

## GET THAT JOB

### LESSON 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.

curriculum vitae (CV)  
to stand for  
story of my life  
term  
businesslike  
to offer  
interview  
job  
to look for  
economics  
to attract  
employer

- życiorys zawodowy, CV  
- oznaczać  
- historia mojego życia  
- termin  
- służbowy, urzędowy  
- oferować, proponować  
- rozmowa kwalifikacyjna  
- praca  
- szukać  
- ekonomia (dział wiedzy)  
- przyciągać  
- pracodawca

#### objaśnienia:

*I'm doing economics* = *I'm studying economics*

*I've been in London for 3 and a half years* – pojawił się tu czas **Present Perfect**, ponieważ czynność zaczęła się w przeszłości i nadal trwa

zauważ:

*economics* – ekonomia (dział wiedzy)

*economy* – gospodarka

*economic* – ekonomiczny (odnoszący się do gospodarki)

*economical* – ekonomiczny w sensie: oszczędny, gospodarny

#### uzupełnij zdania:

1. He studied (economy, economic, economics) at Harvard University.
2. It's more (economic, economical, economically) to buy things in large quantities.
3. I always fly (economy, economics, economic) class.

**odpowiedzi:**

1. economics
2. economical
3. economy

**LESSON 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.

CV	- życiorys zawodowy, CV (od łacińskiego: curriculum vitae)
to notice	- zauważać
to spend	- spędzać ( <i>tu</i> : czas)
impact	- silny wpływ, siła uderzenia, <i>tu</i> : silne wrażenie
pile	- stos
exciting (paper)	- <i>tu</i> : rzucający się w oczy, interesujący
coloured	- kolorowy
helpful	- pomocny
legible	- czytelny
typeface	- krój czcionki, pisma
to type	- pisać na maszynie/komputerze
to hand-write	- pisać ręcznie

**objaśnienia:**

*to notice – to get noticed*

jeśli coś zauważasz – *you notice it*

jeśli chcesz sprawić, aby coś zostało zauważone – *you try and get it noticed*

*to make an impact*

you make an impact on something or somebody – wywierasz silny wpływ na coś lub kogoś, robisz silne wrażenie

zauważ:

Amerykanie nie używają terminu *curriculum vitae*, zamiast niego stosują *resume*

**uzupełnij zdania:**

1. Her CV made a big (pact, packed, impact) on the interviewer.
2. The opposite of legible is (il-, ill-, un-) legible.
3. A set of letters of a particular design, used in printing is called a (typist, typescript, typeface).

**odpowiedzi:**

1. impact
2. il-
3. typeface

### LESSON 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.

to put down  
grades  
results  
brilliant  
CV

frequently  
'A' student

to put your best foot forward

- *tu*: zapisywać

- stopnie, oceny

- *tu*: stopnie, oceny, wyniki egzaminów

- wspaniały

- życiorys zawodowy, CV (*curriculum vitae*)

- często

- prymus; student, który ma najlepsze stopnie

- *tu*: zaprezentować się z jak najlepszej strony

job	- praca
to apply for	- ubiegać się, składać podanie
to require	- wymagać, potrzebować
further examinations	- dalsze egzaminy
however	- jednak, jednakże
it's perfectly in order	- jest całkiem w porządku
choice	- wybór
interview	- rozmowa kwalifikacyjna

**objaśnienia:**

'A' student - w Anglii najwyższą oceną jest A albo A\*, stąd prymus, to właśnie 'A' student

A oto parę pożytecznych czasowników:

stopnie: kiedy je wpisujesz w podanie – *you put them down*

egzaminy: kiedy je zdajesz – *you take them or you sit them*

wybór: kiedy go dokonujesz – *you make a choice*

rozmowa kwalifikacyjna: kiedy cię na nią zaproszą – *you get an interview*

pytanie: kiedy ci zostanie zadane – *you get asked a question*

**uzupełnij zdania:**

1. On my CV, should I put my grades (up, down, on)?
2. I don't like (holding, giving, taking) exams.
3. It's a difficult choice to (do, make, perform).

**odpowiedzi:**

1. down
2. taking
3. make

**LESSON 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.

skills	- fach, umiejętności (nabyte i wyuczone)
ability	- zdolność, umiejętność (naturalna, wrodzona)
skills and abilities	- ( <i>ogólnie</i> ) umiejętności/kwalifikacje zawodowe
IT	- technologia informacyjna
nowadays	- obecnie, w obecnych czasach
employer	- pracodawca
communication skills	- zdolność komunikowania się
business skills	- umiejętności handlowe, prowadzenia interesu, korespondencji handlowej itd.
writing skills	- <i>tu</i> : umiejętność prowadzenia korespondencji służbowej
research	- badania, prace naukowo-badawcze
teamwork	- praca zespołowa
adaptation	- adaptacja, przystosowanie
flexibility	- elastyczność
assistant	- asystent, pomocnik
market researcher	- osoba prowadząca badania rynku
to attend	- uczęszczać, brać udział (w czymś)
product presentation	- prezentacja produktów/towarów
job	- praca
to quantify	- <i>tu</i> : sprecyzować, wyszczególnić

### objaśnienia:

*I made my CV skill-based* – skoncentrowałam się w życiorysie przede wszystkim na swoich umiejętnościach

*to learn from the job* – uczyć się, nabierać doświadczenia na konkretnym stanowisku

zauważ:

conferences, meetings, product presentations – *you attend them*

research – *you do it (or – you research something)*

### uzupełnij zdania:

1. A highly trained and experienced worker is a (skill, skilled, skillett) worker.
2. A researcher (does, makes, leads) research.
3. I can't (tend, attend, attempt) the conference in Warsaw next week.

