

1

Curriculum Vitae

Patrice: CV, actually, stands for 'Curriculum Vitae', which is Latin, actually, it's Latin, it stands for 'the story of my life'. But CV is the term people use for a businesslike document, which tells people what you have done in education, what you've done at work and, possibly, some of your interests, so that they can decide whether they might offer you an interview for a job.

Merry: Hi, my name is Merry. I'm a student in London and I'm doing economics. I have a CV and I'm looking for a job. I hope to make my CV as perfect as possible to attract as many employers.

Andreas: Hi, I'm Andreas. I'm a student in London. I've been in London for 3 and a half years. I'm looking for a job at the moment.

Vocabulary

Curriculum Vitae - önéletrajz
actually - valójában, ténylegesen
Latin - latin (nyelv)
term - kifejezés
businesslike - itt: hivatalos
document - dokumentum
education - oktatás, iskoláztatás
at work - munkában, munkahelyen
possibly - valószínűleg
to decide - elhatározni, eldönteni
to offer - felajánlani, felkínálni
interview - felvételi beszélgetés (állásért)
job - munka, munkakör, állás
student - diák
economics - közgazdaság(tan)
to look for - keresni
perfect - tökéletes
to attract - vonzani
employer - munkáltató, munkaadó

2

Get your CV noticed

Emma: How long do you spend looking at each one?

John: It could be as little as 10 seconds. It could, for a serious look, be 2 minutes, but it is seldom going to be more than 2 minutes. And the impact has got to be made, generally, in the first minute.

Emma: Not long at all.

John: No.

Emma: How else can you get your CV noticed when it's sitting with, say, a pile of others on your desk?

John: The standard technique, which is to use an exciting coloured paper, is probably very helpful, provided it's not a colour you can't photocopy from later. And also, very important, legible typefaces, if it's typed rather than handwritten.

Vocabulary

to notice - észrevenni
to spend - időt tölteni, pénzt költeni
to look at - vmit megnézni
serious - komoly
seldom - ritkán
impact - hatás, benyomás
How else ... - Miképp másként ...
a pile of - (egymásra tornyozott) köteg, halom
desk - asztal, íróasztal
standard - szokványos, bevett, megszokott, általános
technique - technika, módszer, megoldás
exciting - izgalmas
coloured - színes
photocopy - fénymásolat
legible - olvasható
typeface - betűtípus
to type - gépelni
handwritten - kézzel írt, kézirásos

3

Shall I put my grades down?

Andreas: How about results? Because my results are not brilliant. Do I need to put them in my CV?

Patrice: I think, that's something that I get asked more frequently than almost any other question. Because not all of us are brilliant 'A' students, are we? So, obviously, one of the best things to do, if it's a CV, is to put your best foot forward. Now, for some jobs it's going to be very important to put your results, whether they're bad or good, because the jobs that you may be applying for will require you to take further examinations. And I'm afraid they will need to know what your results are. However, it's perfectly in order not to put your grades down. That's a choice that you make. But, you will probably get asked about them if you get an interview.

4

Skills and abilities

Merry: My skills and abilities - because I made my CV skill-based, more skill-based, and I put - the first point is IT and communication, because, I think, nowadays the employers look for IT and communication skills. Then, planning and organising, business skills, writing skills, research, and after that teamwork and adaptation and flexibility.

Patrice: You said you were assistant market researcher, you attended new products' presentations, you said what you've done - but you haven't said what you've learned from the job. You could quantify it a little bit more in that way, I think, perhaps.

Vocabulary

to put down - leírni, írásba foglalni
grade - itt: vizsgajegy, fokozat
result - eredmény
brilliant - ragyogó, nagyszerű
to put in sg - betenni, belefoglalni
frequently - gyakran
question - kérdés
'A' student - jeles tanuló
obviously - nyilvánvalóan
to put your best foot forward - legjobb oldaladról bemutatkozni
job - állás, munkakör
to apply - folyamodni vmiért
to require - megkövetelni, megkívánni
further - további
examination - vizsga, vizsgálódás
perfectly - tökéletesen
in order - rendben
choice - választás, választék
probably - valószínűleg
interview - felvételi beszélgetés

Vocabulary

skills - készség, jártasság (tbsz)
abilities - képességek
CV - önéletrajz
skill-based - készségeken alapuló
IT - információtechnológia, számítástechnika
communication - kommunikáció
nowadays - manapság
planning - tervezés
organising - szervezés
business skills - üzleti jártasságok halmaza
writing skills - íráskészség, fogalmazási készség
research - kutatás
teamwork - csapatmunka
adaptation - itt: alkalmazkodási képesség
flexibility - rugalmasság
assistant - itt: segéd-
market researcher - piackutató
to attend - részt venni vmiben, járni vhová
products' presentation - termékbemutató
quantify - számszerűsíteni, itt: kibővíteni

5

Work experience

John: Vacation jobs - very important, and things that you were elected to at college - if your peer group has elected you or even if the teaching staff have chosen you to do something. That's a substitute for having work experience.

