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# Unit 1

## How to Succeed in a Job Interview?

### *Learning Objectives*

- How to read a want ad
- How to write a résumé
- How to prepare for a job interview

### Focus on the topic

Pair Work: Discuss the following questions with your partner.

1. What job do you want to do after your graduation?
2. Where do you look for job postings?
3. What is the purpose of a job interview for both the interviewer and the applicant?
4. How do you prepare for a job interview?

### Vocabulary Study

1. Fill in the blanks with the appropriate words given in the box.

|           |                |             |          |           |
|-----------|----------------|-------------|----------|-----------|
| caliber   | conservatively | résumé      | appraise | showcase  |
| reference | dogmatic       | merchandise | assemble | inventory |

- (1) The activity is a(n) \_\_\_\_\_ for young artists.
- (2) They \_\_\_\_\_ their office furniture by advertising on light-boxes.
- (3) The Human Resources Manager should \_\_\_\_\_ the ability of new employees.
- (4) She is always trying to improve her \_\_\_\_\_ in order to meet the employer's requirements.
- (5) \_\_\_\_\_ all your documents and put them in the filing cabinet.
- (6) He is reading a detailed \_\_\_\_\_ of all the tasks to be arranged.
- (7) My \_\_\_\_\_ shows that I have the right qualifications for the job.
- (8) Does he have \_\_\_\_\_ from former employers?
- (9) It is \_\_\_\_\_ estimated that no less than 5 people died in the accident.
- (10) We should avoid being \_\_\_\_\_ concerning English grammar and expression.

2. Match the words with their definitions in the right column.

|                  |   |
|------------------|---|
| (1) attire       | a. the act of making something more noticeable than usual   |
| (2) exaggeration | b. a social or business relationship  |
| (3) criticize    | c. (e.g. speech or writing) tending to depart from the main point or cover a wide range of subjects |
| (4) affiliation  | d. the act of moving forward toward a goal  |
| (5) rambling     | e. clothes  |
| (6) advancement  | f. point out flaws  |

## Reading One

### An Interview for a Job: Tips to Finding a New Job

An interview for a job is your **showcase** for **merchandising** your talents. During the interview an employer judges your qualifications, appearance, and general fitness for the job opening. It is your opportunity to convince the employer that you can make a real contribution.

Equally important, An interview for a job, gives you a chance to **appraise** the job, the employer, and the firm. It enables you to decide if the job meets your career needs and interests and whether the employer is of the type and **caliber** you want to work for.

Before each interview, though, you should assume that the job you are applying for is precisely the one you want — because it may be. To present your qualifications more advantageously, you will need to prepare in advance. You should have the needed papers ready and the necessary information about yourself firmly in mind; and you should know how to act at the interview to make it an effective device for selling your skills.

### **Preparing for the Job interview**

**Assemble** all the papers that you may need. The main item will be your background and work experience **inventory**. It contains all the facts and figures you could possibly be asked - either in filling in the job application form, or in the job interview. Don't forget to take copies of your **résumé**, even though you may have already submitted one. If your work is the sort you can show in an interview, (such as technical drawings, artwork, publications, or procedures), take along a few samples. Be careful not to leave your only copy of something, as it could get lost.

Learn all you can about the company where you are going for an interview — its product or service, standing in the industry, number and kinds of jobs available, and hiring policies.

Know what you have to offer, what education and training you have had, what work you have done, and what you can do. Review your inventory.

Know what kind of job you want and why you want to work for the firm where you are applying.

Bring along the names, addresses, and business **affiliations** of three persons (not relatives) who are familiar with your work and character. If you are a recent graduate, you can list your teachers. Ask **references** for permission to use their names.

As you are filling in the job application, be aware that it in itself offers an excellent opportunity to convince an employer that you are a valuable person to hire. It is not only a chance to describe your accomplishments but it also shows

how clearly you can think and write, and how well you can present important details.

Learn the area salary scale for the type of work you are seeking. If you have the required skill and experience, don't hesitate to state your salary expectations in filling in the application blank. On the other hand, if for any reason you don't want to commit yourself then, simply write "Open" in the space for salary desired. If asked, say you prefer to wait until the job interview to discuss salary. Never take anyone with you to the interview.

Allow as much uninterrupted time for the interview as may be required. (For example, do not park your car in a limited-time space.) Dress **conservatively**. Avoid either too formal or too casual **attire**.

