

1 Selection (A)

In this unit we practise:

- business briefing – describing strengths and weaknesses
- business language – selecting job candidates
- business case study – creative thinking

BUSINESS BRIEFING

- 1 What do you know about your classroom partner? Complete the information and get ready to introduce him or her to the class.

He / She was born in (town) ...

When she / he was 14 his / her favourite pop group was ...

The first person he / she fell in love with was called ...

He / She spends most of his / her time ...

She / He thinks her / his best character feature is ...

She / He thinks her / his worst character feature is ...

She / He really likes ...

He / She really hates ...

In five years she / he hopes that ...

Her / His dream job would be ...



Story

Capstan Consultants is a company that provides specialists for short-term consultancy contracts. They want to select two people from their staff to set up a Special Projects Team.

2 Look at the description of the tasks that the new Special Projects Team members at Capstan will have to do. What qualifications and characteristics should the ideal candidates have?

Candidates should have an MBA.

Tasks:

- Travel at short notice to customers worldwide
- Deal with project management, fraud detection, mergers and acquisitions
- Interview and work with personnel at all levels on the customer side
- Provide customers with rapid and accurate analysis of problems plus solutions



3 Listen to these four candidates being interviewed for jobs in the new team. For each interview find out the main reason why the candidate thinks they would be suitable for the job (from the list a–g) and what the candidate thinks is their greatest weakness (from the list h–n). Listen twice.

Suitability for the job:

- 1 Macey Church: g...
- 2 Florian Moser:
- 3 Jenny Turner:
- 4 Kirill Solokov:

- a intercultural experience
- b sociable
- c flexible
- d reliable
- e dynamic
- f attractive
- g honest

Candidate's greatest weakness:

- 1 Macey Church: i.....
- 2 Florian Moser:
- 3 Jenny Turner:
- 4 Kirill Solokov:

- h impatient
- i tactless
- j selfish
- k vain
- l arrogant
- m naïve
- n lazy

4 Which two candidates would you select? Why?

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- https://jeisee.com/tten/text/download/sound/?id=174&filename=Track03_Unit1_page2_activity3_Two.mp3
- https://jeisee.com/tten/text/download/sound/?id=175&filename=Track04_Unit1_page2_activity3_Three.mp3
- https://jeisee.com/tten/text/download/sound/?id=176&filename=Track05_Unit1_page2_activity3_Four.mp3



Did you know ... ?

When applying for a job there are four key elements that influence selection: appearance, experience, qualifications and personality.



1 Match appropriate adjectives from the box to the different key words. Some adjectives can be used more than once.

(un)tidy academic aggressive attractive
 assertive creative dynamic excellent
 extrovert first-hand flexible hands-on
 ideal neat practical quiet scruffy
~~smart~~ useful wide