### odpowiedzi:

1. skilled
2. does
3. attend

## LESSON 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.

work experience	- praktyka zawodowa, doświadczenie zawodowe
vacation job	- praca wykonywana w okresie wakacji studenckich
to elect	- wybierać
peer group	- grupa rówieśnicza
teaching staff	- ciało pedagogiczne, nauczyciele, lektorzy, wykładowcy
leadership quality	- zdolności przywódcze
to invite back	- zaprosić ponownie
to re-hire	- ponownie przyjąć do pracy

#### objaśnienia:

work experience – *you have it*  
(*I've had some work experience in marketing*)

leadership qualities - *you have them or you show them*  
(*He showed some good leadership qualities while working here*)

*in a totally normal work sample* – *tu: w prawdziwej sytuacji zawodowej*

#### uzupełnij zdania:

1. I haven't had any work (practice, practise, experience) in market research yet.
2. People of the same age or status as you are your (pear, peer, rear) group.
3. Teachers or lecturers employed at a particular school or university can be referred to as the teaching (stuff, staff, stuffed).

#### odpowiedzi:

1. experience
2. peer
3. staff

**LESSON 6**  
**A covering letter**

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

25<sup>th</sup> 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 10<sup>th</sup> September and look forward to hearing from you.

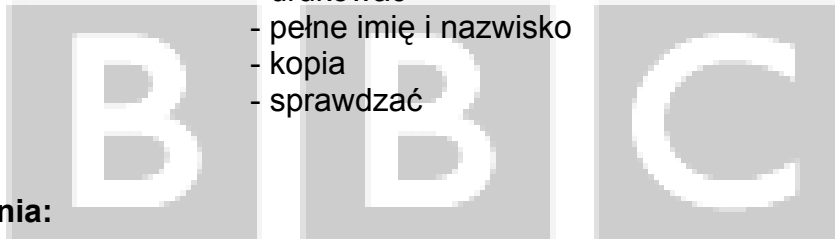
Yours sincerely,

.....  
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

covering letter	- list przewodni
to apply	- składać podanie
position	- pozycja, stanowisko
trainee	- praktykant, stażysta
assistant	- asystent, pomocnik
marketing	- marketing, dział marketingu
to mention	- wspomnieć, nadmieniść
work experience	- praktyka zawodowa
growing	- rosnący
knowledge	- wiedza
skills	- umiejętności, kwalifikacje
IT	- technologia informacyjna
available	- dostępny, osiągalny
interview	- rozmowa kwalifikacyjna
to look forward	- wyczekiwać, oczekiwać
named person	- <i>tu</i> : konkretna osoba, której nazwisko znamy
to quote	- cytować, podawać
reference number	- numer referencyjny
signature	- podpis
to print	- drukować
full name	- pełne imię i nazwisko
copy	- kopia
to check	- sprawdzać



### objaśnienia:

*I look forward to hearing from you* – zwyczajowa formułka na zakończenie listu (czekam na Pańską odpowiedź)

**Yours sincerely** – piszemy na zakończenie, jeśli list adresowany był do konkretnej osoby, np. do pana Browna

**Yours faithfully** – piszemy na zakończenie, jeśli list adresowany był do: Dear Sir or Madam, czyli nie na konkretne nazwisko

*Keep your letters one page long* – ogranicz listy do jednej strony

Zwróć uwagę na czas **Present Perfect** w tym zdaniu:

*I've been interested in working in marketing for many years, and have had two weeks' work experience with Jones Marketing Company*

### uzupełnij zdania:

1. A letter containing extra information that you send with something else is called a (covering, guiding, containing) letter.
2. A person who is being taught to do a particular job is called a (trainer, trained, trainee).

3. I wrote a letter to Mr Jones and I signed it: 'Yours (always, faithfully, sincerely)'.

**odpowiedzi:**

1. covering
2. trainee
3. sincerely

## LESSON 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.

covering letter	- list przewodni
good points	- atuty, zalety, mocne strony
desperately	- desperacko, <i>tu</i> : ogromnie
to earn readership	- zdobyć czytelnika/czytelników
CV	- życiorys zawodowy
employer	- pracodawca
consultant	- konsultant
employment agent	- pracownik biura pośrednictwa pracy
to read to reject	- czytać (np. podanie o pracę) po to, by je odrzucić
proud	- dumny
your excellences	- <i>tu</i> : twoje największe atuty/zalety/mocne strony
to come out	- ujawnić się
not necessarily	- niekoniecznie
to exaggerate	- przesadzać
to mention	- nadmieniać
fluent	- płynny
to be fluent in	- płynnie mówić (jakimś językiem)
obscure	- nieznan, zapomniany

**objaśnienia:**

*when you keep doing something – you continue doing it*

*(You need to keep every document saying positive things – utrzymuj podanie w pozytywnym tonie, pisz o samych pozytywnych rzeczach)*

**uzupełnij zdania:**

1. If you speak a foreign language well, you are (fluid, fluent, fluency) in it.
2. Something, which is obscure, is (well, little, widely) known.
3. When you exaggerate, you (over-, under-, re-) state.

