

Unit 6
Sixth Session

Directions :

- In 3–5 minutes let every student read the passage.
- Help them for handling new vocabularies.
- Remind them certain key words or phrases to get the main points.
- Encourage one or two students to retell summary in Indonesian.

Because today's people are living than ever, more psychologists and social workers have begun to study ways of care-giving to improve care of elderly. They have found that all caregivers share a common characteristic: They believe that they are the best persons for the job, for different reasons. One caregiver said she had always been close to the mother. Another caregiver was the oldest child, and another was the youngest child. Regardless of the reason, the caregivers, all felt that they could do the job better than anyone else. Social workers interviewed caregivers to find out why they took on the responsibility of caring for an elderly, dependent relative. They discovered the basic reasons. Many caregivers believed that they had an obligation to help their relatives. Some stated that helping others was felt more useful. Others hoped that by helping someone now, they would deserve care when they became old and dependent.

Researchers have found that caring for the elderly can be a very positive experience. The elderly appreciated the care and attention they received. They were affectionate and cooperative. However, even when care-giving is satisfying, it is hard work. Social workers and experts on aging offer caregivers and potential caregivers help when arranging got the care of an elderly relative. One consideration is to ask parents what they want before they become sick or dependent. Perhaps, they prefer going into a nursing home and can select one in advance. On the other hand, they may want to live with their adult children. Caregivers must also learn to arouse confidence in others and ask for help from others. Brothers and sisters are often willing to help, but they may not know what to do.

JOB INTERVIEW

Dialogue Reading

Read the dialogue with your partner a few times. Take turns being each character. Practice your intonation and pronunciation. Write down any new words or phrases.

Interviewer : Hello, Mrs. Stevens. My name is Jane Phillips.
I'm the personnel director.

Applicant : I'm pleased to meet you.

Interviewer : Please have a seat.

Applicant : Thank you.

Interviewer : On resume, you have several years of office experience.

Applicant : Yes. I've had over ten years' experience.

Interviewer : Tell me about your qualifications.

Applicant : I can type 100 words per minute. I'm proficient in many computer programs. I have excellent interpersonal skills, I am well organized, and I'm a very fast learner.

Interviewer : I see that you have excellent references. Do you have any questions about the position?

Applicant : Yes. What are the responsibilities in this position?

Interviewer : We're looking for someone to supervise two office clerks, handle all the correspondence, arrange meetings, and manage the front office. Have you had any supervisory experience?

Applicant : Yes. I supervised three typists in my last position. What are the office hours, Mrs. Phillips?

Interviewer : 8:30 to 4:30, with an hour off for lunch. What are your salary expectations, Mrs. Stevens?

Applicant : I expect to be paid the going rate for this type of position. Can you tell me about the benefits you offer?

Interviewer : Yes. We provide full medical and dental coverage, a pension plan, and a three-week holiday per year.

Applicant : That's very generous. When is the position available?

Interviewer : We're hoping the successful applicant can start at the beginning of next month. We'll finish our interviews tomorrow and make a decision by the weekend. We'll contact you next week.

Applicant : Thank you very much. It's been a pleasure meeting you. I hope to hear from you soon.

Interviewer : You're welcome for coming in to see us, Mrs. Stevens.

Another dialogue reading

Susan : Intan, do you know something?
 Intan : What?
 Susan : Rocky just got a new job.
 Intan : Really? It means that he is leaving for another company, isn't he?
 Susan : Not really. He has been hired by the new employer but when he told the boss that he was leaving the boss said, "No, no, Rocky. You should stay. What do you want me to do? Do you want me to increase your salary or what? Or maybe you want more benefit fringes. Just go ahead and say. You are so precious to this company."
 Intan : So what's up next? Did he ask for an increase?
 Susan : No, he didn't. He just wanted to seek an advancement.
 Intan : And the conclusion?
 Susan : Happy ending, of course.
 Intan : What do you mean by *happy ending*? It just sounds like Multi vision TV series.
 Susan : Indeed. Just imagine. The boss finally doubled his pay check.
 Intan : Wow, fabulous. What about us?
 Susan : Us? Nothing changes.
 Intan : I do envy him. I wish we could be as lucky as he is.

Introduction

Having considered and reconsidered your application, at length the employer decides to invite you for a job interview. Talking about job interview, some applicants assume it as a stressful situation. Is it really correct? Surely, it is not. If you know what you have to do and make better preparation, then you will think differently. Why? Consciously, that will be the last step you have to pass prior to get new job or promoted as well. In this topic we are going to discuss and share more detail about it.

"No gain without pain"

Listening

A. Listen to an unwell-prepared interviewee. You can learn many things either good or bad. Try to imitate the good things and to avoid the bad ones.