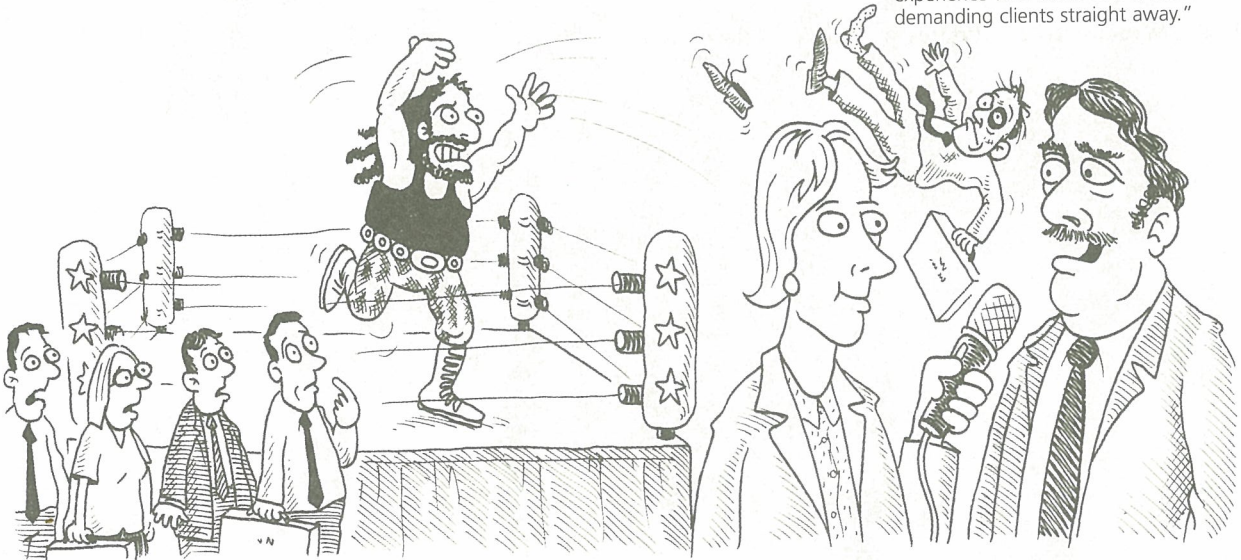
appearance	experience	qualifications	personality
<u>smart</u>
.....
.....
.....
.....
.....
.....
.....

2 Which of the words in the box are positive and which are negative ways of describing people? Are some of them both positive and negative? How can you tell the difference?

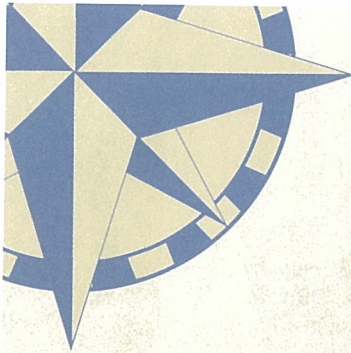
3 For each of the four key words select an adjective that fits you and write a sentence explaining why it fits.

I have a lot of first-hand experience dealing with clients; I meet them every day.

"... and we like our trainee consultants to get hands-on experience with some of our more demanding clients straight away."



4 Read the advertisement below for the two jobs in Capstan Consultants. Choose suitable words from activity 1. Make any necessary grammatical changes.



Capstan Consultants

INTERNAL APPOINTMENT

Carly Fiorentina, head of the newly-formed Special Projects Team (SPT), is looking for two ¹ *dynamic* consultants.

The successful candidates will be able to operate effectively in the areas of IT, fraud detection, conflict management, mergers and acquisitions, and project management. The job will involve extensive international travel so ² is also required.

Candidates should possess excellent ³ qualifications and at least three years ⁴ experience in at least two of the above-mentioned areas.

Suitable consultants will have a friendly ⁵ As you will be working with clients at the very highest level, a ⁶ appearance is essential.

Interested? Then contact c.fiorentina@capstan.com.

5 Choose a job from the list below and write a suitable advertisement for it.

Example:

'Big Ben School of English' requires a dynamic and creative teacher with excellent qualifications. The candidate must possess perfect communication skills and at least five years hands-on experience of teaching ...

- chauffeur
- luxury fashion line salesperson
- Fortune 500 company CEO
- bodyguard
- gas pipeline engineer for the Caucasus
- football commentator
- personal assistant to a Hollywood star
- English teacher



"I know the advertisement said they have top-quality staff, but this is ridiculous!"