Emma: Right, and it shows leadership quality and things like that.

John: Yes - and if the vacation jobs have done well and they invite you back next year - again, that's almost as good as a re-hiring decision in a totally normal work sample.

Vocabulary

work experience - munkahelyi gyakorlat
vacation job - nyári munka
peer group - a velünk egyidős korcsoport, társaink
teaching staff - oktatószemélyzet, tanári testület
substitute for sg - vmit helyettesítő
leadership - általában: ihletett vezetői magatartás
quality - tulajdonság, vonás
to invite - meghívni
re-hiring - újból alkalmazni (állásban)
decision - döntés
work sample - itt: munkahelyi minta (felmérésnél)

6

A covering letter

Personnel Department
Brown Marketing Company Ltd.
21 Liverpool Street
London EC2

25th July 2002
Dear Mr Brown,

Re:TMA/125/BR

I'd like to apply for a position as a trainee marketing assistant, as mentioned in The Herald newspaper. I've been interested in working in marketing for many years, and have had two weeks' work experience with Jones Marketing Company. In addition to my growing knowledge of marketing, I can offer many skills, for example, computer and IT skills.

I am available for interview from 10th September and look forward to hearing from you.

Yours sincerely,

John Mortimer

Checklist:

- * Keep your letters one page long
- * Write to a named person - Dear Mr Smith or Dear Mrs Brown - and end the letter "Yours sincerely"
- * If you don't know the name of the person you're writing to - write the letter to "Dear Sir or Madam" - and end it with "Yours faithfully"
- * Quote any reference numbers
- * Under your signature, print or write your full name
- * Always keep a copy, so you can check it before an interview

Vocabulary

covering letter - kísérőlevél
personnel - személyzeti osztály, személyzeti (mn)
department - osztály
marketing - piaci értékesítés, marketing
company - vállalat
trainee - betanuló
assistant - segéd-
to mention - megemlíteni
to be interested in - érdeklődni vmi iránt
work experience - munkahelyi gyakorlat
in addition to - vmin kívül, vmin felül
to offer - kínál, ajánl
skills - készség, jártasság
IT skills - számítógépes jártasságok
to be available - elérhető, hozzáférhető
to look forward to - várakozással tekinteni vmi elé (levélformula)
checklist - ellenőrzendő listája
Yours sincerely - tisztelettel (címezett nevének ismeretében)
Yours faithfully - tisztelettel (ha a címezett nevét nem ismerjük)
to quote - idézni, itt: megadni
reference number - hivatkozási szám, iktatási szám
signature - aláírás
to print - nyomtatni, itt: nyomtatott betűkkel kiírni
copy - másolni, fénymásolni

7

Covering letters – your good points

John: They are desperately important. The covering letter has got to earn readership for the CV. And many employers, many consultants, many employment agents read to reject - they only read until the point they find something they can reject you for. I'm not joking - it's a problem I had many years ago.

John: So, you need to keep every document saying positive things, true things that you're proud of, and your excellences, your good points must come out, not necessarily by exaggerating them, but just by mentioning them. We didn't, when I was young, put languages into the CV - now it is very important. You might even get a new job just because you are fluent in some obscure dialect.

Vocabulary

covering letter - kísérőlevél
good points - előnyös, az illető mellett szóló szempontok
desperately - kétségbeesetten, itt: nagyon (nyomaték)
important - fontos
to earn - keresni, kiérdemelni
readership - olvasótábor, itt: olvasói figyelem
employer - munkáltató
consultant - tanácsadó
employment agent - állásközvetítő ügynök
to read to reject - itt: elutasító szándékkal olvasni
to joke - viccelni
document - okmány, irat, dokumentum
positive - pozitív
to be proud of - büszkének lenni vmire
excellences - itt: kiváló, kiemelkedő adottságok
necessarily - szükségképpen
to exaggerate - túlozni
to mention - megemlíteni
language - nyelv
CV - önéletrajz
fluent - folyékony (nyelvtudás)
obscure - homályos, itt: alig ismert
dialect - nyelvjárás

8

Keep it businesslike

Merry: If I say really, really nice things about your company - will you think that I'm being truthful, or am I just trying too hard?

