Applying for a job

A Word forms
Noun, verb, adjective, and adverb forms

Context listening

A temporary position is open at MacNulty's Chocolate Factory. You are going to hear two people at an interview. Before you listen, look at the picture and answer these questions.

1 Which person in the picture is the interviewer? ________________
2 Which person in the picture is the candidate? ________________
3 What job is the candidate applying for? ________________

Listen and check if you were right.

Listen again and fill in the blanks.

1 You're the ________________ for the secretarial job, right?
2 Your résumé certainly is ________________.
3 Your last employer was very ________________ with you.
4 He says you are ________________, hard working, and efficient.
5 I'm a little surprised you haven't ________________ for a permanent job.
6 You see, my background and ________________ are in theater.
7 It was called "The Over-______________ Graduate."
8 You played the part of the secretary with such ________________.

TOEIC® TIP
Listen carefully to talks and conversations. Practice identifying who is speaking, where the conversation or talk is taking place, and what is being discussed.
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4 Compare the following pairs of answers from Exercise 3.
   a Look at answers 1 and 5, 2 and 3, 4 and 8, and 6 and 7. What is similar about each pair?
   b In each pair, what parts of speech are the two words?
   1 noun          5 verb
   2             3
   4             8
   6             7

5 Match the two parts of the common phrases you heard in the conversation. Listen again if you need to.
   1 permanent  a qualified
   2 employment  b letter
   3 cover  c job
   4 over  d agency
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B Grammar

1 Word forms

A word may have more than one form depending on what part of speech it is. Look at the different forms of the word compete.

*We compete with several companies.* (verb)

*Our competition in this field is growing.* (noun)

*We are in a competitive market.* (adjective)

*We must think competitively.* (adverb)

2 Noun forms

Nouns are words that refer to things, people, places, etc. We use them in sentences as subjects or as objects.

*My qualifications are in theater.* (qualifications = subject)

*Secretaries can make a good salary nowadays.* (salary = object)

We can often recognize nouns through their suffixes (the part at the end of the word). Some noun suffixes indicate a person. The most common suffix for a person is -er/-or.

Other suffixes for people include -ess, -ic, -ist, and -ian. The suffix -ess indicates that the person is female.

*manager, senator, princess, critic, pianist, politician*

We use the suffixes –ion/-ation and -ment to make verbs into nouns.

*promote / promotion, apply / application, govern / government*

We use the suffixes -ness and -ity to make adjectives into nouns.

*happy / happiness, tidy / tidiness, stupid / stupidity*

Other noun suffixes include -acy, -age, -ance, -ant, -dom, -hood, -an, -ism, -ary, -ship.

*Accuracy is important in accounting.*

*The package arrived damaged.*

3 Verb forms

Verbs are words that show states or actions. In English, we always use a subject with a verb.

*Our boss is always happy.*

*He manages the department very effectively.*

*I enjoy working as a secretary.*

The verb form changes to agree with the subject (I, he, she, etc.) and to agree with the tense (present, past simple, etc.). *(See verbs, Units 2, 3, 4, and 5.)*

*He prepares a weekly report. They prepare a weekly report.*

*I begin a new job today. I began a new job yesterday. I’ve recently begun a new job.*

We can recognize verbs through their suffixes. The most common verb suffix is -ize, which we can use to make adjectives and nouns into verbs.

*The government is planning to modernize the transport system.*

*I didn’t recognize you.*

Other verb suffixes include -ate, -en, and -ify.

*We won’t duplicate the process next year.*

*We want to widen participation in our training program.*

*Will we have to justify our decision to the board?*
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Adjective forms

Adjectives are words that describe people and things. For more information on how we use them, see Unit 9.

We can often recognize adjectives through their suffixes. Some common adjective suffixes are -able, -ful, -ish, -ive, -less, -ous, and -y.

*The training session was valuable and I was very grateful for the chance to attend.*

I appreciated his generous gesture.

Our manager is worthy of her position.

