

Lesson 2: Inquiring About an Ad

By Xandra

1. Dialogue

First, repeat after your tutor. Then, practice each role.

Ken has found an interesting job advertisement. He's decided to get more information about the job by calling the company.

Ken: Hello. I'm inquiring about the job advertisement for a senior programmer. Could you please tell me who I should speak to about it?

John: That would be Ms. Brown's department. Hold on while I direct your call.
(After a while...)

Ms. Brown: Hello. This is Julia Brown speaking. How may I help you?

Ken: Hello, Ms. Brown. My name's Ken. I was wondering if you could give me more information about the job opening for a senior programmer.

Ms. Brown: What do you need to know, sir?

Ken: Your ad says you need someone who has a bachelor's degree in information technology. I don't have a formal university degree, but I have had extensive experience in programming.

Ms. Brown: To be honest, you'll be up against hundreds of applicants with a college degree. But we take work experience in consideration, too. Applicants will also be tested for their programming skills.

Ken: I'll take that as a good sign. I shall furnish you with all my recommendation letters and employment certificates.

Ms. Brown: That'd be great. Thank you for calling, Ken.

2. Today's Phrase

First, repeat after your tutor. Then, make a few sentences using Today's phrase.

1. The president expects to be furnished with complete information about the company operations.
2. The insurance company asked to be furnished with a copy of the police report.
3. As a sponsor, Honda furnished the team with new uniforms and game equipment.

* furnish A with B / AにBを提供する、A(部屋など)にB(家具など)を備えつける

3. Your Task

You have just received a call from a company you applied to. The caller wants to have a phone interview with you right now. However, you are ill-prepared for this and currently busy with something very important. Apologize to the caller (= your tutor). Politely explain that it's not a suitable time for you, and that you would like to reschedule the interview to a more convenient time.

4. Let's Talk

Tell your tutor about a memorable job interview you've had.

What skills would you highlight in a job interview?

What kind of information should one include in a curriculum vitae?

5. Today's photo

Describe the photo in your words as precisely as possible.



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