**odpowiedzi:**

1. fluent
2. little
3. over-

**LESSON 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.

keep it businesslike	- utrzymuj (np. rozmowę) w rzeczowym tonie
company	- przedsiębiorstwo, firma
truthful	- prawdomówny, zgodny z prawdą
to try too hard	- za bardzo się starać, być nadgorliwym
careful	- ostrożny
bearing in mind	- biorąc pod uwagę
to look forward to	- wyczekiwać, czekać z utęsknieniem
the end of the day	- <i>tu</i> : koniec pracy
to question	- kwestionować
motivation	- motywacja
to seem	- wydawać się
adoring of the company	- adorujący firmę
keen	- gorliwy, bardzo chętny
to join	- <i>tu</i> : wejść do firmy, dostać pracę
domain	- domena, dziedzina
to avoid	- unikać

overstressing	- nadmierne podkreślanie, wybijanie
effective	- efektywny, skuteczny
to sum up	- podsumować
personal	- osobisty
businesslike	- rzeczowy

**objaśnienia:**

you look forward to doing something

*I'm looking forward to going home*

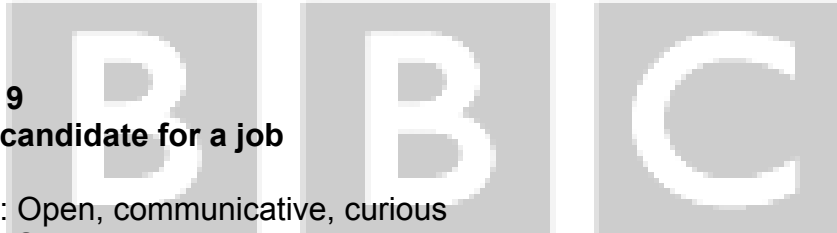
*I'm looking forward to seeing you soon*

**uzupełnij zdania:**

1. When you keep something in mind, you (bear, hold, carry) it in mind.
2. I'm looking forward to (join, joined, joining) your company.
3. Don't be too personal or emotional, keep it business(full, like, card).

**odpowiedzi:**

1. bear
2. joining
3. like



**LESSON 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?

candidate	- kandydat
job	- praca
vox pop	- (skrót od łac. <i>vox populi</i> ) głos ludu; chodzi o wypowiedzi zwykłych ludzi
open	- otwarty, prostolinijny

communicative	- komunikatywny
curious	- ciekawy (wszystkiego)
hard working	- pracowity
consistent	- konsekwentny
academic qualifications	- wyniki/osiągnięcia akademickie
team player	- ktoś, kto dobrze pracuje w zespole
leadership qualities	- zdolności przywódcze, kierowania zespołem
enthusiastic	- entuzjastyczny
full of energy	- pełen energii
friendly	- przyjazny, przyjemny, życzliwy
receptive to new ideas	- otwarty na nowe idee i pomysły, nowatorski
willing	- chętny, gotowy
to accept	- akceptować, przyjmować
advert	- ogłoszenie
applicant	- kandydat
strong command of language	- dobra znajomość języka
confident	- ufny we własne siły, pewny siebie
articulate	- umiejący się dobrze wyślowić
to require	- potrzebować
proven	- udowodniony
record	- zapis, dokument na piśmie
proven academic record	- <i>tu</i> : świadectwo szkolne, dyplom uniwersytecki

**objaśnienia:**

*aware of different ways of seeing things* – rozumiejący odmienne punkty widzenia

*willing to accept new ideas* – chętnie akceptujący nowe pomysły

**uzupełnij zdania:**

1. A good team leader must have good leadership (abilities, quantities, qualities).
2. If you can express yourself clearly in words, you are (article, articulated, articulate).
3. If you speak English well and with ease, you have a good (management, command, demand) of the language.

**odpowiedzi:**

1. qualities
2. articulate
3. command

## LESSON 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

action words

given that...

short amount of space

to put yourself across

to link

'doing' words

to achieve

to include

to acquire

to achieve

to appraise

to authorise

to establish

to expand

to come across well on paper

movement

flow

computer skills

objectives

IT

procedure

good working relationship

colleague

- dynamiczne słowa/czasowniki

- biorąc pod uwagę fakt...

- mało miejsca (*lepiej: small amount of space*)

- zaprezentować się, przedstawić

- łączyć (się)

- słowa, które oznaczają akcję, czynność

- osiągnąć

- zawierać, włączać

- zdobyć, uzyskać

- osiągnąć

- ocenić

- autoryzować, aprobować, sankcjonować

- założyć, ustanowić

- rozszerzyć, poszerzyć

- dobrze się prezentować na papierze

- ruch

- przepływ; *tu: płynność*

- ekspertyza w posługiwaniu się komputerem

- cele, zadania, wytyczne

- technologia informacyjna

- procedura

- dobre stosunki w pracy

- kolega (z pracy)

**objaśnienia:**

*what you've managed to achieve and how you've done it* – co ci się udało osiągnąć i jak to zrobiłeś (występuje tu czas **Present Perfect**, ponieważ mowa o skutku zakończonej czynności)

*they add movement and flow to what you've written* – dodają dynamiki i płynności temu, co napisałeś

**uzupełnij zdania:**

1. When you present yourself well, you come (about, above, across) well.
2. The thing you have achieved is your (achiever, achievement, achievable).
3. Make sure you have a good working (relation, relations, relationship) with your colleagues.

**odpowiedzi:**

1. across
2. achievement
3. relationship

**LESSON 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.

bullet point	- symbol wypunktowania (zaznaczany okrągłym czarnym punkcikiem)
underlining	- podkreślanie
effective	- skuteczny, efektywny
clear	- jasny, przejrzysty
to take away	- odbierać, zabierać
need	- potrzeba
flowing	- <i>tu</i> : (o zdaniu) długie, złożone
linking words	- wyrazy łączące, łączniki
to recommend	- rekomendować, polecać

to avoid	- unikać
point	- punkt, kwestia
overstated	- wyolbrzymiony, przesadzony
<b>bold characters</b>	- <b>litery i znaki pisane tłustym drukiem</b>
useful	- pożyteczny
interviewer	- osoba przeprowadzająca rozmowę kwalifikacyjną
application form	- formularz podania
overused	- nadmiernie używany
to limit	- ograniczać
to get across	- przekazać, zakomunikować, stwierdzić
to stand out	- wybijać się, wyróżniać, rzucać w oczy