We use some verbs that express feelings to make adjectives. These adjectives use an -ed ending to describe the feelings. They use the -ing ending to describe the person / thing that causes the feelings. Verbs that we often use to make these adjectives are: amaze, annoy, astonish, bore, confuse, embarrass, excite, fascinate, frighten, interest, satisfy, worry

I watched a very interesting presentation about quality control yesterday. But I don’t think Mike was interested since he kept looking at his watch.

Adverb forms

Adverbs are words that describe actions. For more information on how we use them, see Unit 9.

We can often recognize adverbs through their suffixes. The most common adverb suffix is -ly.

*The ad campaign was run effectively.*

*Your résumé certainly is impressive.*

Other adverb suffixes include -ward and -wise.

*He wants to keep moving upward on the corporate ladder.*

*Turn this knob clockwise.*
1 Applying for a job

Grammar exercises

1 Label the words in the box V (verb), N (noun), Adj (adjective) or Adv (adverb). Some of these words can have the same form but be different parts of speech.

<table>
<thead>
<tr>
<th>application</th>
<th>beneficial</th>
<th>employment</th>
<th>enthusiastically</th>
</tr>
</thead>
<tbody>
<tr>
<td>experienced</td>
<td>impressively</td>
<td>interview</td>
<td>manageable</td>
</tr>
<tr>
<td>qualify</td>
<td>require</td>
<td>successful</td>
<td>suitably</td>
</tr>
</tbody>
</table>

2 Use the words in the box in 1 to complete the columns below. Not all words have all word forms and some words have more than one form.

<table>
<thead>
<tr>
<th>noun application</th>
<th>verb apply</th>
<th>adjective applied</th>
<th>adverb</th>
</tr>
</thead>
<tbody>
<tr>
<td>application</td>
<td>apply</td>
<td>applied</td>
<td></td>
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<tr>
<td>application</td>
<td>apply</td>
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<tr>
<td>application</td>
<td>apply</td>
<td>applied</td>
<td></td>
</tr>
</tbody>
</table>

3 Underline the adjective or adverb that completes the sentences.

1 The decision was enthusiastic / enthusiastically welcomed by the development team.
2 Hiring more people is economic / economically impossible at this time.
3 Have you found a suitable / suitably candidate for the assistant manager job?
4 The person chosen for the position has not been official / officially informed yet.
5 The second interviewee was extremely polite / politely.
6 Our project has been completed successful / successfully.
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Fill in the blank with the correct adjective form of the given verb.

1. The book gave a fascinating account of how to succeed in business.
2. If you are excited about the job, you should apply.
3. You will find working at Blink’s a challenging experience.
4. The rise in sales is an encouraging development.
5. I was amazed that our shopping cart was so successful.
6. The documentary program about business takeovers was very interesting.
7. I will be very annoyed if Henri arrives late for another meeting.

Look at the following interview questions. Make a new question using the underlined word or phrase to form the verb.

1. When have you solved a difficult problem?
   When have you solved a difficult problem?
2. What was your motivation to apply for this position?
   What motivated you to apply for this position?
3. When did you get your qualifications to become an accountant?
   When did you get your qualifications to become an accountant?
4. What do you consider a challenge?
   What do you consider a challenge?
5. What have some of your accomplishments been in your career so far?
   What have some of your accomplishments been in your career so far?

How would you reply to these interview questions? Write responses, including another form of the word in italics.

1. Why did you decide to apply for this job?
   Actually, it was a very easy decision for me. This is just the sort of job I was looking for, so I had to apply.
2. Give some examples of your success when working in a team.
3. What are your short-term and long-term plans?
4. Why should we employ you?
5. What motivates you in a job?
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D

Vocabulary

Key Vocabulary
Read this paragraph about applying for jobs and check your understanding of the meaning of the words in bold.

When employers want to fill a permanent or short-term/temporary vacancy, they usually advertise the position in a newspaper or on the Internet. If you want to apply for the job, you should send a well-written cover letter and résumé to the company or recruitment agency. You should give details of your qualifications and references. If they think you might be the right candidate for the job, they will call you in for an interview. As well as the right qualifications and relevant work experience, they might look for other qualities, including people skills, communication skills, and the ability to work well as a team member. After the interview the company will decide whether to reject or hire you.

Vocabulary note

Career is a countable noun. We use it to talk about a job regarded as a long-term activity or professional occupation.

