happy in the office. Yesterday she bought a newspaper and saw a job vacancy among the small ads. She liked it so she sent her CV to the company and waited for their call. Someone finally called her this morning and asked her to go there for an interview. Nancy arrived at the interview on time. The manager is going to interview her now.

Mr Evans: Good morning Ms Parker! My name is Jeremy Evans, and I am the manager of this company. Nice to meet you!

Nancy: Good morning Mr Evans! Nice to meet you, too!

Mr Evans: Take a seat, please. You know, we are looking for a new PA. I read your CV and I liked it, that's why I called you here. Let me ask you some questions!

Nancy: Certainly.

Mr Evans: First of all, tell me something about your studies!

Nancy: I left secondary school in 1996. Then I started a one-year course in Business Administration and I got my certificate in 1997.

Mr Evans: Excellent!

Nancy: After the course I decided to learn French because I wanted to speak at least one foreign language. So I started a French course. I learnt French for 2 years then I went to Paris to take part in an intensive language course there, too.

Mr Evans: So you can speak French fluently!

Nancy: Yes, I can.

Mr Evans: ... and did you study something afterwards?

Nancy: Yes, I started University in 1999 and got my degree in 2003.

Mr Evans: What did you study at the University?

Nancy: I studied economics.

Mr Evans: Oh, that's interesting! Are you working anywhere now?

Nancy: No, I quit my job two weeks ago.

Mr Evans: Why did you decide to quit?

Nancy: I quit because I'm looking for a more challenging job where I can use my skills and qualifications. I think the position at your company would be perfect for me.

Mr Evans: Thank you Miss Parker! We are going to call you next week!

Nancy: Thank you Mr Evans. Good bye!

Mr Evans: Good bye!



Azt, hogy valaki mivel foglalkozik, angolul háromféleképpen is meg tudod kérdezni! Nagyon fontos megjegyezni, hogy a 'What do yo do?' nem jelenti azt, hogy 'Mit csinálsz?'. Erre a kérdésre mindig a foglalkozásodat kell mondanod! Tehát:

What do you do? - Mivel foglalkozol?

What's your job? - Mi a foglalkozásod?

What do you do for a living? - Mivel keresed a kenyered?

Ezekre a kérdésekre meglehetősen egyszerű a válasz: csak a foglalkozásodat kell megmondanod. Ne felejtse el, hogy a foglalkozás neve előtt mindig van egy határozatlan névelő (a/an).

Például:

I'm a doctor. - Orvos vagyok.

She is a nurse. - Ő ápolónő.

My father is a musician. - Apukám zenész.



DESCRIBING YOUR JOB

I'm in charge of the customer service at our company. - Az ügyfélszolgálat az én feladatom a cégnél.

I'm responsible for the construction. - Az építkezésért vagyok felelős.

I have to deal with customers' complaints. - Az ügyfelek panaszaival kell foglalkoznom.

I run a small café. - Egy kis kávézót üzemeltetek.

I manage a shop. - Egy boltot vezetek.



DESCRIBING YOUR JOB

PA = Personal Assistant

A personal assistant (PA) works closely with a manager or director of a company. The PA generally has to do a lot of paper and administration work and has to help the managers to organise their time.

Typical work activities:

Usually, when you want to meet or talk to the manager or director of a company, the first person you have to contact is the PA. A PA's typical work activities include:

- answering and making phone calls
- welcoming and looking after visitors
- organising meetings and making appointments
- dealing with faxes, e-mails and post
- writing and corresponding letters
- organising documents
- arranging travel and accommodation



DESCRIBING YOUR JOB

DAILY DUTIES

I have to go to/attend a lot of meetings. - Sok értekezletre kell mennem.

I visit my patients at home. - Meglátogatom a betegeimet az otthonukban.

I advise clients. - Tanácsot adok az ügyfeleknek.

My job involves a lot of paperwork. - A munkám sok papírmunkával jár.

MONEY, MONEY, MONEY

Employers generally pay their employees once a month. This money is called the salary. If your employer pays you according to the hours, days or weeks you work the money you get is called the wage. The total amount of money you receive in a year is called the income.

WORKING HOURS

People usually work from 9 a.m. to 5 p.m., so we often talk about a nine-to-five job. There are others (for instance nurses, doctors, waiters, etc.) who do shiftwork. If you have to work overtime, you generally get some extra money, too.



EDUCATION

Do you still attend any school?

When did you finish your studies?

What is/was your favourite subject at school?

algebra - algebra

biology - biológia

maths - matek

foreign language - idegen nyelv

geography - földrajz

grammar - nyelvtan

literature - irodalom

computer sciences - számítástechnika

P.E. (physical education) - testnevelés

physics - fizika

history - történelem

chemistry - kémia



EDUCATION

Most children in England go to nursery school at the age of 3. All children have to start primary school at the age of 5. In England, pupils go to secondary school when they are 11 years old. At the age of 16 they can leave school and get a job, or they can go to college for vocational training, or they can stay at school for two more years. At the age of 18 they leave school and go to university, or to college.

nursery school - óvoda

primary school (Br)/elementary school (US) - általános iskola

secondary school (Br)/high school (US) - középiskola

college - főiskola

university - egyetem