Mike: Well, you have to be careful because - bearing in mind that people working in that company probably still look forward to the end of the day and going home - and they question your motivation if you seem adoring of the company and so keen to join it for no other reason than the fact that it's a company working in a certain domain. So, keep it businesslike and avoid the words "love" or "would really, really like to" or overstressing. "Like" is a very effective word, which sums it up nicely - which is also... it's personal, but it can be businesslike as well.

Vocabulary

businesslike - tárgyyszerű
truthful - őszinte
to try too hard - túlságosan igyekezni
careful - óvatos
to bear in mind - észben tartani
to look forward to - itt: örömmel várni
question - kérdés
motivation - motiváció
to adore - imádni
to be keen to do sth - lelkes, odavan azért, hogy csinálhasson vmit
domain - terület
to avoid - elkerülni vmit
to overstress - túlhangsúlyozni
effective - hatékony, hatásos
to sum up - összegezni
personal - személyes (hangvételi)

9

An ideal candidate for a job

Vox pops: Open, communicative, curious. Somebody who's hard working, somebody who has strong and consistent academic qualifications, a team player who's got necessary leadership qualities. Enthusiastic, full of energy, friendly

Vox pop: Open, communicative, a team player who's got necessary leadership qualities - very receptive to new ideas, very aware of different ways of seeing things, you know, willing to accept new ideas.

Advert: Applicants must have a strong command of language. Confident, articulate person required
Do you have a proven academic record?

Vocabulary

open - nyitott (személyiség)
communicative - jól kommunikáló
curious - kíváncsi (természetű)
hard working - keményen dolgozó, jól teljesítő
consistent - itt: meggyőző
academic - iskolai/tudományos
qualifications - itt: végzettség (tbsz)
team player - (jó) csapatjátékos
necessary - szükséges
leadership qualities - (ihletett) vezetői képességek
enthusiastic - lelkes
full of energy - tele van energiával
friendly - barátságos
receptive - fogékony
to accept - elfogadni, itt: befogadni
applicant - jelentkező, folyamodó
strong command of language - jó nyelvismeret

to require - kívánni, megkívánni vmit
proven academic record - bizonyított (tudományos) teljesítmény

10

Action words

Mike: Well, given that generally you have a short amount of space to put yourself across, it's important you use action words - words that link well, words that are 'doing' words, that show what you've managed to achieve and how you've done it. And they could include any in a number, such as, acquired, achieved, appraised, authorised, established, expanded. There are very many words which can be used and they come across well on paper; they are doing words and they add movement and flow to what you've written.

Acquired: I acquired new computer skills

Achieved: I achieved my objectives

Appraised: I appraised a new IT project.

Authorised: I authorised new working procedures

Established: I established a good working relationship with my colleagues

Expanded: I expanded my horizons

Vocabulary

action words - cselekvést jelölő szavak
short amount of space - kevés a hely vmihez (úrlapon)
to put yourself across - itt: bemutatni magadat
important - fontos
doing - itt: cselekvést sugalló
to manage - irányítani, menedzselni
to include - magába foglalni, itt: szerepeltetni
to acquire - elsajátítani
to achieve - elérni
to appraise - értékelni, felbecsülni
to authorise - engedélyezni, jóváhagyni
to establish - alapítani, létrehozni
to expand - bővíteni
movement - mozgás, itt: mozgalmasság
flow - itt: gördülékenység
computer skills - számítógépes ismeretek
objectives - célkitűzések
working procedures - munkafolyamatok
working relationships - kapcsolat a munkatársakkal
colleague - kolléga, munkatárs
horizon - horizont, látókör

11

Bullet points and underlining

Mike: Bullet points are very effective because they put the information down in a very clear and easy way to read and it takes away the need to have long flowing sentences using linking words. So, I think, bullet points can certainly be recommended, highly recommended.

Mike: I think it's probably best to avoid underlining points because it can seem overstated. Using bold characters can be useful for the interviewer or the person reading the application form. However, it certainly shouldn't be overused, and limited to one or two points on a page, and it has to be something that's very important that you are trying to get across, because using bold text will stand out immediately.