### objaśnienia:

'Bullet points' komputer kreuje automatycznie. Oto jak:

naciśnij na gwiazdkę (symbol nad ósemką)

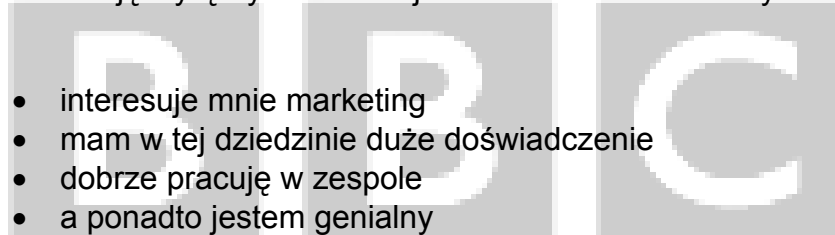
naciśnij klawisz spacji

napisz to, co ma być pierwszym punktem (np. interesuje mnie marketing)

naciśnij klawisz 'return'

automatycznie pojawi się 'bullet point'

jesli chcesz funkcję wyłączyć – naciśnij klawisz 'return' dwa razy



to są właśnie 'bullet points'

### uzupełnij zdania:

1. When you write something down, you (put, lie, rest) it down.
2. Bold print uses (brave, brash, thick) characters.
3. When you convey a message, you get it (above, across, along).

### odpowiedzi:

1. put
2. thick
3. across

## LESSON 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

KISS	- (akronim od: <b>Keep It Short and Simple</b> ). Chodzi o to, że masz być, albo raczej twój list – krótki i prosty. Czyli, że masz się nie rozpisywać
to attach	- załączać, dołączać
additional	- dodatkowy
sheet	- kartka papieru
form	- formularz
to be designed	- być zaplanowanym, sporządzonym, pomyślanym
space	- <i>tu</i> : miejsce
relevant	- istotny, odnośny, mający związek z czymś
to use up	- zużyć, wykorzystać do końca
many times over	- wiele razy
to the point	- dotyczący sedna sprawy

#### objaśnienia:

zwróć uwagę na czasownik *keep* w zdaniach

*Keep it short and sweet*

*Keep the English simple*

*Keep to the point*

*Don't use too many words where a few will do* – nie używaj zbyt wielu słów, jeśli parę wystarczy

#### uzupełnij zdania:

1. Keep it short and (stupid, silly, simple).
2. Get to the (point, matter, information).
3. Don't use (relevant, irrelevant, reverend) information.

**odpowiedzi:**

1. simple
2. point
3. irrelevant

**LESSON 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.

interview  
to prepare

to expect

to get hold of something

job description

to do research

to find out

possibly

to go round shops

financial press

ad

of any kind

competences

skills

personal characteristics

background

language

beforehand

- rozmowa kwalifikacyjna

- przygotować (się)

- oczekiwać

- zdobyć coś, uzyskać, wziąć w garść

- opis stanowiska, zakresu obowiązków

- *tu*: uzyskać informacje, dowiedzieć się

- dowiedzieć się

- *tu*: ewentualnie, jak na przykład

- przejść się po sklepach

- prasa/pisma finansowe

- (*skrót od*: advertisement) ogłoszenie

- jakiegokolwiek rodzaju

- kompetencje

- kwalifikacje, umiejętności

- cechy osobiste, cechy charakteru

- *dosł*: tło; *tu*: informacje o tobie, wykształcenie,

kwalifikacje, doświadczenie w zawodzie itp.

- język

- uprzednio, wcześniej

**objaśnienia:**

...*they will have told the candidate beforehand* – powiedzieliby kandydatowi z góry, tzn. przed rozmową kwalifikacyjną (występuje tu czas **Future Perfect**, którego używamy, jeśli przewidujemy, że w pewnym momencie w przyszłości dana czynność zostanie wykonana/zakończona)

**uzupełnij zdania:**

1. Get (grip, grab, hold) of a job description before you go for an interview.
2. Find (in, out, above) what they want from the candidate.
3. They (will, shall, won't) have told you that by the time of your interview, if they're any good.

**odpowiedzi:**

1. hold
2. out
3. will

**LESSON 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.

interview	- rozmowa kwalifikacyjna
to wear	- (o ubraniu) nosić, mieć na sobie
clothing	- odzież, ubranie (lepiej powiedzieć: <i>clothes</i> )
particularly	- szczególnie
to choose	- wybierać
to dress	- ubierać (się)
research	- badanie, badania
particular	- konkretny, szczególny
dress code	- obowiązujący strój
appropriate	- odpowiedni, właściwy
previous	- poprzedni
staff	- pracownicy, personel
suit	- garnitur, kostium, garsonka
scruffy	- niechlujny

**objaśnienia:**

Oto, jak można zadać na kilka sposobów odwieczne pytanie: W co się ubrać?

*What shall I wear?*

*What shall I put on?*

*What shall I dress in?*

Jeśli nie masz się w co ubrać, powiedz:

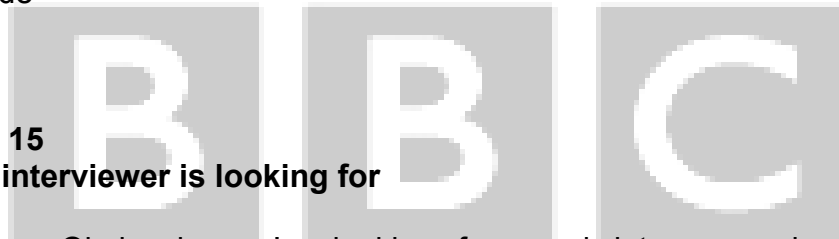
*I've got nothing to wear*

**uzupełnij zdania:**

1. I've got nothing to (dress, clothe, wear)!
2. Put a suit (on, in, into).
3. If there's no dress (sign, code, cipher) in a company, you can wear casual clothes.

