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Unit 1

Enjoy Your Stay!



Warming Up

1. Do you have plans to continue studying for your master's degree? Why or why not?
2. Do you want to study abroad? Why or why not?
3. Have you ever been on any job interviews?
If yes, please list major questions you are asked in the interview. If not, what do you think would be the major questions asked in the job interview?
4. What should you do to leave a good impression on your interviewer in a job interview?
Why? What shouldn't you do? Why not?

Ming's Email



Hi, Lily,

I just got a call from the Department of Sociology at Columbia University. They called me for an appointment for a telephone interview. I'm thrilled! You know how much I want to go to Columbia and how hard I've tried to make it happen. But I also feel a little worried because I'm afraid of talking in English over the phone—as an English major, you may not have such worries. Anyway, I'll do my best to make my dream come true. Wish me good luck!

Ming

Listening



In this part, you are going to listen to three conversations.

Conversation 1

 Listen to the first conversation, and answer Questions 1 & 2.

1. What is the purpose of this conversation?
2. Whom is Ming speaking to in this conversation?

 Listen to the conversation again and answer Questions 3 & 4.

3. What does Ming want to study?
4. Where does Ming want to go? Why?



Conversation 2

 Listen to the second conversation and answer Questions 5 & 6.

5. Where does the conversation take place?
6. What is Ming doing there?

 Listen to the conversation again and answer Questions 7 & 8.

7. How long will Ming stay in the U.S.?
8. What is Ming going to do after studying in the U.S.?



Conversation 3

 Listen to the third conversation and answer Questions 9 & 10.

9. Where does the conversation take place?
10. Whom is Ming speaking to in this conversation?

 Listen to the conversation again and answer Questions 11 & 12.

11. Why can't Lin Hua come to meet Ming?
12. Where is Ming going to stay tonight?

Tapescript

Conversation 1 Telephone Interview

Ming: Hello!

Ms. Neilson: Hello! May I speak to Mr. Ming Chen, Please?

Ming: Speaking.

Ms. Neilson: Hi, this is Coral Neilson from the Sociology Department at Columbia. We talked last week over the phone.

Ming: Oh, hi, Ms. Neilson.

Ms. Neilson: I will give the phone over to Dr. David Clifton, Director of the Graduate Program in the department. He will speak to you.

Ming: OK, thanks.

Dr. Clifton: Hello, Ming. Or Chen?

Ming: Hello, Dr. Clifton. Please call me Ming.

Dr. Clifton: OK, Ming. I have some questions for you. Are you ready?

Ming: Sure. Could you please say it a bit louder? The connection is not very good.

Dr. Clifton: Sure. The first question is: Why do you want to further your studies in our department? Can you hear me clearly?

Ming: Yes, I got the question. Well, I want to further my studies at Columbia because it's one of the best schools in the United States and in the world. Your department is well recognized in social studies, with several world-renowned professors. It would be great if I could study and do research work in your department.

Dr. Clifton: Good. Now I have several questions to ask you about your research interests...

Conversation 2 Visa Interview

Ming: Good morning, Sir.

Visa officer: Morning. What's your name?

Ming: My name is Ming Chen. M-I-N-G Ming, C-H-E-N Chen.

Visa officer: OK, Ming, why do you want to go to the United States?

Ming: I'm graduating from college this summer and I want to further my studies at the Columbia University in New York.

Visa officer: Oh, it's a top school. What are you going to study there?

Ming: Sociology. It's my major. I love it. That's why I want to further my studies in this field.

Visa officer: How long will you stay in the States?

Ming: I'll stay for one year and a half till I get my master's degree.

Visa officer: What's your plan after you finish your studies at Columbia?

Ming: After I finish studying, I want to teach at a large university in Beijing or Shanghai.

Visa officer: If you got a good job offer in the States, would you stay?

Ming: No, I wouldn't. I want to live here in China. My family and friends are here. It's my home.

Visa officer: OK, please go to Window 12 to get your visa.

Conversation 3 Arriving at the JFK International Airport

Customs officer: Good morning. Your passport, please.

Ming: Here you are.

Customs officer: What is the purpose of your trip to the United States?

Ming: I'm a student at the Columbia University in New York.

Customs officer: OK, here's your passport. Enjoy your stay!

...

Ming: Excuse me. My name is on your sign. Are you expecting Chen Ming from China?

Jeong: Yes. You're Chen Ming?

Ming: Yes, I am. Are you Lin Hua from the Chinese Students Society at Columbia?

Jeong: No, I'm not. Hua is my roommate. He can't come because of an emergency in the lab. He asked me to meet you at the airport. I'm Jeong.

Ming: Hi, Jeong. Are you from China?

Jeong: No. I'm Korean. But I've been to China once. I took a two-month Chinese language course at Beijing Language Institute three years ago.

Ming: Really? Then let's speak Chinese!

Jeong: Oh, no. My Chinese is no more than *nihao*, *xiexie*, and *chile ma*. Let's just speak English. Your English is really good.

Ming: Thanks. Where are we going?

Jeong: North Manhattan. I'll take you to the school guesthouse. Hua has booked a room for you.

Ming: Good. Let's go!