Vocabulary

bullet points - alpontok
underlining - aláhúzás
effective - hatékony, hatásos
clear - világos
easy - itt: könnyen követhető
need - szükséglet
flowing - itt: tekervényes, cirkalmas
sentence - mondat
linking words - kötőszavak
to recommend - ajánlani
probably - valószínűleg
best - legjobb
to avoid - elkerülni
to overstate - túlhangsúlyozni
bold characters - kövéren szedett betűk
interviewer - felvételi beszélgetés bonyolítója
application form - jelentkezési űrlap
to overuse - túl sokat használni
to limit - korlátozni
to get across - itt: átadni, közvetíteni, kommunikálni
bold text - kövéren szedett szöveg
to stand out - kiemelkedni a háttérből/környezetből
immediately - azonnal

12

KISS

Where possible, don't attach any additional sheets, as the form is designed to be completed and there should be enough space for all the relevant information on it. And remember the acronym KISS, which is short for: "Keep It Short and Simple".

Try and use up all the space and make sure you photocopy the original form and practise many times over. Don't use too many words where a few will do. Always keep the English as simple as you can and to the point.

managed: I managed a team
oversaw: I oversaw the project
re-organised: I re-organised the filing system

Vocabulary

possible - lehetséges
to attach - csatolni
additional - további
sheet - lap, oldal
form - űrlap
to design - tervezni, kialakítani
to complete - befejezni, itt: kitölteni
space - űr, hely
relevant information - fontos, odavágó információ
acronym - betűszó
KISS - ld. alább
Keep it short and simple - Csak röviden és egyszerűen!
to use up - felhasználni
to photocopy - fénymásolni
original - eredeti
to practise - gyakorolni
many times over - sokszor újra meg újra
to use - használni
to be to the point - célratörőnek lenni (írásban)
to manage - irányítani, menedzselni
to oversee - irányítani, ellenőrizni (folyamatában)
re-organise - átszervezni, átalakítani
filing system - iktatási, irattározási rendszer

13

An interview – how to prepare yourself

Emma: John, what can Merry expect when she goes for her interview? And how best can she prepare?

John: There are two answers to that. First, to do things like getting hold of a job description; second, do lots of research about the company - find out anything, possibly going round shops, looking at their products, possibly looking at the press, the financial press.

John: Usually, if there is an ad of any kind, they'll say what they want; what competencies, what personal skills, what personal characteristics, what background, languages - lots of things that, if they're any good, they will have told the candidate beforehand.

Vocabulary

interview - felvételi beszélgetés
to prepare - itt: felkészülni
to expect - elvárni vmit
to get hold of sth - beszerezni vmit
job description - munkaköri leírás
research - kutatás
company - vállalat, cég
product - termék, áru
press - sajtó
financial press - pénzügyi sajtó
ad, advert, advertisement - reklám, hirdetés
competencies - jártasságok
personal skills - személyre szabott képességek
personal characteristics - személyes jellemvonások
background - háttér
language - nyelv
candidate - jelölt
beforehand - korábban

14

An interview – what to wear

Emma: The other thing I was going to ask about was clothing. I mean, it's particularly, I think, difficult for women to choose. What kind of things should a woman dress in?

John: Bit of research necessary there. If the organisation belongs to a particular sector, or a particular dress code is appropriate, it may be that just standing outside the building the previous day, and seeing what the staff wear, if you've got time.

Emma: Oh, what a good idea, what a good idea!

John: Because there's a dramatic difference between places where everybody's in suits and places where everybody's looking scruffy.

Vocabulary

interview - felvételi beszélgetés
to wear - hordani, viselni
clothing - öltözék
difficult - nehéz
to choose - választani
to dress - öltözni, öltözködni
research - kutatás
organisation - szervezet
particular - különös, bizonyos
sector - gazdasági ágazat, szektor
dress code - a ruházatkódást illető illemtudás
appropriate - megfelelő, helyénvaló
previous day - előző nap
staff - személyzet, munkatársi gárda
dramatic difference - drámai különbség
suit - öltöny
scruffy - ápolatlan, gyűrött ruházatú

15

What an interviewer is looking for

Bill: Obviously, we're looking for good interpersonal skills. Also, creativity - because we're looking for someone who will have lots of good ideas around a particular product or product range, or a set of services. So - creativity, flair, good personality - those are the kinds of things we're looking for.

Bill: There's one question - really, an opening question - it's kind of intended to get behind the CV, and get to the real person. It's a simple question - why don't you tell me a bit about yourself. Most candidates go into a panic at this stage. "What on earth does he want?!"

Bill: What I'm really looking for is a little overview. I'm really interested in the broader aspects of you so, interests, family, just a little bit. And so, most candidates I would advise them to prepare a two-minute overview of themselves. So, two minutes, a bit about you. You're telling your story.

