

# Talk a Lot

## Getting a Job

### What Would You Do?

Read the problems below and decide which group each one belongs in: **Looking for a Job, Applying for a Job, Job Interviews, or Motivation**. There are four problems in each group. Then offer some advice to each person. Try to use some of the **discussion words, idioms, phrasal verbs, and slang words and phrases** from this unit in each answer:

1. I apply for jobs week after week, but keep getting knock backs! I know the job market is tough now, but I've only had one interview in the past two months. How can I stay positive when I just want to give up?	2. What is the best way to prepare for a job interview? I've got a really important one tomorrow, and I'm still trying to get my head round it. Whenever I try to imagine what they might ask me, my mind goes blank...	3. What's your advice about body language at job interviews? I don't want to come across too formal - or too relaxed... I've heard that non-verbal communication accounts for more than 70% of all communication.	4. One of my former employees has applied for a job and put me down as a referee. She wasn't a good worker - which was why we let her go in the end. But she's a nice person. Should I write a reference? And if so, what?
5. My partner keeps nagging me to apply for a temporary job, because there's plenty of seasonal work around at the moment. It seems like a waste of time, though, doesn't it, because you know it's going to end...	6. I've joined a recruitment agency, but they keep giving me jobs which are really boring or far too easy for me. I've given them my CV with my qualifications on it, but all of the jobs they're sending me for are unskilled...	7. My friend has been unemployed for a while, following redundancy, and he isn't looking for a job. He says he's fine, but he never has any money on him, and he doesn't have a car or nice holidays. How can I motivate him...?	8. I've been doing voluntary work at a stables for abandoned and injured ponies, and it's really good - except I don't get paid! How can I get them to see that I ought to be working for them as a "proper" member of staff?
9. Apparently I have to put together a CV and compile a list of, what my benefits adviser called, "Key Skills". I was working for ten years as a machine operator. My hobby is cars. I haven't a clue what my key skills are...!	10. I've been working in the same role for four years, without any chance of promotion. I love the company, but I need to make progress in my career. Should I stop waiting and look elsewhere for a better job...?	11. One of the biggest problems for interview panels is nervous candidates. People who look really good on paper can go to pieces during the interview, thanks to nerves. How can we get the best out of terrified candidates...?	12. My son recommended that I sign up with a jobs website, where I can post my CV and request information about particular jobs. However, he's getting exasperated with me, because I'm not very computer literate...
13. My children are both graduates, but seem content to loaf around the house all day, or meet their mates. There's little evidence of them looking for work. I don't want to be too hard on them, but shouldn't they try?	14. Thinking about my interview this morning, I know I didn't give it my best shot. I could've sold myself much better, and some of the answers I gave were completely made-up! Should I ask the panel for another chance?	15. I popped into the Jobcentre this morning and they told me that, because I've been unemployed for over a year, I'll have to go on a two-week "Finding Employment" course next month. But I really won't have time...	16. I've got eight application forms from the Jobcentre to fill out. I just can't seem to get started. It's so boring! They all ask for the same information. I'm going to get writer's cramp! Surely there's an easier way...?