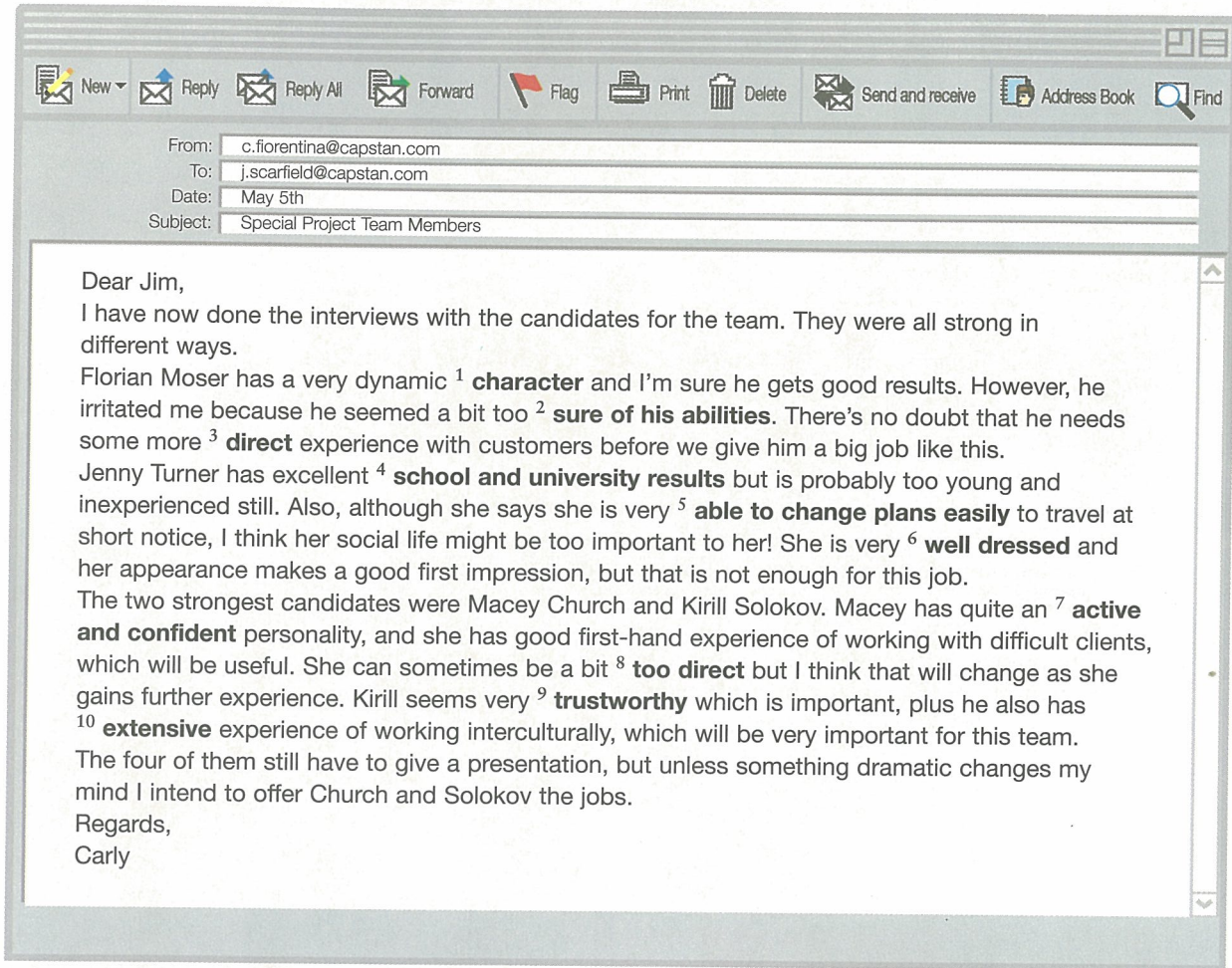
6 Exchange advertisements with your partner. Rewrite your partner's advertisement so that exactly the *opposite* adjectives are used, e.g. 'Big Ben School of English requires a lazy and boring teacher with terrible qualifications ...'

7 Write an advertisement for a job that would fit your appearance, qualifications, experience and personality perfectly.

Choose a job that you are not already doing!

1 Carly Fiorentina is writing to her boss to report on the four candidates. Substitute the parts in bold with words from the box.

hands-on wide assertive flexible smart personality
 reliable extrovert tactless academic qualifications



- 1 personality.....
- 2
- 3
- 4
- 5
- 6
- 7
- 8
- 9
- 10