Vocabulary

interviewer - a személyzeti beszélgetést bonyolító személy
to look for - keresni vmit, kutatni vmi után
obviously - nyilvánvalóan
interpersonal skills - társas kapcsolatokban tanúsított készségek
creativity - kreativitás, teremtőkészség
particular - itt: egy bizonyos
product - termék, áru
product range - termékválaszték
service - szolgáltatás
flair - tehetség
good personality - kellemes egyéniség
to intend - szándékozni
to get behind - itt: vmi mögé nézni
to go into a panic - pánikba esni
at this stage - ebben a szakaszban
What on earth ... - itt: Mi a csudát ...?
overview - áttekintés
to be interested in - érdeklődni vmi iránt
broader aspects - szélesebb szempontok

16

Never criticise your former employer

Bill: This is a tricky area in interviews. The conventional wisdom is that you should never criticise a former employer or teachers or whatever. But, of course, that's difficult if you're also going to be honest. And sometimes you'll be asked a question about your former employer, for example, which if you're to answer it honestly, involves some explanation and maybe some criticism. I think, if you find yourself in that situation, it's important to let the interviewer know that you know it's not good practice but you don't have a choice.

Vocabulary

to criticise - bírálni, kritizálni
former employer - korábbi munkáltató
tricky area - "rázós terület"
interview - felvételi beszélgetés
conventional - hagyományos
wisdom - bölcsesség
honest - becsületes
sometimes - néha
question - kérdés
explanation - magyarázat
criticism - kritika, bírálat
situation - helyzet
important - fontos
interviewer - felvételi beszélgetést bonyolító személy
good practice - jó, bevált gyakorlat
to have a choice - választási lehetőséggel bírni

17

The big day

Merry: This is the day, the big day, the morning of my interview. I'm feeling a bit nervous, but excited about this coming interview. I've already tried to prepare everything that I think I should do, like the thing about the questions that the interviewer will ask me, and also about examples that I can give to him or her, and try to prepare everything about the suits I need to wear or the shoes, and make sure that everything's right, and also about the address that I need to go, just make sure that I won't be late.

Merry: Hello, good morning. My name is Merry; I'm supposed to have an interview with Bill Pitcher.

Secretary: He'll be with you in just a few minutes; if you'd like to go and wait in that room.

Merry: Thank you very much.

Bill: Can you tell me something about your different subjects at school; what were your best subjects?

Merry: I love economics because I think it's very interesting and I just find that sometimes it's very relevant to what's the world's... I mean, the world's economy. The more that I get into the economics tools and everything the more I'm very interested. And actually, for my best subject at University, you mean?

John: That's not unusual. A lot of people hear the question they want to hear, or the one they've researched for, not the one the interviewer actually asked. So it's desperately important to listen and try and work out the context in which the interviewer is asking. Sometimes the interviewers don't phrase it very well, either.

18

The questions

Bill: Market research is quite analytical. Some contact with people, but a lot of analysis, data analysis - in a way, we could say that's more of a desk job. And marketing - much more involved with customer organisations - often a different kind of person going into a marketing role, a more outgoing personality. Thinking about that, if you have a choice, which route would you prefer to go?

Merry: If I have a choice, I think, I would like to go into marketing more, because I think I love interacting and dealing with people - customers and everything. But why I put market research as my interest as well, because I don't mind a desk analysis but I'm sure that in marketing also you need analytical tools to understand the data and the information.

Vocabulary

the big day - "a nagy nap"
interview - felvételi/személyzeti beszélgetés
nervous - ideges
excited - izgatott
to prepare - előkészíteni, felkészülni
question - kérdés
interviewer - felvételi beszélgetést bonyolító személy
example - példa
suit - öltöny
to wear - hordani, viselni
shoes - cipő (tbsz)
address - (lak)cím
to make sure - gondoskodni vmiről, biztosítani vmit
to be late - elkésni, késve érkezni
he'll be with you in a minute - kb: mindjárt fogadja Önt
different - különböző
subject - tárgy, tantárgy
economics - gazdaságtan
interesting - érdekes
relevant - témába vágó, odaillő, releváns
economy - gazdaság
unusual - szokatlan
to hear the question - meghallani a kérdést
to research for - kutatni vmi után
to be desperately important - vmi nagyon fontos (nyomaték)
to work out - kidolgozni vmit, itt: kikövetkeztetni
context - összefüggés, kontextus
to phrase - megfogalmazni

Vocabulary

question - kérdés
market research - piackutatás
analytical - elemző, analitikai
contact - kapcsolat, érintkezés
analysis - elemzés, analízis
desk job - irodai/asztalnál végzett munka
customer organisation - fogyasztói szervezet
personality - személyiség
route - útvonal
to prefer - előnyben részesíteni
to interact - társas kapcsolatokra lépni
to deal with - foglalkozni vmivel
desk analysis - "asztalnál" végzett elméleti munka
analytical tool - az elemzéshez használt eszköz

19

Let's imagine...