**odpowiedzi:**

1. wear
2. on
3. code

**LESSON 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.

interviewer  
to look for

- osoba przeprowadzająca rozmowę kwalifikacyjną  
- szukać

interpersonal skills	- umiejętność obcowania i obchodzenia się z innymi
creativity	- inwencja twórcza
product range	- asortyment towarów
set of services	- zakres usług
flair	- talent, zmysł, zamiłowanie, styl
personality	- osobowość
opening question	- pytanie rozpoczynające rozmowę
it's intended	- ma na celu
CV	- życiorys zawodowy, CV
to go into panic	- wpaść w panikę, zacząć panikować
at this stage	- na tym etapie
overview	- streszczenie, podsumowanie
broader aspects	- szersze aspekty
interest	- zainteresowanie
family	- rodzina
to advise	- radzić

**objaśnienia:**

*We're looking for someone who will have lots of good ideas around a particular product* - szukamy kogoś, kto będzie miał wiele dobrych pomysłów związanych z konkretnym produktem

*Tell me a bit about yourself* – powiedz mi coś o sobie  
*What on earth does he want?* – co on, do licha, chce?

*a two minute overview* – a nie: *a two minutes overview* – ponieważ 'two minute' występuje tu w roli przymiotnikowej (dwuminutowy)

**uzupełnij zdania:**

1. Here's my (advise, advice, advised).
2. Go and prepare a two (minute, minutes, minutes') overview of yourself.
3. Tell your interviewer a (piece, bit, bite) about yourself.

**odpowiedzi:**

1. advice
2. minute
3. bit

**LESSON 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.

to criticise	- krytykować
former	- były, poprzedni
employer	- pracodawca
teacher	- nauczyciel
or whatever	- <i>ty/e co</i> : i tak dalej
tricky	- trudny, kłopotliwy
area	- obszar, rejon, dziedzina
interview	- rozmowa kwalifikacyjna
conventional wisdom	- konwencja i zdrowy rozsądek
honest	- uczciwy
to involve	- wymagać, dotyczyć
explanation	- wyjaśnienie
interviewer	- osoba prowadząca rozmowę kwalifikacyjną
practice	- praktyka
choice	- wybór

**uzupełnij zdania:**

1. It's not good (practise, practice, practised) to criticise your former employer.
2. Sometimes you may not have the (choose, chose, choice), though.
3. The person who is being interviewed is called an (interview, interviewer, interviewee).

**odpowiedzi:**

1. practice
2. choice
3. interviewee

**LESSON 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.

interview	- rozmowa kwalifikacyjna
to feel nervous	- być zdenerwowanym
to be excited	- być podekscytowanym
coming	- nadchodzący, zbliżający się
to prepare	- przygotować (się)
interviewer	- osoba przeprowadzająca rozmowę kwalifikacyjną
example	- przykład
suit	- <i>tu</i> : kostium, garsonka
make sure	- upewnić się, zapewnić
to be late	- być spóźnionym
subject	- przedmiot
economics	- ekonomia (dział wiedzy)
relevant	- istotny, odnośny, mający związek z czymś
world's economy	- gospodarka światowa
tool	- narzędzie
unusual	- niezwykły
to hear	- słyszeć
to research for sth	- przygotować się do czegoś, zbadać
actually	- w rzeczy samej, faktycznie, istotnie
to work out	- rozpracować
to phrase	- wyrażać, formułować (np. pytanie)

**objaśnienia:**

You are *supposed to do* something - masz coś zrobić, bo tak zostało to umówione czy zaaranżowane

(*I'm supposed to have an interview* – mam mieć, umówiona jestem na rozmowę kwalifikacyjną)

*Sometimes the interviewers don't phrase it very well* – czasami osoby prowadzące rozmowę kwalifikacyjną nie potrafią odpowiednio sformułować pytania

**uzupełnij zdania:**

1. I studied (economy, economics, economize) at the university.
2. I'm (suppose, supposed, supposedly) to have an interview at 3 o'clock.
3. This is the question you have to research (in, up, for).

**odpowiedzi:**

1. economics
2. supposed
3. for

**LESSON 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.

market research	- badania rynku
analytical	- analityczny
data analysis	- analiza danych
desk job	- praca przy biurku
marketing	- marketing
involved	- zaangażowany, mający związek z
customer	- klient
to go into	- wchodzić, zagłębiać się, zająć się
outgoing	- (o osobie) otwarta, ekstrawertyczna
personality	- osobowość
choice	- wybór
route	- droga, trasa, szlak
to prefer	- woleć, preferować
to interact with	- współdziałać, kontaktować się z
to deal with	- utrzymywać stosunki, prowadzić interesy, zajmować się, radzić sobie
tool	- narzędzie

### objaśnienia:

#### to go into

*When you become involved or start working in market research – you can say that you are going into market research*

#### uzupełnij zdania:

1. I'd like to go (in, into, inside) market research.
2. She's got an (outgoing, outside, outgrowing) personality.
3. In marketing you also need (analysing, analytical, analysis) tools to understand the data and the information.

