



## Changing jobs

A

 CD1.4 **Melissa Foux is the Finance Director of CSC Media Limited, a television company. Listen to the first part of the interview and answer these questions.**


- 1 How does she describe her current company?
- 2 What was her previous job?
- 3 Why is it easy to move from sector to sector in the finance world?

B

 CD1.5 **Listen to the second part and complete this extract.**


When I was a student, although I was studying .....<sup>1</sup>, I thought I would like to do something .....<sup>2</sup> afterwards, and I actually did a summer .....<sup>3</sup> with one of the big .....<sup>4</sup> firms, which was an excellent way to get an .....<sup>5</sup> of what the job would be like. I started off as an auditor, and it was through that .....<sup>6</sup> that I got my first job.

**C**

 **CD1.6** Melissa is asked if she has had any good advice during her career. Listen to the third part and number these points in the order in which she mentions them.

- a) maintain clarity
- b) be able to see the key point and the key decision you have to make
- c) do not overcomplicate things

**D**

 **CD1.7** Listen to the final part and decide which was the interviewer's question (a, b or c).

- a) What is the most interesting question you have been asked at interview?
- b) What is the key difference between people who work in finance and those who work in research?
- c) How would you advise people who are starting their careers?

**E** **In groups, discuss these questions.**

- 1 What do you hope to do in the future in your career?
- 2 Do you think there is an ideal career for you? What is it? Why?
- 3 What is the best advice you have been given during your career or your studies?

**CD1 TRACK 4 (I = INTERVIEWER, MF = MELISSA FOUX)**

**I:** Can you tell us about your job?

**MF:** I'm currently the Finance Director of CSC Media Limited, Chart Show Channels Group, which is the largest independent television business in the UK. We have a mixture of 16 channels – some are music, some are children's and some are movie channels.

**I:** What was your previous job?

**MF:** I was previously the Finance Director of a chocolate-pudding business, so very different from television. But, um, the good thing about being in the finance world is that it's relatively easy to move from sector to sector. The basic skills that you need are, are similar in each case.

**CD1 TRACK 5 (I = INTERVIEWER, MF = MELISSA FOUX)**

**I:** How did you get into finance as a career?

**MF:** When I was a student, although I was studying chemistry, I thought I would like to do something, er, different afterwards, and I actually did a summer internship with one of the big accountancy firms, um, which was, which was an excellent way to get an understanding of what the job would be like. I started off as an auditor, and it was, it was through that experience that I got my first job.



**CD1 TRACK 6 (I = INTERVIEWER, MF = MELISSA FOUX)**

**I:** Have you had any good advice during your career?

**MF:** Um, yes, I've had lots of advice during my working career. I think the thing that stands out is, really, not to overcomplicate things. Um, especially in the finance world, people can get bogged down in a lot of detail, and it's important to try and maintain clarity and always be able to see above all the numbers that you're given and all the data, and what is really the key point and the key decision you have to make.

**CD1 TRACK 7 (MF = MELISSA FOUX)**

**MF:** What I found, in coming across people who've applied for positions in the companies I've worked, um, in, is ... the key difference is, people who've done a lot of research on the companies that they've applied to. People have taken the time to, not just read company accounts, but, you know, research on what the company is moving into, and are able to really ask those interesting questions at interview. It makes all the difference. So I say, research is the key.

# Uses

## 1 We use *can* and *could* to:

- make requests.

**Can** I make a phone call?

**Could** you tell me the time, please? (a little more formal)

- give or refuse permission.

You **can** use my mobile phone.

You **can't** go in there. It's private.

- make an offer.

**Can** I help you?

I **can** take you to the station if you like.

- describe ability.

Paola **can** speak Chinese.

When he was younger, he **could** (= was able to) run a marathon in under three hours.

- say that something is possible or impossible.

You **can** make a lot of money if you work hard.

I **can't** get through to them. Their phone's always engaged.

## 2 We also use *could* to refer to future possibilities.

I think we **could** increase our market share in the long term.

3 We use *would* to:

- make requests.

**Would** you open the door for me, please?

- make offers.

**Would** you like a glass of water?

- describe imaginary situations.

I **would** buy a Ferrari if I had enough money.

Modal verbs are very common in English. Match these functions (a–c) to the examples (1–3).

a) making an offer

b) describing ability

c) making a request

1 **Can** you help me?

**Could** you say that again, please?

2 **Can** I help you?

**Would** you like a cup of coffee?

3 I **can** speak Polish and Russian.

She **could** read and write before she was three.





**A**

**Rearrange the words to make questions from a job interview. Then decide whether each question is a) making a request, b) making an offer, or c) asking about ability.**

1 get / you / can / I / a drink / ?

*Can I get you a drink? (b)*

2 e-mail address / your / confirm / I / could / ?

3 can / you / spreadsheets / use / ?

4 speak / languages / any other / you / can / ?

5 about / tell / you / job / us / your present / more / could / ?

6 tell / your current salary / me / you / could / ?

7 would you / as soon as possible / your decision / let us know / ?

8 start / you / when / can / ?

9 like / tea / some more / you / would / ?



**Match the questions in Exercise A (1–9) to these interviewee's answers (a–i).**

- a) It's €60,000 a year.
- b) Not very well, but I'm doing a course next week.
- c) I can let you know next week.
- d) Thank you. A cup of tea, please.
- e) The address is correct, but I've got a new mobile number.
- f) I'd love some. Thank you.
- g) Well, I'm currently supervising an HR project.
- h) Yes, I can speak Korean and Japanese.
- i) My notice period is two months.

**C**

**Work in pairs. Student A is an interviewer and Student B is an interviewee.**

Student A: Follow the instructions below.

Student B: Answer the questions truthfully.

**Then switch roles.**

**Student A**

- Offer tea or coffee.
- Find out Student B's ability to:
  - 1 speak any languages;
  - 2 use Excel, PowerPoint or Publisher;
  - 3 drive.

- Ask Student B:
  - 1 to tell you about themselves;
  - 2 for the best number to contact them on tomorrow;
  - 3 to repeat the number;
  - 4 if they would like to work abroad;
  - 5 if there are any hours they wouldn't be able to work.

I eat **a piece** of meat  
[aɪ i:t ə pi:s bʌ mi:t]