Bill: Let's imagine for a minute you've been successful and someone's employed you in a marketing role. They have a new product that they want to launch on the market. How would you tackle that? What kind of questions would you ask? What kind of ideas might you have? It's a new washing powder.

Merry: I think, first of all, you have to research the market or maybe the competition from other producers of washing powders, and also you have to know what kinds of qualities the customers are looking for in washing powder, and also the price, how you should price the new products and how different is this product from other products.

Vocabulary

to imagine - elképzelni
successful - sikeres
to employ - alkalmazni
marketing - marketing, piaci értékesítés
product - termék, áru
to launch - itt: terméket piacra bocsátani
to tackle - megbirkózni vmivel, kezelni vmit
question - kérdés
washing powder - mosópor
research - kutatás
market - piac
competition - verseny
producer - gyártó
quality - minőség
customer - vásárló
to look for - keresni vmit
price - ár

20

How would you handle an angry client?

Bill: How would you handle that kind of conversation?

Merry: I would say that I'm very sorry about what's happening to their clothes, the damage - and we would like to compensate the customer for the damage that has been caused.

Bill: And in saying sorry, of course, you're kind of accepting responsibility for this damage. But we don't really know whether the washing powder caused it or the washing machine. So, I'm wondering, is there another... is there something else you could do in there when you're trying to calm them down. Is there something else you could do?

Merry: Maybe I would ask why this thing happened. What actually the customer did with the washing powder and the clothes - yes, just trying to get some more information about this.

Vocabulary

to handle - bánni vmivel, kezelni vkit
angry - mérges, dühös
client - ügyfél
conversation - beszélgetés
clothes - ruhák (tbsz), ruhanemű
damage - kár
to compensate - kárpótol
customer - vásárló
to accept - elfogadni
responsibility - felelősség
washing powder - mosópor
washing machine - mosógép
to wonder - tündődni vmin
to calm - megnyugtatni, lecsillapítani
to happen - történni

21

Your strengths and weaknesses

Bill: What do you see as your strengths and weaknesses?

Merry: I possess strong communication skills, written and spoken - written as shown in all my coursework. I've been granted either merit or distinction for all of my homework, exercises and assignments. And spoken - as I say, I actually work as a fund-raiser - it really needs strong communication skills to actually persuade people to donate money. And so I possess very great interpersonal skills - because, as I put on my CV - I have been very involved in lots of extra-curricular activities.

Bill: And weaknesses?

Merry: Actually, I'm very, very bad with names - I cannot really remember people's names. But now I'm getting better because I'm just trying to put down the contact number or the names, so I can remember better next time.

Vocabulary

strength - erősség
weakness - gyengeség
to possess - bírni vmit
communication skills - kommunikatív készségek
written skills - íráskészség
spoken skills - beszédkészség
coursework - iskolai, évközi munka
to grant - megad, megítél itt: jegyet
merit - érdem, dícséret
distinction - kimagasló minősítés
homework - házi feladat
exercise - gyakorlat, iskolai feladat
assignment - megbízás, iskolai feladat
fundraiser - pénzt gyűjtő személy
to persuade - meggyőzni
to donate - adományozni
interpersonal skills - társas kapcsolatokra való képességek
to be involved in - foglalkozni vmivel
extra-curricular activities - iskolai órákon túli foglalkozások
to remember - emlékezni vmire
contact number - telefonszám
elérhetőség céljára

22

Do a good selling job!

Merry: I think, everything went quite well and the interviewer was quite nice, as well. And also, that I've already practised the examples that I should give to the interviewer, but somehow I felt that I need more practice in it, and I need to master the examples.

Bill: I thought Merry interviewed very well. Her English was relatively easy to understand even though there is some accent there. She was a little nervous. I think she didn't move her body very much. She sat quite still - and her hands showed her nervousness a little bit; she was kind of gripping her fingers, but she maintained good eye contact throughout the interview - which is important and I thought she did a very good selling job, in putting her experience into the answers.