#### odpowiedzi:

1. into
2. outgoing
3. analytical

## LESSON 19

### Let's imagine...

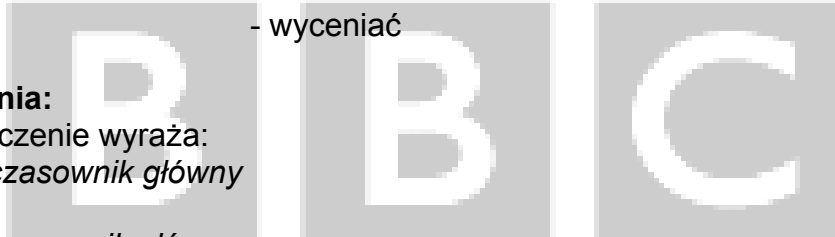
Bill: Let's imagine for a minute you've been successful and someone's employed you in a marketing role. They have a new product that they want to launch on the market. How would you tackle that? What kind of questions would you ask? What kind of ideas might you have? It's a new washing powder.

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.

let's imagine	- wyobraźmy sobie
to be successful	- odnosić sukcesy
to employ	- zatrudniać
marketing	- marketing
role	- rola
to launch	- wypuścić na rynek, wylansować
market	- rynek
to tackle	- obchodzić się z czymś, radzić sobie, załatwiać
washing powder	- proszek do prania
to research	- przeprowadzić badania
competition	- konkurencja
producer	- producent
quality	- jakość
price	- cena
to price	- wyceniać

**objaśnienia:**

Przypuszczenie wyraża:  
*would* + czasownik główny  
albo  
*might* + czasownik główny



How would you tackle that? (Jak byś się tym zajęła?)

What kind of questions would you ask? (Jakie pytania byś zadała?)

What kind of ideas might you have? (Jakie miałabyś pomysły?)

**uzupełnij zdania:**

1. When you give somebody a job, you (employ, employer, employee) them.
2. When you make a product available on the market for the first time, you (lunch, launch, discharge) it.
3. I don't know how to (wrestle, tackle, seize) this problem.

**odpowiedzi:**

1. employ
2. launch
3. tackle

## LESSON 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.

to handle	- poradzić sobie, uporać się z czymś
to happen	- zdarzać się, wydarzać
clothes	- ubranie
damage	- szkoda, zniszczenie
to compensate for	- rekompensować (komuś coś)
customer	- klient
to cause	- powodować, wyrządzać
in saying sorry...	- mówiąc przepraszam...
to accept responsibility	- przyznawać się do odpowiedzialności
washing powder	- proszek do prania
washing machine	- pralka
to wonder	- <i>tu</i> : zastanawiać się
to calm sb down	- uspokajać kogoś
actually	- istotnie, faktycznie

#### objaśnienia:

zauważ:

*you handle a difficult situation/ problem/ person/conversation*

*you cause the damage*

*you compensate for the damage caused*

*you accept responsibility for the damage caused*

#### uzupełnij zdania:

1. I'm sorry for the damage (caused, made, produced).
2. I (agree, adopt, accept) responsibility for it.
3. I wish I could have (held, handled, gripped) this problem better.

#### odpowiedzi:

1. caused

2. accept
3. handled

## LESSON 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.

strengths and weaknesses

to possess  
communication skills

written  
spoken  
coursework

to grant  
merit  
distinction  
assignment  
fund-raiser

to persuade  
to donate  
interpersonal skills  
'cos  
to be involved  
extra-curriculum activities  
to get better  
to put down  
contact number

- *dost*: siły i słabości; mocne i słabe strony,  
zalety i wady

- posiadać  
- komunikatywność, zdolność komunikowania  
się z innymi

- pisemny  
- ustny

- prace okresowe, wymagane w ramach  
programu nauczania

- przyznać, udzielać  
- specjalna pochwała  
- wyróżnienie

- zadanie do wykonania

- osoba zajmująca się zbieraniem funduszy na  
jakieś cele, np. charytatywne

- nakłonić

- ofiarować

- umiejętność obcowania z innymi

= because

- być zaangażowanym

- dodatkowe zajęcia

- *tu*: poprawić się

- *tu*: zapisać

- numer telefonu, pod którym można się z kimś  
skontaktować

**objaśnienia:**

as I say – jak już mówiłam/nadmieniałam

**I'm very bad with... = I can't do it well**

*I'm very bad with names = I can't remember people's names*

**uzupełnij zdania:**

1. Your good and bad points are your strengths and (powerlessness, fondness, weaknesses).
2. He's got (tough, strong, stark) communication skills.
3. I'm very (evil, wrong, bad) with people's faces – I can't remember them at all.

**odpowiedzi:**

1. weaknesses
2. strong
3. bad

**LESSON 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.

do a good selling job  
to go well  
interviewer  
to practise

- *tu*: dobrze się 'sprzedaj' (zaprezentuj)  
- dobrze przebiegać, pójść, układać się  
- osoba przeprowadzająca rozmowę kwalifikacyjną  
- ćwiczyć, praktykować

example	- przykład
practice	- praktyka
to master	- opanować (do perfekcji)
relatively easy	- stosunkowo łatwy
even though	- aczkolwiek, chociaż
accent	- akcent
to move	- ruszać, poruszać
body	- ciało
to sit still	- siedzieć bez ruchu
to grip one's fingers	- zaciskać palce
to maintain eye contact	- utrzymywać kontakt wzrokowy
throughout	- przez cały czas

**objaśnienia:**

*Merry interviewed very well – tu: Merry dobrze wypadła na rozmowie kwalifikacyjnej, zrobiła dobre wrażenie*

*She did a very good selling job – bardzo dobrze się ‘sprzedała’ (zaprezentowała)*

**uzupełnij zdania:**

1. I need more (practice, practise, practical) before I can apply for this job.
2. I need to work harder in order to (muster, master, mister) my skills.
3. She presented herself very well – I think she did a very good (trading, selling, sailing) job.

