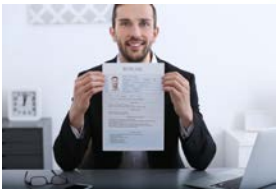


Complete the conversation below between a job applicant and a company



Hello, this....., May I.....?

( think of a company)

(calling about job and ask to talk to manager)



Yes, I want to.....about the job. I'd like to talk to.....

Yes, .....

(ask if the job is still available)

Hi, .....available ?

(manager answers phone)



Hello, I am the ..... What questions.....about the job?

(ask questions about the job)



Yes, sure.



What are the .....for this job?

Well, you need.....



And do I need .....?

.....



When.....interview ?

.....

( end the call politely)

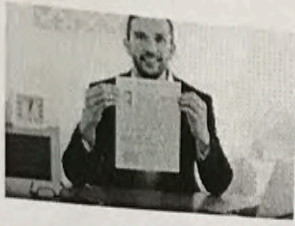
Thank you for ..... I look forward to.....

Useful expressions

I'll put you through.....I'll transfer your call.....hold the line....wait a moment requirements.....for calling.....work experience.....responsibilities

## Job enquiry by telephone

Complete the conversation below a job applicant and a company



Hello, this is Play's Jewelry company,  
 may I help you.....?

(calling about job and ask to talk to manager)

Yes, I want to ask..... about the job  
 ... Can I speak to the manager.....?



Yes, hold the line please.....

(ask if the job is still available)

Hi, Is the sales position still available?

(manager answers phone)



Hello, I'm the manager. May I help you?

- Interview**
- Experience
  - Communication
  - Education
  - Skills

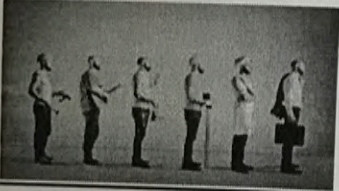
(ask questions about the job)

I want to ask about the job. Do I need  
 work experience.....?

Yes, it is.



Yes, you need 3 years of experience.....



What are the work hours.....?



You work from 9:00 am to 5:00 pm  
 with 1 hour lunch break. Every weekdays.



When can you come in for interview?

I can come in tomorrow.....

(end the call politely)  
 OK, I look forward to seeing you.....

I'll put you through. Useful expressions