Vocabulary

selling - eladás
job - munka, állás
interviewer - felvételi beszélgetést bonyolító személy
to practise - gyakorolni
example - példa
to master - vmit mesteri fokon csinálni, elsajátítani
accent - akcentus, idegenszerű kiejtés
nervous - ideges
to grip - megfogni, megszorítani
finger - ujj
to maintain - fenntartani
eye contact - szemkontaktus
throughout - itt: mindvégig
interview - felvételi beszélgetés
important - fontos
experience - tapasztalat

23

Turn the question round

Bill: What do you see as your strengths and weaknesses?

Merry: I possess strong communication skills...*["Great! I've already expected this question, and I've already practised it, I even practised it in front of the mirror, just to make sure that I say it at the right tone and the right feeling"]. ...and it really needs strong communication skills to actually convince people to donate money to the LSE or cancer charity. *["Oh dear! I think I've been talking too much; he looks a bit bored"].

Bill: And weaknesses?

Merry: Actually, I'm very, very bad with names. I cannot really remember peoples' names, but now I'm getting better because I'm just trying to put down the contact number or the name so I can remember better next time.

Bill: Most people answer with their strengths first, and try to forget about weaknesses, hope that the interviewer will forget about them, too... I think it would be better next time to answer the question the other way round. Tell me about your weakness. If you'd done that and then moved on to your strengths, then you would've left the answer on a high note, instead of on a low note. So, I think, there's good advice for most candidates, to turn the question round.

Vocabulary

strength - erősség
weakness - gyengeség
to possess - birtokolni
communication skills - kommunikatív készségek
to expect - várni, elvárni
question - kérdés
to practise - gyakorolni
in front of - vmi előtt
mirror - tükör
to make sure - biztosítani vmit
right tone - megfelelő hangzás
right feeling - megfelelő érzület
to convince - meggyőzni
to donate - adományozni
LSE - London közgazdasági egyeteme
cancer - rák
charity - jótékonyági szervezet
to be bad with - bajban lenni vmivel
to remember - emlékezni
to put down - leírni, feljegyezni
contact number - telefonszám elérhetőség céljából
the other way round - fordítva
to leave on a high note - optimista kicsengéssel végződni
low note - pesszimista kicsengés
advice - tanács

24

Body language

Bill: I think, things like folding your arms, leaning back, sprawling in the chair, hands behind head, looks very kind of patronising and dismissive. So, I think, those are the kind of things to avoid. And, maintaining a fairly open posture with good eye contact. Using your hands when you talk is a good sign; it's a sign that you're relaxed.

Bill: Body language is important if you pick up that the interviewer has stopped listening, and there are some clues there: one of them is that the interviewer, sort of, breaks eye contact and looks away, and continues to look away, maybe looking in the distance. If they've had their pen in their hand, and they've put it down, or put it away. If they've folded their arms, if they've closed their eyes, if they've gone to sleep, certainly! I'm joking - but there are lots of clues in their body language, which tell you that they've stopped listening. And if they've stopped nodding their head. If I've stopped nodding, I've probably stopped listening.

Vocabulary

body language - testnyelv
to fold - összehajtani, itt: kart keresztbe tenni
arm - kar
to lean - hajolni
to sprawl - elterpeszkedni
to patronise - lekezelően bánni vkivel
dismissive - lekezelő
to avoid - elkerülni
to maintain - fenntartani
posture - testtartás
eye contact - szemkontaktus
to relax - ellazulni
to pick up - felvenni, itt: észrevenni
interviewer - a felvételi beszélgetést lefolytató személy
clue - áruló jel
to break - megtörni, félbehagyni
distance - távolság
to put away - eltenni
to go to sleep - elaludni
to joke - tréfálni
to nod - bólogatni

25

Take time and trouble

Bill: What I'm looking for is a candidate who's taken the time and trouble to prepare for the interview and to, maybe, put together some questions as a demonstration of their interest in the job.

You know, you can usually find something left, which says: "I've done my preparation here, I've thought about it, I've thought about the company. If you employ me, I'm a thoughtful person"

Vocabulary

to look for - keresni vmit
candidate - jelölt
to take the time - rászáni az időt
to take the trouble - venni a fáradságot
to prepare - elkészíteni, felkészülni
interview - felvételi beszélgetés
to put together - összerakni
question - kérdés
demonstration - bizonyítás
job - állás
preparation - előkészítés
to think about - gondolkodni vmi felől
to employ - alkalmazni
thoughtful - figyelmes

26

Non-verbal signals

John: The non-verbal signals which pass across a table, or pass between two people are, actually, more important than the verbal ones, and the people receiving the signal may not even know how important it is. So, if you, as the interviewee, get the body language right. You lean towards the interviewer, you point your legs and arms toward them, you mimic the interviewer's body posture. All that implies that you're getting on with them.