**odpowiedzi:**

1. practice
2. master
3. selling

**LESSON 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.

turn the question round  
strengths and weaknesses  
to possess  
communication skills

written  
spoken  
coursework

great!  
to expect  
to practise  
mirror  
to make sure  
right  
tone  
feeling  
to convince  
to donate  
LSE

cancer  
charity  
oh dear!  
bored  
to get better  
to put down  
contact number

to answer  
to hope  
to forget

- przestaw pytanie, odwróć jego kolejność
- silne i mocne strony, wady i zalety
- posiadać
- komunikatywność, zdolność komunikowania się z innymi
- pisemny
- ustny
- prace wymagane w ramach programu nauczania
- świetnie!
- spodziewać się, oczekiwać
- praktykować, ćwiczyć
- lustro
- upewnić się, zapewnić
- *tu*: właściwy
- ton
- uczucie
- przekonać
- ofiarować
- London School of Economics (Londyńska Wyższa Szkoła Nauk Ekonomicznych i Politycznych)
- rak
- organizacja charytatywna
- ojej!
- znudzony
- *tu*: poprawić się
- *tu*: zapisać
- numer telefonu, pod którym można się z kimś skontaktować
- odpowiadać
- mieć nadzieję
- zapominać

interviewer	- osoba prowadząca rozmowę kwalifikacyjną
to move on	- <i>tu</i> : przejść do (następnej kwestii)
high note	- <i>tu</i> : pozytywna nuta, miły akcent
low note	- <i>tu</i> : negatywna nuta, niemiły akcent
advice	- rada

### objaśnienia:

\* zdania w nawiasach pisane kursywą oznaczają myśli Merry

*answer the question the other way round* – odpowiedz na pytanie w innej kolejności (to znaczy najpierw mów o wadach, a później o zaletach)

*you would've left the answer on a high note* – zakończyłabyś odpowiedź dobrą nutą, miłym akcentem

### uzupełnij zdania:

1. Turn the question the other way (round, around, about).
2. Start with your weaknesses and move (in, up, on) to your strengths.
3. This is my (advise, advice, advised).

### odpowiedzi:

1. round
2. on
3. advice



## LESSON 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.

body language	- mowa ciała
to fold arms	- krzyżować ramiona
to lean back	- wyginać się do tyłu
to sprawl in the chair	- rozwalać się na krześle
patronising	- protekcyjny
dismissive	- lekceważący
to avoid	- unikać
to maintain posture	- utrzymywać
eye contact	- postawa, postura
relaxed	- kontakt wzrokowy
to pick up interviewer	- zrelaksowany
	- <i>tu</i> : zorientować się
	- osoba przeprowadzająca rozmowę kwalifikacyjną
clue	- wskazówka, klucz
to break	- <i>tu</i> : przerwać, zerwać
to look away	- <i>tu</i> : unikać czyjegoś wzroku, patrzeć gdzieś indziej
to put down	- położyć
to put away	- odłożyć
to go to sleep	- usnąć
to joke	- żartować
to nod	- potakiwać, kiwać głową

### objaśnienia:

#### What can you fold?

*You fold your clothes* (składasz ubranie)

*You fold your bed away* (składasz łóżko)

*You fold your table up* (składasz stół)

*You fold your arms and legs* (krzyżujesz ramiona i nogi)

but:

*Your legs can fold under you* (nogi się mogą pod tobą ugiąć)

#### uzupełnij zdania:

1. Body (speech, chat, language) is very important.
2. There are lots of (cues, queues, clues) which show that somebody has stopped listening.
3. When you break eye contact, you look (in, into, away).

#### odpowiedzi:

1. language
2. clues
3. away

## LESSON 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".

take time and trouble	- znaleźć czas i chęć, pofatyguj się
to look for	- szukać
to prepare	- przygotować
interview	- rozmowa kwalifikacyjna
to put together	- <i>tu</i> : przygotować
demonstration	- <i>tu</i> : dowód, przykład
interest in the job	- zainteresowanie pracą
preparation	- przygotowanie
company	- firma, przedsiębiorstwo
to employ	- zatrudniać
thoughtful	- myślący

#### objaśnienia:

*you can usually find something left* – zawsze znajdziesz coś, co zostało (*tu*: nieomówione, niedomówione)

#### uzupełnij zdania:

1. Take time and (hassle, trouble, problem) to prepare for the interview.
2. Try to put some questions (together, altogether, jointly) beforehand.
3. Make sure you do your (prepare, preparing, preparation)!

#### odpowiedzi:

1. trouble
2. together
3. preparation

## LESSON 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.

non-verbal signs	- sygnały niewerbalne
to pass	- <i>tu</i> : przesyłać, przechodzić
actually	- w istocie, faktycznie
verbal	- werbalny, językowy
to receive	- odbierać, otrzymywać
interviewee	- osoba, z którą prowadzi się rozmowę kwalifikacyjną
body language	- mowa ciała
to get sth right	- robić coś dobrze, pojąć jak się coś robi, nauczyć się czymś odpowiednio posługiwać
to lean towards	- nachylać się w kierunku, w stronę
interviewer	- osoba, która przeprowadza rozmowę kwalifikacyjną
to point toward	- wyciągać/wskazywać w kierunku, w stronę
to mimic	- naśladować, imitować
posture	- postura, postawa, sylwetka
to imply	- implikować, wskazywać
to get on with sb	- zgadzać się z kimś, dobrze rozumieć się nawzajem, umieć obcować
practice	- praktyka
questioner	- osoba zadająca pytania
in turn	- po kolei
eye contact	- kontakt wzrokowy
panel member	- członek komisji, zespołu
to participate	- brać udział
all the way through	- przez cały czas
to feel left out	- czuć się wyłączonym (z czegoś), odizolowanym

### objaśnienia:

*get the body language right* – opanuj mowę ciała, naucz się nim odpowiednio posługiwać

*this makes them feel as if ...* – czują się, jak gdyby...