Job is a countable noun. We use it to talk about a specific task or the regular work a person does to earn money.

Work is an uncountable noun or a verb. We use it to talk about an activity a person does, usually for money.

I have a job as a delivery man for a pizza place. My work consists of taking pizzas to our customers. In the future, I would like a career in restaurant management.

1 Replace the underlined word or phrase in each of the following sentences with a word from the box that has the same or a similar meaning.

<table>
<thead>
<tr>
<th></th>
<th>vacancies</th>
<th>candidates</th>
<th>employment</th>
<th>hire</th>
<th>impressed</th>
<th>reject</th>
<th>temporary</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Peter certainly made a positive impression on the audience with his lecture. ______________</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>We plan to employ three new people in the components department. ______________</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>How many applicants are we seeing this morning? ______________</td>
<td></td>
<td></td>
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<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>Bentley's is advertising several openings for a sales representative. ______________</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>5</td>
<td>I've been contacted by the recruitment agency about your vacancy. ______________</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>6</td>
<td>He did several short-term jobs in different companies. ______________</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>7</td>
<td>We don't accept candidates who don't speak a foreign language. ______________</td>
<td></td>
<td></td>
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<td></td>
<td></td>
</tr>
</tbody>
</table>
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Read this extract from an email and underline the correct word.

Hi Faryal,

I have some great news! Do you remember helping me look for a job? Well, last month, I **applied** / **impressed** for a job at a large marketing company. I wasn’t sure if I had all the right **requirements** / **qualifications**, but I’ve taken a marketing course, so I wrote to the company. I included the **recruitment** / **résumé** you helped me write and some **references** / **employer letters** from my last two bosses. Someone from the company phoned me last week and asked me to come for an **interview** / **application** the next day. I was a bit nervous, but I knew that I really had to **position** / **impress** the interviewers. So before I went I practiced answering the interview questions that you emailed me. The interview was quite long but it seemed to go quite well. And I’ve just heard that they are **offering** / **opening** me the job. I am the successful **hire** / **candidate**! So I just wanted to thank you for the help you gave me...

Match the sentences in column A with those in column B.

<table>
<thead>
<tr>
<th>Column A</th>
<th>Column B</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. I don’t feel too disappointed.</td>
<td>a. I am looking for a temporary job.</td>
</tr>
<tr>
<td>2. I need to earn some money this summer.</td>
<td>b. I would like a better position here.</td>
</tr>
<tr>
<td>3. I have been with this company a long time.</td>
<td>c. There are more vacancies than applicants.</td>
</tr>
<tr>
<td>4. I want to keep the same job until I retire.</td>
<td>d. Lots of people were rejected for the job.</td>
</tr>
<tr>
<td>5. I’m sure I’ll get the job.</td>
<td>e. I want a permanent job.</td>
</tr>
</tbody>
</table>
A  Context listening

1 You are going to hear Emma talking to her boss, John Fleming. Before you listen, look at the pictures and answer these questions.
   1 Where is Emma? ________________________________
   2 Where is John? ________________________________
   3 Why do you think John is calling Emma? ______________

2 Listen and check if you were right.
Look at the words from the conversation and put them in the correct category.

<table>
<thead>
<tr>
<th>attachment</th>
<th>file</th>
<th>memo</th>
<th>fax</th>
<th>report</th>
<th>folder</th>
</tr>
</thead>
</table>

1 types of documents: memo
2 ways to send a document: 
3 used to organize documents: 

Write complete answers to these questions about the conversation.

1 When does Emma usually have her coffee break? Emma usually has her coffee at 10:00.
2 What does John want? 
3 What does the fax machine guarantee cover? 
4 How is Emma sending her copy of the report to John? 
5 What equipment does John need? 
6 Where is Emma looking for the file? 

Look at your answers to Exercise 4 and answer these questions.

1 Which sentence is about a regular action? 
2 Which sentence is about a general truth? 
3 Which sentences are about actions at or around the time of speaking? 
4 Look at answers 1 and 3. What tense are they? 
5 Look at answers 4 and 6. What tense are they? 
6 Look at answers 2 and 5. Do they fit the pattern in questions 1–5?