



# Getting Hired

## Pre-Reading

### A. Warm-Up Questions

1. Describe a boss you have worked for.
2. What qualities does a good boss have?
3. What qualities does a bad boss have?
4. What is a good salary?
5. How much time do you need before you can start a new job?

### B. Vocabulary Preview

Match the words on the left with the correct meanings on the right.

- |                                |  |
|--------------------------------|--|
| _____ 1. qualifications        | a) to arrange, to plan                                     |
| _____ 2. set up                | b) the amount of money a job pays                          |
| _____ 3. full-time             | c) exactly (when referring to time)                        |
| _____ 4. start date            | d) to be good at negotiating                               |
| _____ 5. position              | e) qualities or skills                                     |
| _____ 6. salary                | f) to take, to agree to                                    |
| _____ 7. asset                 | g) to discuss and bargain                                  |
| _____ 8. sharp                 | h) receiving a job, getting the chance to accept a new job |
| _____ 9. two weeks' notice     | i) a written agreement                                     |
| _____ 10. drive a hard bargain | j) a good addition, a good part                            |
| _____ 11. job offer            | k) a sum of money that is given as a reward for hard work  |
| _____ 12. accept               | l) the first day at work                                   |
| _____ 13. on board             | m) part of the team  |
| _____ 14. contract             | n) working an average of 40 hours a week                   |
| _____ 15. negotiate            | o) an amount of time usually required before leaving a job |
| _____ 16. bonus                | p) a job   |

## Reading

Practice reading the email message and phone call out loud with a partner.  
Underline any words or phrases you don't understand.



Lee



Mr. Michaels

### A. Email

To: leetimson2090@email.com  
Subject: Job Offer  
Date: July 7, 2015

Dear Lee,

I enjoyed our interview last week. We had a lot of time to discuss your **qualifications**. Your experience and education are what the company needs.

Therefore, I'm pleased to offer you a **full-time position** as a sales representative at River Education Books. I think you'll be an **asset** to our team.

Please call me so that we can **set up** a **start date** and discuss your salary. I'm looking forward to working with you.

Sincerely,  
William Michaels

### B. Phone Call



Hello, Mr. Michaels. This is Lee Timson. I'm calling in response to your email message. I'm very excited about the **job offer**.



Hello, Lee. Thanks for calling. We need to **negotiate** your start date and **salary**.



When do you want me to start?



I'd like for you to start next week.



I need to give my employer **two weeks' notice**.



I understand. You can start in two weeks then. How about July 21?



That sounds good.



Let's discuss salary next. The starting salary is \$24,000 a year.



I know that's for a new person, but I do have some experience. I'd like to start at a higher salary. I'd like to make \$29,000.



You **drive a hard bargain**. I could go up to \$28,000 and set up a **bonus** plan for good sales.



I like the idea of a bonus plan. I **accept**.



Great! I'll write the **contract** and I'll see you at 9:00 am **sharp** on July 21. Great to have you **on board**, Lee.



Good to be on board, Mr. Michaels!

## Comprehension

1. What type of position did Mr. Michaels offer Lee?
2. What does Lee need to do before starting his new job?
3. What did Mr. Michaels and Lee have to negotiate?
4. What final salary did Lee accept?

## Vocabulary Review

Complete the sentences using vocabulary from page 1.  
You may need to change the word forms.

1. Ryan told the interviewer that he had good \_\_\_\_\_  
such as a college education and job experience.
2. The \_\_\_\_\_ position requires Rosario to work  
40 hours a week. Her part-time position only requires 20 hours.
3. Mikhail had to sign a \_\_\_\_\_ agreeing to the salary and start date.
4. The boss didn't like people to be late for work, so everyone  
was always at the office at 9:00 am \_\_\_\_\_ .
5. Nikola was excited about her new \_\_\_\_\_  
because she could now afford to buy a new car.
6. Kristin could not start the new job until she gave her old boss \_\_\_\_\_ .
7. Her \_\_\_\_\_ would be in three weeks.
8. John's new \_\_\_\_\_ was going to be at the office in Vancouver, Canada.
9. Mr. Carson told Max that he would be an \_\_\_\_\_ to his company.
10. Ryoung was excited that she would receive an extra thousand dollars  
as a \_\_\_\_\_ if she did her job well and brought in new clients.

## Speaking

Write your own dialogue. Work with a partner and write your own phone conversation using at least four words or phrases from today's lesson. Practice the dialogue, and then present it in front of the class.

## Writing

In the spaces below, write short answers to the following questions.

1. Describe a job that you'd like to have.

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2. What qualifications do you need to get the job?

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3. What kind of salary do you want?

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4. Do you think you can drive a hard bargain?  
Why or why not?

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5. What would you say to negotiate your salary and start date?

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6. What kind of job offer would you accept?

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7. Do you want to work full-time or part-time? Why?

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## Listening

Fill in the blanks as you listen to the recordings.

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to \_\_\_\_\_ your start  
date and \_\_\_\_\_.



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