Bill: So, it's good practice to look at the questioner and then, in turn, to have some eye contact with each of the other panel members. This makes them feel as if they're participating all the way through and not feeling left out.

Vocabulary

non-verbal - nem verbális
sign - jel
important - fontos
to receive - kézhez venni, kapni
interviewee - felvételiző, a személy, akit kérdeznek
body language - testnyelv
to lean - hajolni
to point legs and arms - itt: kezet, lábat a beszélőtárs felé fordítani
to mimic - utánozni
body posture - testtartás
to imply - sugallni
to get on with sy - kijönni vkivel
good practice - helyes, bevált gyakorlat
questioner - kérdező
eye contact - szemkontaktus
panel - itt: felvételiztető bizottság
member - tag
to participate - részt venni
to leave out - kihagyni

27

Feedback

Merry: It's a very good idea to, after the interview, to just write down everything that they've asked, and also to call them up for the feedback, even though, maybe you get rejected, and sometimes you just feel that 'Oh, I just don't want to remember any more, this interview was horrible; I don't have anything to do with it anymore'. But, you need to be... to improve your interview skills and to learn from the mistakes that you have made in the interview.

Vocabulary

feedback - visszajelzés
idea - ötlet, gondolat
interview - felvételi beszélgetés
to reject - visszautasítani
horrible - borzalmas
to improve - javítani
interview skills - felvételi készségek
mistake - hiba

28

How did you - get that job?

Keith: I was a teacher and I was getting a bit fed up because I'd been doing that job for 13 years. And I saw an advertisement in the newspaper for a BBC training scheme and I applied for that and I didn't get it. And they told me after the interview that the reason I didn't get it was because I didn't have, really, any proper radio experience. So, I went away and I went to the local radio station where I lived, and I did some volunteer work. And then, about six months later, a job as an education radio producer was advertised in the paper. I applied for the job, I went for an interview and ...I got that job!

Elizabeth: You got that job! Great!

Vocabulary

to get a bit fed up - kicsit kezd eleget lenni vmiből
advertisement - hirdetés
training scheme - képzési program
to apply - felvételizni, folyamodni vmiért
reason - ok
proper radio experience - megfelelő rádiós gyakorlat
local radio station - helyi rádióállomás
volunteer - önkéntes

29

How did they - get that job?

Dave J.: I was working here as a clerk and I'd been doing that for three years and I wanted something different and I was seeing lots of studio managers coming into my office and I thought - 'this is .. that's the job for me'. And I applied. And when I went to the first interview, I overslept. And I...I didn't make it. And I was ashamed and I rang up and said I was ill, which was appalling, really. But when I went to the second interview, which was six months later, I got that job!

Elizabeth: Great. Did you put the alarm clock on for the second interview?

Dave J.: Yes!

Elizabeth: Good idea!

David T.: A friend of mine suggested that I send a tape to BBC English. So, I sent a tape in, to BBC English, just at the right time, 'cos it happened that they were looking for somebody. I came and did the audition and started the next month. I got that job.

Vocabulary

clerk - tisztviselő
different - eltérő
studio manager - hangtechnikus
office - iroda
to apply - állásért folyamodni
interview - felvételi beszélgetés
to oversleep - elaludni (későn ébredni)
to be ashamed - szégyellni magát
to ring up - felhívni vkit
appalling - elképesztő
alarm clock - ébresztőóra
to suggest - javasolni
to send - küldeni
audition - meghallgatás

30

He got that job, too!

David Wilkins: I was working in a firm of accountants, and I'd worked there for 20 years or more. And during the recession there were several rounds of redundancies in that company. And, unfortunately, on the third round I was made redundant and I lost my job. I spent several weeks looking at the adverts in the paper and I sent lots of letters to companies trying to get another job. And then, by chance, I was quite lucky, one of the ...my old bosses knew of a vacancy. And I went along to see the Managing Director and because I'd been recommended - I got the job!

Vocabulary

firm of accountants - könyvelőcég
recession - recesszió, gazdasági visszaesés
several rounds - több kör, több forduló
redundancy - elbocsátás
company - cég
unfortunately - sajnos
third round - harmadik kör, harmadik forduló
I was made redundant - elbocsátottak
lost my job - elvesztettem az állásom
advert - hirdetés
by chance - véletlenül
boss - főnök
vacancy - üresedés
Managing Director - vezérigazgató
to recommend - ajánlani