### **You and the interview**

Be pleasant and friendly but business-like.

Let the employer control the interview. Your answers should be frank and brief but complete, without **rambling**. Avoid **dogmatic** statements.

Be flexible and willing but give the employer a clear idea of your job preferences.

Stress your qualifications without **exaggeration**. The employer's questions or statements will indicate the type of person wanted. Use these clues in presenting your qualifications. For example, if you are being interviewed for an engineering position and the employer mentions that the job will require some customer contact work, use this clue to emphasize any work, experience, or courses you have had in this kind of skill.

If you have not sent your résumé in advance, present it or your work records, references, personal data, work samples, or other materials to support your statements when the employer requests them.

In discussing your previous jobs and work situations, avoid **criticizing** former employers or fellow workers.

Don't discuss your personal, domestic, or financial problems unless you are specifically asked. Answer only what relates to the job.

Don't be in a hurry to ask questions unless the employer invites you. But don't be afraid to ask what you need to know. If the employer offers you a job, be sure you understand exactly what your duties will be. Also find out what opportunities

for **advancement** will be open. A definite understanding about the nature of your job will avoid future disappointment for either you or your employer.

Be prepared to state the salary you want, but not until the employer has introduced the subject. Be realistic in discussing salary. But don't sell yourself short. If the employer does not definitely offer you a job or indicate when you will hear about it, ask when you may call to learn the decision. If the employer asks you to call or return for another interview, make a note of the time, date, and place.

Thank the employer for the interview. If the firm cannot hire you, ask about other employers who may need a person with your qualifications. (930 words)

(Source: www.bizmove.com)

► Read for Main Ideas

**Use the words in the passage to complete the following sentences.**

An interview is an opportunity for you to \_\_\_\_\_ employer that you can contribute to the company. It can help you to \_\_\_\_\_ whether the job meets your needs and interests.

► Read for Details

**Choose the best answer according to the passage.**

1. An interview for a job is your showcase for \_\_\_\_\_ your talents.  
A. marketing                      B. testifying                      C. employing
2. When you attend a job interview, you'd better dress \_\_\_\_\_.  
A. elegantly                      B. informally                      C. conservatively
3. When you talk about your previous jobs, avoid \_\_\_\_\_ your former bosses or colleagues.  
A. praising                      B. blaming                      C. punishing
4. \_\_\_\_\_ all the papers that you may need for a job interview.  
A. Gather                      B. Separate                      C. Spread
5. If you are qualified for the job vacancy, feel free to state your \_\_\_\_\_ in filling in the application blank.  
A. working requirements  
B. salary expectations

C. advancement expectations

6. If you get the job, you have to understand exactly what your \_\_\_\_\_ will be.

A. responsibilities

B. office

C. location

7. Stress your qualifications \_\_\_\_\_.

A. honestly

B. excessively

C. exaggeratedly

### ► Express Opinions

**Your appearance is the first thing a potential employer notices when meeting you for a job interview. Work in pairs and list some successful interview tips regarding personal appearance.**

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## Task-driven Practice

**Task 1** *Listen to the audio clip “How to Prepare for an Interview” and fill in the blanks according to what you hear in the audio clip.*

### **How to Prepare for an Interview**

You maybe the best (1) \_\_\_\_\_ for a job, but that is no (2) \_\_\_\_\_ that you will be offered it. Experience and (3) \_\_\_\_\_ are important, but you may also have to sell yourself as the best person for the post. This requires you to know as much about the position as possible. Here are some (4) \_\_\_\_\_ to go through: first of all, think about how you can make your best (5) \_\_\_\_\_ on the interviews. You should not present yourself as being different from what you are, but you can present yourself in a positive way. Consider what the interviewers’ likely prejudices and dislikes maybe and take these into account when answering questions and (6) \_\_\_\_\_ your personalities and reflect on the personal



qualities that might be necessary for the work you will take. These qualities will surely be expected and perhaps even tested in the interview. If the company wants an (7) \_\_\_\_\_ go-getter, for instance, you had better not project a timid and overcautious self-image in the interview room. Research the company, the more you know about your (8) \_\_\_\_\_ employers, the better they will perform. Investigate their products, try them, if (9) \_\_\_\_\_ and keep a look out for their advertisements. Visit a library, read trade magazines, newspapers, company (10) \_\_\_\_\_ and reports that will bring you up-to-date with the latest developments of the company. Find out what the company's (11) \_\_\_\_\_ are. Suppose they play great emphasis on turnover and quick profit, you will then need to stress the revenue you generated in your last job rather than the research projects you (12) \_\_\_\_\_ for five years. But if your prospective employers are deeply (13) \_\_\_\_\_ to a program of research and development, you should play up your academic or supervising skills.

