

# Job Interview

Enfos

Secretary	Candidate
<p>Good afternoon. Good morning. May I help you? Can I help you?</p>	<p>Good morning. Good afternoon. I would like to see Mrs. Jefferson, please. Is she available? I'm looking for Mrs. Jefferson, is she available? I have an appointment with Mrs. Jefferson ... ... at a quarter past three. ... at half past ten.</p>
<p>Do you have an appointment? What's your name, please?</p>	<p>No, I don't. I was told I could just pass by and ask to see her. Yes, I do. Yes, I have an appointment at ... . My name is ... . My name is Da Silva . I am João da Silva.</p>
<p>Let me look if she can see you now. Let me check. Just a moment.</p>	<p>Thank you. O.K.</p>
<p>She will see you in a moment? You can sit over there. Well, I'm afraid she is very busy right now. If you could come by tomorrow, she'll have time for you. She is still in a meeting but that shouldn't take long. You can wait over there. Mrs. Jefferson will see you in a few minutes. You can wait over there.</p>	<p>Thank you. Thank you. I'll come back tomorrow.</p>
<p>Mr. Da Silva, Mr. ..., Mrs. ..., Mrs. Jefferson is ready to see you. Do you know where her office is? Do you know the way?</p>	<p>No, I don't. I don't think I do. No, this is my first time here. Yes I do. I think I do. Not really. I don't know if I remember (well).</p>
<p>It is down this hall, second door on the left. Mr. Da Silva, this way please. [secretary getting up, moving to the hall] This way please. Let me show you the way. Mr. Da Silva, if you'll follow me, I'll take you to Mrs. Jefferson.</p>	<p>Thank you. [leaving reception; going to Mrs. Jefferson office ] [following the secretary]</p>

Secretary	Candidate
Here we are, Mrs Jefferson's office. Mrs. Jefferson, this is ... to see you. This is Mrs. Jefferson's office. She is waiting for you.	Thank you.



Mrs. Jefferson	Candidate
	[knock, knock]
Good afternoon. Come in. Come in please. Yes?	Mrs. Jefferson? Good afternoon.
And you are? Good afternoon. You must be João da Silva. You must be ... . Come in please. Mr. Da Silva I presume? Mrs. ... I presume? Please sit down.	Thank you. Yes indeed. That's right. No, I am ... . No, my name is ... . I am ... . My name is ... .
How may I help you? What can I do for you?	I was wondering if you could use someone in ... . I was wondering if you could use someone who has experience with ... . I was wondering if you could use a ... .
Well, at the moment not really but we may soon. We may in the future. Well, yes we do.	Shall I come back later or call?
Oh, that's good. No (that's not necessary), ... if anything comes up, we'll contact you.	Thank you. Goodby
Now, I understand that you ... ... are looking for a job here. ... are interested in the position of ... . What kind of job are you looking for?	That's correct. Yes, that's right. Yes, I am. I was thinking of something like ... I would like to work in/with ...
May I ask you ... ... what brought you to come to us? ... why you came to us?	A friend ... An acquaintance ... ... suggested I'd to call here. ... told me to call you. ... informed me that you might be looking for someone.
Did you bring your CV? Did you bring your resume? You've sent us your curriculum vitae, didn't you?	Yes, I did. Yes, here it is. Yes, here you are.

<b>Mrs. Jefferson</b>	<b>Candidate</b>
<p>I see. Let me have a look (at it).            Interesting.            I see that you have worked at ...            I see that you have never worked with ...            What can you tell me about your experience                ... there ...                ... at...?                ... with ...?            Have you got any experience with ...?            Do you have any experience in this field?            What is your experience ...?</p>	<p>I have worked with ... at ... .            I have worked at ... where I have ... .</p>
<p>How can we contact you?            Is your telephone number here?</p>	<p>My number is on my resume.            My number is on my curriculum vitae.            Let me give you my number.            It is ... .</p>
<p>Thank you, we will call you in about two weeks.            We'll call you as soon as we have made a decision.</p>	<p>Thank you.</p>
<p>Goodby.</p>	<p>Goodby.</p>