*signals*

*you send them*

*you receive them*

*they pass between people*

**uzupełnij zdania:**

1. Non-verbal signals do not use (speak, speech, verbs).
2. Get your body language (proper, left, right).
3. Try and get (in, through, on) with your interviewer!

**odpowiedzi:**

1. speech
2. right
3. on

**LESSON 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.

feedback	- reakcja, opinia, wyjaśnienie, odpowiedź na coś
interview	- rozmowa kwalifikacyjna
to write down	- zapisać
to ask	- pytać
to call sb up	- zadzwonić do kogoś
to get rejected	- zostać odrzuconym
to remember	- pamiętać
horrible	- okropny
to improve	- polepszyć, poprawić
interview skills	- <i>tu</i> : technika odbywania rozmowy kwalifikacyjnej, umiejętność właściwego odpowiadania na pytania
to learn from sth	- uczyć się na błędach, wyciągać naukę
mistake	- błąd

**objaśnienia:**

*interview skills* mogą odnosić się do osoby przeprowadzającej rozmowę kwalifikacyjną (*interviewer*) – wówczas będzie to umiejętność prowadzenia takiej rozmowy – albo do osoby odbywającej rozmowę (*interviewee*) – wówczas będzie to umiejętność odpowiadania na zadawane pytania

*mistakes* – you make them

**uzupełnij zdania:**

1. The interviewer will give you some (feedbag, feedback, feeder) on how good you were, ...
2. ...if you call him (up, down, in).
3. Don't worry, even if you get (reject, rejected, rejection), you will get another job!

**odpowiedzi:**

1. feedback
2. up
3. rejected

**LESSON 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!

fed up	- znudzony czymś, mający czegoś dosyć
job	- praca
advertisement	- ogłoszenie
newspaper	- gazeta
training scheme	- kurs szkoleniowy
to apply for	- złożyć podanie o..., ubiegać się o...

I didn't get it	- nie dostałem tej pracy
interview	- rozmowa kwalifikacyjna
reason	- powód
proper	- odpowiedni
experience	- doświadczenie
to go away	- pójść sobie, odejść
local radio station	- lokalna rozgłośnia radiowa
volunteer work	- praca ochotnicza, bez zapłaty
radio producer	- producent radiowy
to be advertised	- być ogłoszonym

### objaśnienia:

*I was getting a bit fed up* – zaczynałem mieć (tego) trochę dosyć

*education radio producer* – producent radiowy w dziale programów edukacyjnych

***I'd been doing that job for 13 years*** – w zdaniu występuje czas Past perfect Continuous, ponieważ mowa o czynności, która trwała przez dłuższy czas (13 years) przed inną czynnością przeszłą

### uzupełnij zdania:

1. If you're getting fed (in, up, down) with your job, it's time for a change.
2. A person who volunteers to do something is a (voluntary, volunteer, voluntarily).
3. If you lack experience, you are (in, un, de)experienced.

### odpowiedzi:

1. up
2. volunteer
3. in

## LESSON 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!

clerk	- urzędnik
studio manager	- realizator dźwięku
job	- praca
to apply	- składać podanie
interview	- rozmowa kwalifikacyjna
to oversleep	- zasnąć
to be ashamed	- być zawstydzonym
to ring up	- zadzwonić
ill	- chory
appalling	- okropne, <i>tu</i> : godne pogardy
alarm clock	- budzik
to suggest	- zasugerować
tape	- taśma
to look for	- szukać
to do the audition	- wziąć udział w przesłuchaniach

**objaśnienia:**

I'd been doing **that for three years** – występuje tu czas *Past Perfect Continuous*, ponieważ mowa o czynności, która odbyła się przed inną czynnością przeszłą i trwała przez długi czas (3 years)

I didn't make it - *tu*: nie udało mi się przyjść (na tę rozmowę)

***I'd been working*** for the BBC in the drama department - w zdaniu występuje czas *Past Perfect Continuous*

*...it happened that they were looking for somebody* - tak się właśnie złożyło, że kogoś szukali

**uzupełnij zdania:**

1. I came too late; I didn't (make, do, achieve) it in time.
2. I was (shamed, ashamed, shameful) of myself.
3. I made sure that next time I did not (oversleep, overslept, sleepover).

**odpowiedzi:**

1. make
2. ashamed

### 3. oversleep

## LESSON 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!

accountant	- księgowy
recession	- recesja
round	- runda, etap
redundancy	- redukcja etatów, zwolnienie z pracy
to be made redundant	- stracić pracę z powodu redukcji etatów
to lose	- tracić
advert	- ogłoszenie
by chance	- przez przypadek
to be lucky	- mieć szczęście
boss	- szef, zwierzchnik
vacancy	- wakat
managing director	- dyrektor (naczelný)
to be recommended	- być zarekomendowanym, poleconym

#### objaśnienia:

*I went along* = I went

Zwróć uwagę na czas zaprzeszy Past Perfect w zdaniach:

***I'd worked*** there for 20 years or more

and because ***I'd been recommended*** – I got that job!

używamy go, kiedy jedna czynność poprzedziła inną w przeszłości

#### uzupełnij zdania:

1. I was (done, made, forced) redundant during the recession.
2. There were no (vacancies, vocation, careers) in my firm, so I couldn't apply for a job there.
3. Fortunately, I was (commended, recommended, reprimanded) by my old boss to another firm – and I got the job!

#### odpowiedzi:

1. made
2. vacancies
3. recommended