Know about your own strength. Sit down with a pen and paper and match your skills and experience to the job description in an advertisement. Think out the employer would benefit by choosing you rather than another candidate. Apart from the practical skills required, consider the less tangible qualities the employers might be searching for. Do you have potential areas which could be realized if given the chance? (14) \_\_\_\_\_? Jot down incidents in which you have to display these characteristics. Know about your weaknesses. Good interviewers are practiced in finding the weaknesses in the candidates. So don't imagine you are certain to get away with anything, but what you cannot hide you can always explain provided you are well prepared. (15) \_\_\_\_\_

### **Task 2** *Read the want ad and answer the questions.*

#### **SALES MANAGER**

We are one of the leading telecommunication companies in Thailand. Due to our business expansion, we are now looking for a qualified person to join us.

### ***Qualifications***

- ◆ Male/female age not over 30
- ◆ A Bachelor's or Master's degree in marketing or related fields
- ◆ Strong experience in sales management
- ◆ Fluency in English and computer literate
- ◆ Goal-oriented, team player and good interpersonal skill

Interested persons, please send your cover letter and résumé, together with your expected salary and recent photo to –



*The Human Resources Manager;*

*UCOM (Thai) Company, 55 Vipavadee Rangsit Road, Jatujak, Bangkok 12310*

*Tel: 02-9546300-19 E-mail: ucom\_thai@gmail.com Web site: www.ucom.co.th*

1. What job is advertised in this want ad?  
\_\_\_\_\_
2. Can a woman under 30 apply for the job?  
\_\_\_\_\_
3. Which language should the applicant be good at?  
\_\_\_\_\_
4. What educational background should the applicant have?  
\_\_\_\_\_
5. What is needed to be sent to the company?  
\_\_\_\_\_
6. Who is in charge of this recruitment?  
\_\_\_\_\_
7. Can the applicant include his/ her salary expectation in the CV?  
\_\_\_\_\_
8. How can the candidate obtain information about the company?  
\_\_\_\_\_

**Task 3** Read the classified ads and then decide whether the statements are true (T) or false (F).

**EMPLOYMENT**

**Director of Resource Management**

**\$7,134 - \$11,772/month Plus Excellent Benefits**

Take charge of the budgeting, operational support, and financial management of the Seattle Department of Transportation's operating budget. Join the executive team and advise the Director, Deputy Director, and the City's Department of Finance. Lead SDoT's budgeting process including the presentation to City Council. In addition to high-level finance and management experience, this job requires excellent oral and written communication and presentation skills and the ability to influence and work collegially with others outside span of authority. For a full job description, complete job requirements, and an Online Application Form, visit [www.seattle.gov/jobs](http://www.seattle.gov/jobs) by 2/3/09. The City of Seattle is an Equal Opportunity Employer that values diversity in the workforce.

**EMPLOYMENT**

**HR Director** – Provide support & guidance to employees & supervisors on HR matters; oversee resolution of grievances; negotiate union contracts; develop & administer policies & procedures and administer compensation plan. Req either 7 yrs HR exp w/5 yrs in senior mgmt OR BA w/5 yrs senior HR mgmt exp. Also requires SPHR, 3 yrs supervisory exp & thorough knowledge of HR mgmt & employment law. FT, \$5681.87/mo plus great benefits. Closes 2/3/09. Call (206) 694-6840, apply at 1501 N 45th, Seattle or [www.solid-ground.org](http://www.solid-ground.org). AA/EEO

**FOR RENT**

**\$9000 / 6433 sq ft - newer building across from park** - 6181 sq ft in 1 floor. 3rd FL of 6 yr old building. Chinatown/ Int'l Dist. New facility + kitchen area. Call George 206-223-0623 or [george@minoritypublishing.com](mailto:george@minoritypublishing.com).



**NOTICE**

KCHA will accept **Proposals from Qualified General Contractors/Construction Managers (GC/CM)** for the Sewer Project as the Valli Kee Apartments. Please see the KCHA Website for details at [www.kcha.org](http://www.kcha.org).

