

Part 3

Select the best candidate for a job

Real life 1: writing a covering letter

Real life 2: making a formal telephone call

Personal vocabulary

Useful language

Good points

- "He has got plenty of experience of ..."
- "The good thing about ... is that ..."
- "What I like about ... is that ..."

Bad points

- "She hasn't got much experience of ..."
- "I'm worried that ..."
- "I think ... is too old / too young / isn't experienced enough."

Other

- "I get the impression she's ..."
- "He seems very energetic / inexperienced ..."
- "If ... happens, she will / might ..."



**Fed up with your daily routine?
Looking for something different?
Always wanted to travel?**

Horizons Unlimited is an international employment agency, recruiting for positions all over the world. Vacancies include:

- management and office staff
- hotel and restaurant staff
- nannies, private teachers and nurses
- many more!

All applicants must be appropriately qualified. Write for an application form to:

**Horizons Unlimited, PO Box 444,
Richmond, Surrey, SJ5 4TS**

Interviews will be arranged with suitable applicants.

How old are the children?

What will the person have to do?

How important is this?

Preparation for task

1 Read the advertisement on the left above. What is *Horizons Unlimited*? What kind of jobs do they offer?

2 The card above on the right shows information on one of the vacancies the agency has. Read the information and answer the following questions.

- a What is the job?
- b What are the duties?
- c Which skills are essential to the job?
- d Which skills are also very useful?

3 [5.5] Marion O'Neill works at *Horizons Unlimited*. She is calling Jean-Luc Bertrand, the owner of the hotel where the vacancy is. She wants to check some of the details of the job. Listen to their conversation and note down the answers to the questions she has noted down above. Does Jean-Luc Bertrand make any other important points?

Position:

General assistant hotel manager/part-time childminder

Location:

25-bedroom family hotel in remote ski resort (French Alps)

Duties:

During busy 'winter' season:

- 1) To organise hotel reception/office during mornings and evenings - hotel experience, computer skills and good French essential; experience / knowledge of skiing, driving licence, other languages (especially German and English) also very useful.
- 2) To organise part-time staff (chef, barman, chambermaids) when owner is absent on business.
- 3) To help in kitchen, bar, etc. as necessary during busy periods.

When hotel is closed (spring and autumn):

- 1) To look after owner's two children while he is absent on business.
- 2) To look after premises and organise cleaners, etc.

Salary and benefits:

Good salary, free food and accommodation, 6-8 weeks' paid holiday, free ski pass, use of car.

Contract:

Minimum 1 year, 2 years preferred.

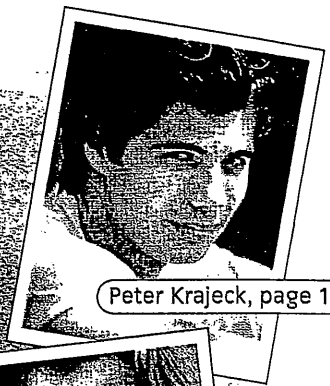
Other details:

The owner is a man in his forties, whose wife died 18 months ago. He is looking for someone able to take over the work that she did in the hotel. The person needs to be friendly, flexible, kind and able to fit into family life.



Horizons Unlimited

Why?



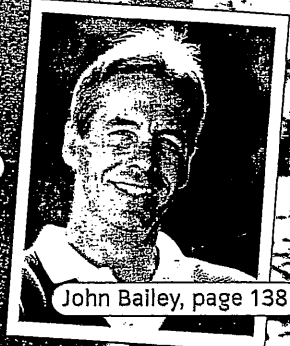
Peter Krajeck, page 135



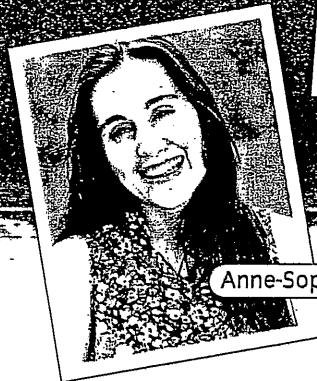
Brigitte Schumann, page 136



Brenda Macdonald, page 137



John Bailey, page 138



Anne-Sophie Martin, page 139

Task

a) Marion has short-listed the five candidates in the pictures above for the job. Work in groups of five. Each of you should choose one candidate and read the notes about him / her on the page indicated.

b) Mark the notes as follows:

- (+) if you think it is a positive point.
(-) if you think it is a negative point.

2 You are going to present the positive and negative points about your candidate to the group. Spend a few minutes thinking about the language you will use to do this. Look at the phrases in the *Useful language* box opposite. Ask your teacher about any words or phrases that you need and write them in the *Personal vocabulary* box.

Work in your groups. Listen to the positive and negative points about each candidate. Decide who is your first and second choice for the job and why.

First choice
Second choice

You are going to present your decisions to the rest of the class. Spend a few minutes thinking about what you will say. Did everyone agree about the best candidate for the job?