



- Narrator:** Hold tight please! This is Anna, on a bus going to an interview for a job as a sales executive at Tip Top Trading – one of London's fastest growing companies. How are you feeling Anna?
- Anna:** Oh, a little nervous but I really want this job.
- Narrator:** Well don't worry Anna, as long as you say the right things, you'll be fine.
- Anna:** The right things!? Like what?
- Narrator:** You need to sell yourself, be confident, not arrogant and give examples.
Like: A good example that comes to mind.
I'm particularly proud of.
Timekeeping is important to me.
- Anna:** Oh right. Thanks. Perhaps you can come with me?
- Narrator:** Sorry Anna, you're on your own now – but we'll be listening in. Look! You've just arrived. Good luck!
- Paul:** Come in. Hello, I'm Paul, the Manager of Tip Top Trading. And you must be....?
- Anna:** It's Anna.
- Paul:** Yes, very good. Thanks for coming. Now somewhere in this pile, I've got your CV...
- Anna:** Err, is that it there?
- Paul:** Oh yes, thanks Hannah. Your qualifications look impressive but what sales experience can you bring to our company?
- Anna:** I worked in a shop once.
- Narrator:** Ohhh Anna! Sell yourself. Give a good example!
- Anna:** Oh right...mmm....well a good example that comes to mind is when I was involved with a campaign to promote and sell a new range of clothes – I loved doing it and it was...

Denise: Oh sorry, excuse me, here's your tea Paul.

Paul: Thanks Denise. Now Anna, it looks like you've achieved a lot during your time at university. Could you give me an example of good team working during your time there?

Denise: Sorry! I forgot the sugar.

Paul: Thank you Denise.

Anna: Hmm, so you want an example? I was the treasurer of the debating society at university. That was OK I suppose.

Narrator: Come on Anna. Be more enthusiastic – the debating society is exciting!

Anna: I mean... I'm particularly proud of how I organised the finances for the debating society. We had a very small budget and I had to make decisions on what to buy.

Narrator: I like it! "I'm particularly proud of" - Positive but not boasting. You're doing well.

Paul: Very impressive – so you're a good planner Anna! We like organised people here... ooops, silly me. I seemed to have spilt tea over your CV.

Anna: Oh, do you need some help?

Paul: Oh no...I'm sure it'll dry out... carry on please...

Anna: Also... timekeeping is important to me...

Narrator: "Timekeeping is important to me" – that's good!

Anna: I always try to complete my work on time. At university I never handed my assignments in late.

Paul: That's good to hear. We like punctuality here...

Denise: Excuse me Paul. Sorry it's a bit late – but I thought you might like a biscuit with your tea.

Paul: Hmm thanks....oh lovely, custard creams... mmm. Now Hannah, finally I wanted to ask you what exactly made you apply for this job at this company?

Anna: Errrr... ooo... well. The reason I applied is....

Narrator: Yes, yes, yes Anna? Do you need a bit more time to think?

Anna: Errr...mmm...

Narrator: What's she going to say? How would you answer that? Join us next time to find out. Before we go, here's a reminder of some of the great lines Anna's used today...

*A good example that comes to mind
I'm particularly proud of.
Timekeeping is important to me.*

Until next time, bye bye!

- **Listening comprehension question**
What was Anna's role in the university debating society?
She was treasurer.