KCHA will accept **Proposals from Qualified Firms for the Noise Assessment Services Term Contract**. Please see the KCHA Website for details at [www.kcha.org](http://www.kcha.org).

**SERVICES**

**Computer TUNE UP \$59** removes virus, spam, speed up performance. Call 206.380.0375. Visit us at 407 26th Avenue & Jackson.

**ENGLISH WRITING HELP**

Do you need help writing in English -- filling out forms, writing applications, and letters? Call 206 448 6206; email [writenow2009@hotmail.com](mailto:writenow2009@hotmail.com) Reasonable rates.

**The deadline to place a classified ad is Tuesday!**

1. The monthly income of the Director of Resource Management may be over \$11,772.
2. High-level finance and management experience is necessary to be the Director of Management.
3. The Director of Management will be outside span of authority.
4. The deadlines for applying for Director of Management and HR Director are different.
5. The HR Director will be responsible for administering compensation plan.

6. A person with 7- year senior HR management experience cannot apply for the post of HR Director.
7. Those who are interested in the post of HR Director can only apply at [www.solidground.org](http://www.solidground.org).
- 8 KCHA is seeking proposals about the Sewer Project and the Noise Assessment Services Term Contract.

**Task 4 Use the following information and role play a job interview.**

- Student A is to act as the candidate applying for the job advertised in the want ad. Student B is to act as the Human Resources Manager.
- Use the verbs provided to describe your past accomplishments.
- Use the adjectives provided to describe your traits.

**VERBS**

|              |             |             |              |
|--------------|-------------|-------------|--------------|
| accomplished | earned      | launched    | streamlined  |
| achieved     | eliminated  | produced    | strengthened |
| consolidated | established | redesigned  | structured   |
| converted    | founded     | reorganized | transformed  |
| coordinated  | implemented | simplified  | won          |
| designed     | invented    | solved      | wrote        |

**Adjectives**

|               |             |             |           |
|---------------|-------------|-------------|-----------|
| accountable   | accessible  | adaptable   | confident |
| collaborative | creative    | dynamic     | energetic |
| focused       | influential | innovative  | inventive |
| resourceful   | responsive  | resourceful | versatile |

## Reading Two

The following passage is about how to write a résumé. Read it carefully and learn the tips of how to write a good résumé.

### How to Write a Résumé

Writing a résumé is a **crucial** skill to have if you're anywhere in the job market. A résumé provides an overview of your experience and skills and is your ticket to the interview round of a potential job. Spend the time needed to perfect your résumé; it will be an investment in your future.

Firstly, you'd better to know the components of a résumé. It mainly includes heading, profile, experience, accomplishment statements and education background. Additional résumé components may include objective, personal data (such as date of birth, health, **marital** status, number of children and so on), hobbies/interests, skills, certification/license, honors/awards, references or references provided upon request, etc. A résumé can be flexible and should be adapted according to the job descriptions regarding the job you would like to obtain.

Also, you should know some tips on how to write a professional résumé to get you on your way. Few adults know how to write a good résumé—even fewer know how to write a great résumé; these résumé writing tips will put you at the head of that crowd.

You can use the résumé writing **template** for résumé writing help, or take the suggestions from résumé writing software. However, the true key to effective résumé writing — the kind of résumé writing that will help you to get a job this year — are **playing up** your strengths

#### Tips

Generally, résumés should be kept on one page, as employers often ignore anything following pages. Consider creating a standard résumé that you can **tweak** according to the jobs you wish to obtain. **Customization** can help you land a job by demonstrating that you are a “good fit” for the employer and position.

#### Be Honest

Lying on your résumé might get you into an interview, but many employers require background and reference checks to land the job. And if you state you can

perform a task or operate a program you don't know, your lie will eventually be exposed.

### **Be Professional**

If your email address is “funny” or unprofessional, it may turn off potential employers. If necessary, create a new email address solely for résumés (and don't forget to check it for responses).

### **Be Concise**

Write out everything you want to include in your résumé, then **trim** it down to a single page later. If you have more than 10 years of work experience that is **integral** to the application, a résumé of two pages is acceptable.(409 words)

(Source: www.malaho.com)

## Writing

According to Reading Two, write a résumé for yourself. You may cover the following aspects.

- Personal details
- Education
- Awards
- Work experience

## Achievement Test

After learning this unit, you are required to finish Test 1 in supplementary material.