Key words that can help before watching the video

- Bobby
- post of junior clerk
- Mr. Jugg
- Firm
- very confident
- a degree
- chance
- leaves
- left a message
- secretary

Write some ideas that you get from the audio

"Working means welcome to problems"
"Working people must be familiar with problem solving"

B. Listen to a preparation for job interview. How someone made a better preparation after getting failed on job interview many times. He has a strong desire to have job. He has ambition. He must have job to survive his family. He never gives up. He can accept his wife's advice for their own future. Get some lessons and you may compare with your experience if any.

Key Words that can help you to understand the audio

- Sarah
- Bobby
- qualifications
- experience
- ambition
- six-week course
- bargain price
- better jobs limited
- a tape-recorder
- wearing the right clothes
- hair tidy
- tie straight
- dinner
- best marks
- managing director
- excellent chance
- nasty shock.

Write some ideas that you get from the audio

Essential points about job interview

- a) Job interview means asking and answering questions.
- b) Someone who is asking questions is called interviewer and someone who is answering questions is called interviewee. In other words, job interview is a situation in which an interviewer meets interviewee.
- c) There are two types of questions given by interviewer. They are general questions (asked to all interviewees) and specific questions (dealing with majors).
- d) Remember the final task of an interviewer is to recommend the interviewee or not.
- e) Generally, it takes long time for an interviewer to recommend an applicant. He can do that by asking a lot of questions.

Here are the more possible questions on job interview

- Please tell me about your family background!
- How did you get this vacancy?
- What is your motivation to join us?
- What is your last education?
- Do you have any work experience related to this post?
- How many hours do you normally work?
- What did you like or dislike about your previous job?
- Why are you leaving your job?
- What do you know about this company / hospital / institution?
- Do you take work home with you?
- What is your greatest weakness?
- What are your salary expectations?
- What do you find are the most difficult decisions to make?
- What has been the greatest disappointment in your life?
- If you could relive the last 10 years of your life, what would you do differently?
- Do you prefer working independently to a team?

Your task : Make a video with one classmate about job interview. Each can play role as an interviewer or interviewee.

TIPS FOR AN INTERVIEWEE

- a) Dress professionally and appropriately.
- b) Be prepared. Know as much about the company and the job as possible and know why you're the person they should hire. Practice answering possible questions.
- c) Be on time. It's best to get there a little early to allow time in case you get lost and need to fix your clothes and hair.
- d) Make a list of questions beforehand to ask the interviewer.
- e) Give a firm handshake when greeting the interviewer and when saying good-bye.
- f) Maintain eye contact.
- g) Be confident and try to act as calmly as possible.
- h) Be honest.
- i) Follow up the interview with a letter restating your interest and qualifications. If there was something that you wanted to say but didn't, say it now. Also, thank the interviewer..
- j) Be careful before you answer questions about how many hours a week you work. You don't want to be construed as a slacker or as someone who works too many hours. At some companies, the norm is a 40 hour week and everyone goes home on time. At others, everyone might work 50 or 60 hours a week. However, working a lot of hours isn't necessarily a good thing - it could mean you're not productive enough to get the job done in a reasonable amount of time. So, unless you're sure about the company culture and expectations, the safest answer is not to mention a certain number of hours. Rather, mention that you work as much as necessary to get the job done.
- k) When asking what you would do if you could relieve your life, the interviewer is looking for a flaw in your interview. Always remember, the goal for the first few interviews is to get the next interview. For the interviewer, it is to weed out as many applicants as possible. Here's where a personal answer could work.

- l) Your response to the question "What has been the greatest disappointment in your life?" will help the interviewer determine how easily you are discouraged. **Best Answer**, If possible, tell about a personal disappointment i.e. the early death of a parent, child, or school friend. Believe it or not, it is okay to have not had a "greatest" disappointment. **Personal Answer**, I lost my mother to Alzheimer's. I wish I'd known more about the disease to help me through that difficult time. **Non-personal Answer**, Really, nothing. I've learned from each experience I've had.
- m) When you're asked what don't like about your previous job, don't be too negative. The reason is that you don't want the interviewer to think that you'll speak negatively about the new job or the company when you're ready to move on, if you get this job. Rather, it makes sense to talk about yourself and what you're looking for in a new role. **Sample Answer**, I enjoyed the people I worked with. It was a friendly and fun atmosphere and I actually enjoyed going into work each morning. I felt the leadership team was great as well. They knew all of their employees on a first name basis and tried to make those personal connections. I also enjoyed that fact that the office tried to do community outreach with local organizations. One of the reasons I am leaving is that I felt I was not challenged enough at the job. As a fresh face in the working world, the company offers a great opportunity for a good entry level position, however, after being there for so many years, I felt I was not able to reach my full potential because of the lack of challenge and there was no room for advancement in the company. While I did enjoy working there and appreciate the skills I developed while with the company, I feel my skill set can be better utilized elsewhere, where my capabilities are more recognized and there is the opportunity for growth.