

## **IRMC Study Guide**

### **Unit 5 A Job Interview, Resume**

#### **Hour 1-3**

Study the new patterns needed for job interview.

Hour 1 covers Patterns 1-5, Hour 2 is review and new patterns 6-8. Hour 3 is review for all patterns.

#### **Hour 2**

##### 1. Review questions

What would you say in the following situations:

You want to see Mr. Li. You have an appointment with him at 9:00 a.m.

Tell somebody that you are coming to look for a job (to be interviewed).

Tell somebody that you are coming to apply for a job.

You have made an appointment with him yesterday over the phone.

Somebody wants you to introduce yourself briefly.

What was your university major?

Did you have any work experience before? Explain in detail what you did.

Why did you quit that job.

Tell somebody that the salary and benefits are not good and you quit it.

##### 2. New Patterns

##### 3. Homework 1 for Hour 2

Find out the following phrases in Pinyin and Chinese

to apply for a job

an interview

to have an appointment with sb.

briefly introduce oneself

self-introduction

to talk about yourself

East Asian studies

to work in a bank for one year

to do the secretary work

the (salary and) benefits are too bad

work experience

to do translation in a company

#### **Hour 3**

##### 1. Review questions

What would you say in the following situations.

Tell the interviewee that you can use Chinese computer.

Tell your boss that you've studied Chinese for two years and you can type Chinese.

Tactfully tell your boss that you cannot do difficult translation.

Tell him that you have been to some cities in China (or Taiwan) last summer.

Tell him that you are capable of doing any job.

Ask when you can hear from him again about the result of the interview.

Say the following sentences in Chinese:

We will let you know the result within one week.

We will tell you as soon as possible.

We will contact you by phone.

You go home and wait for our notice.

## 2. Skit practice

You are applying for a job in a computer company that needs a person who speaks Mandarin. The company also wants you to use computer to process Chinese. They pay well and their benefits are good too. You are the right person they want.

## 3. Homework 2 for Hour 3

Find out the following phrases in Pinyin and Chinese

to type

oral interpretation

written translation

mostly

can do any job

to join a tour group

to have been to...

to know the results

to let me know the results

to wait for notice

as soon as possible

to contact you by phone

## Hour 4

### In-class activity

1. Read the following vocabulary list and find out the pronunciation and meaning for the phrases:

申請  
面談  
見您  
等（一）會兒  
長途  
打完  
不要緊  
沒關係  
旅行社  
簡單  
介紹  
東亞  
一趟  
旅遊團  
蘇州  
南京  
經驗

2. Discuss the meaning of the following sentences:

我跟他在電話裏約好了。  
我來跟他面談。  
他正在打長途電話。  
不要緊，沒關係。  
我是來申請工作的。  
我對旅行社的工作很有興趣。  
請你簡單介紹一下自己。  
我的專業是東亞研究。  
去年我去了一趟中國。  
我參加了一個旅遊團。  
我到過很多地方。  
我的經驗對工作有沒有幫助？

### 3. Grammar notes

正在 + V - to express an on going action

他正在睡覺。  
他正在看書。

V + 過 - to express the past experience

我去過北京。我吃過中國菜。

V + 了 - concentrates on the result

compare: 他去了北京。我吃了中國菜。

一趟=一次  
我去過一次北京。  
北京我去過一次。

…對…有（沒有）幫助  
中文對我將來的工作有很大的幫助。  
電腦對你將來的工作有很大的幫助。  
這本書對小孩子沒有幫助。

#### 4. Homework 3 for Hour 4

1. Read the first part of the text and write the following phrases in Chinese

I am coming to see Mr. Wang.  
made an appointment with him over the phone  
to make a long distance call  
it doesn't matter  
to be interested in Chinese history  
to graduate from the college  
went to China last year  
have been to Chinese twice  
this is really helpful to my study

2. Make a sentence using the following patterns:

正在+V- to express an on going action

V+過- to express the past experience

…對…有（沒有）幫助

#### Hour 5 Review

1. Read the text (part I)

2. Review the words

3. Review the content

Read the following questions and then answer them orally:

張先生為什麼去見王先生？  
他跟王先生有沒有約好？  
他幾歲？什麼時候大學畢業？  
他在大學裏的專業是什麼？  
他有沒有學過中文？學了多久？  
他有沒有去過中國？什麼時候去的？  
他去過哪些地方？  
這些經驗對他申請的工作有沒有幫助？

In-class exercises:

Discuss the following patterns and try to make sentences using the pattern

正在+V— to express an on going action  
V+過— to express the past experience  
…對…有（沒有）幫助

#### Homework 4 for Hour 5

Write the answers to the questions

張先生為什麼去見王先生？  
他跟王先生有沒有約好？  
他幾歲？什麼時候大學畢業？  
他在大學裏的專業是什麼？  
他有沒有學過中文？學了多久？  
他有沒有去過中國？什麼時候去的？  
他去過哪些地方？  
這些經驗對他申請的工作有沒有幫助？

#### Hour 6

1. Study the following words:

銀行  
待遇  
高中  
教書  
翻譯  
練習  
筆譯  
口譯  
日常  
會話  
應付  
填  
表  
交給  
秘書  
在…之內  
結果  
通知

2. Text reading comprehension

3. 把 marker

把結果通知你  
通知你結果

#### Homework 5 for Hour 6

Write the following phrases in Chinese:

other work experience

work in a bank for a year

the salary and benefits are too bad

to teach in a high school  
to some translation work  
oral interpretation  
written translation  
translation exercises  
daily conversation  
to be able handle  
to fill out an application form  
to submit to the secretary  
with one week  
to notify

## Hour 7

### Review

1. Vocabulary review
2. Read the following questions and then answer them

他有沒有別的工作經驗？有沒有教過書？  
他為什麼銀行的工作不做了？  
他能不能作翻譯工作？  
他能不能應付簡單的日常會話？  
申請這個工作的人多不多？  
王先生請她填什麼？  
填好以後交給誰？  
他什麼時候可以知道結果？

3. 把 construction practice  
Convert the following sentences using BA construction

他打了弟弟。  
學期一結束，我就賣了我的中文書。  
小芬的弟弟要帶女朋友到家裡來住。  
申請表，請你填好以後交給秘書。  
我想請你先簡單地介紹一下你自己的情況(q^'nku3ng)。

Homework 6 for Hour 7  
Exe. II on page 37.

## Hour 8 (Optional)

1. 填申請表  
課文第20頁
2. Grammar Summary  
正在, 過, 了                      對                      把