

LESSON 6

USING THE PHONE

KEY POINT QUESTIONS

Do you do job interviews?
Do you get ready for the job interviews?
Do you prepare questions?

Human Resources: Helping people in a company
Mirror: An instrument to reflect an image

Using the phone is important for getting a job. See how Jack talks on the phone to communicate for a job interview. Jack prepares for the job interview in front of a mirror. Read more to see how he does this.



Yesterday The day before today
Did Peter visit Jack yesterday?
Tomorrow The day after today
She will see Janet tomorrow.
To wait To stay
We will wait for Janet.
To answer To respond
They will not answer the phone.
A response An answer
He will not respond.
An interview An official meeting
We will interview Paul.
A mirror To see you
He looks in the mirror.
Human resources People organizer in a company
Jack will see human resources next week.
Director The top person
She is the Human Resource director.
A hobby (hobbies) Things you like to do
Music is a hobby.
A salary Money for work
I have a salary for my work.
Optimistic Positive
Paul and Susan are optimistic.



SENTENCES (read out loud)

Tomorrow he will have a response. He is optimistic.
Playing basketball is a hobby.
Philip waited for an answer yesterday.
Human resources interviewed Jack.
The director has a good salary.

TEXT

Using the phone

Jack phoned Ron last week. He talked about a phone call he had for a new job. The job is at Google. Jack called the company and talked to Susan the director. He communicated to John that yesterday he waited for a response for the job.

Jack realized a job interview is important so he prepared. He talked using a mirror to help. He imagined the phone call. He imagined what the director wanted. He simulated the phone call 5 times. He prepared a lot.

For the interview the call lasted 1 hour. Jack answered all of the questions that Susan the Human Resource Director asked him. She asked him about his work history. She asked him about his education. She asked him about his hobbies. She asked him about his salary. They finished the interview 60 minutes later.

Jack answered all of the questions well. He thinks he has the job. He will get a phone call tomorrow to tell him if he has the job. He is optimistic. Jack called Ron after the interview to tell him that he thinks the call went well.

QUESTIONS

Content questions

1) Jack has a job interview at _____.

- a) A computer company
- b) IBM
- c) Google

2) The interview is important so he uses a _____ to to help.

- a) phone
- b) mirror
- c) an email

3) The interview lasted _____.

- a) three hours
- b) two hours
- c) one hour

4) Jack thinks _____.

- a) he has the job
- b) he does not have the job
- c) he will not have a job

GRAMMAR

Grammar Point verbs ending with 'ed'

Example

He walked to school.

He did not walk to school.

Did he walk to school?

Explanation

Verbs ending with ed indicated an action in the past.

Compare

I talk with the office. (present)

I talked with the office. (Past)

Structure

Subject + verb stem (simple form of the verb)

Did + subject + verb

Subject + did not (didn't) + verb

Remember

In English there are many irregular verbs so this rule applies only with some verbs.

In English there are exceptions. We will go over the exceptions later on.

Questions

- 1) Mike _____ to Susan yesterday.
A. talks B. will talk C. talked
- 2) Jack _____ to work tomorrow.
A. walks B. walked C. will walk
- 3) Janet did _____ at the teacher.
A. looked B. not look C. look
- 4) _____ Peter help with the project?
A. Helps B. Helped C. Did
- 5) Jack and Susan _____ at the airport last year.
A. worked B. work C. will work
- 6) They didn't _____ the project.
A. finished B. finish C. will finish
- 7) He will _____ the teacher next month.
A. visited B. will C. visit
- 8) Mike _____ the work last month.
A. completes B. did not C. completed
- 9) The company _____ the project.
A. did not B. stopped C. stop
- 10) She _____ smile at her colleague.
A. didn't B. smiled C. not