Language Notes

Columbia 哥伦比亚大学，在这里省略了 University。

talked over the phone 通过电话

The connection is not very good. (电话的) 连接不太好。

further your studies 学习深造

It's well recognized in social studies. 这所学校的社会学很有名。

a top school 一所名校

My name is on your sign. 我的名字在你的牌子上 (sign 这里指接人的牌子)。

Are you expecting Chen Ming from China? 你是在等从中国来的陈明吗?

the Chinese Students Society 中国学生会

an emergency 急事

My Chinese is no more than *nihao*, *xiexie*, and *chile ma*. 我只会用中文说“你好”、“谢谢”和“吃了吗”。

booked a room 预定了房间



Cultural Notes

Many Chinese students want to pursue their master's or Ph.D.'s degree in Western universities, especially in American schools. However, it usually takes much time and effort to apply for a Western school, and the chance of getting admitted into a good school is not very high. There are always far more applicants than the quotas set for the international students. Only the most competitive candidates will be selected. Therefore, if you dream of studying abroad, you should, first of all, have faith in your intellectual abilities and other skills; secondly, you need to be mentally prepared for a long and sometimes frustrating process of fulfilling your dream. It begins with such painful tests as IELTS, TOEFL, GRE, and GMAT that are required for graduate studies in countries like the U. K., U.S., Canada, and so on. Once you have earned satisfactory scores in these tests, you can start searching for information about universities and institutes where you would like to further your studies. When you decide on the places you want to go to, you can write to them and ask for application forms. Or you can visit their websites and download those forms. Then you will be busy filling out forms, writing personal statements, requesting recommendation letters, etc. After you mail your applications to the schools you desire, you will have to wait for several months for the results to come in. Such a long waiting period can be rather frustrating. Finally, you receive letters from some of the schools you had applied to, accepting your application. One or two of them even give you a full scholarship as you had wished. At this point, you are just one step away from achieving your goal, but it is a big step—you need to get a visa. Only when you get a student visa, can you fulfill your dream of studying abroad.



Language Study



Task 1: Listen to Conversation 1 again. Write down the sentences that can be used in school admission interviews.

Sentences from Dr. Clifton:

- 1.
- 2.

Sentences from Ming:

- 1.
 - 2.
-

➤ **Task 2:** Listen to Conversation 2 again. Write down the sentences that can be used in visa application interviews.

Sentences from the Visa officer:

- 1.
- 2.

Sentences from Ming:

- 1.
 - 2.
-

➤ **Task 3:** Listen to Conversation 3 again. Write down the sentences that can be used at customs.

Sentences from the Customs officer:

- 1.
- 2.

Sentences from Ming:

- 1.
 - 2.
-

➤ **Task 4:** How many words do you know about academic programs? Write down as many words as you know.

➤ **Task 5:** How many words do you know are related to an airport? Write down as many words as you know.

If you would like to know more sentences or expressions commonly used in the above occasions, please refer to Appendix I at the end of this unit.

Speaking

Activity 1: Conversation Completion

Directions: Complete the conversations with the appropriate responses.

School Admission Interviews

Conversation 1

Richard Enders: Hello! May I speak to Ling Wang please?

Ling Wang: _____.

Richard Enders: Hi, this is Richard Enders from Stanford. Ms. Moore called you two days ago and scheduled today's interview.

Ling Wang: _____.

Richard Enders: OK, I have some questions for you. Are you ready?

Ling Wang: _____.

Mr. Enders: All right, I'll speak louder. The first question is: Why do you want to further your studies in our school?

Ling Wang: _____.

Mr. Enders: What do you want to study in our program? Is there any specific field that you are interested in?

Ling Wang: _____.

Mr. Enders: Why are you so interested in this field?

Ling Wang: _____.

Conversation 2

Connie Frye: Hello! Is Hong Zhang there?

Hong Zhang: _____.

Connie Frye: Hi, this is Connie Frye from Yale. We talked over the phone last week.

Hong Zhang: _____.

Connie Frye: I have some questions concerning your application for our graduate program.

Hong Zhang: _____.

Connie Frye: What did you study at college?

Hong Zhang: _____.

Connie Frye: Can you name some of the courses you've taken?

Hong Zhang: _____.

Connie Frye: Can you tell me about some research work you've done previously?

Hong Zhang: _____.

Connie Frye: What research work do you plan to do for your master's study?

Hong Zhang: _____.

Visa Application Interviews

Conversation 1

Lan Yang: _____.

Visa officer: Good morning. What's your name?

Lan Yang: _____.

Visa officer: OK, Lan, why do you want to go to the United States?

Lan Yang: _____.

Visa officer: What are you going to study there?

Lan Yang: _____.

Visa officer: What's your plan after you finish your studies?

Lan Yang: _____.

Visa officer: OK, please go to Window 12 to get your visa.

Conversation 2

Visa officer: What's your name?

Gang Cao: _____.

Visa officer: What's your purpose for obtaining a visa?

Gang Cao: _____.

Visa officer: What do you want to study?

Gang Cao: _____.

Visa officer: Why?

Gang Cao: _____.

Visa officer: How will you cover your expenses?

Gang Cao: _____.

Visa officer: Do you think your English level is good enough to understand lectures?

Gang Cao: _____.

At the Customs Office

Conversation 1

Customs officer: Good morning. Your passport, please.

Student: _____.

Customs officer: What is the purpose of your trip to the United States?

Student: _____.

Customs officer: How long will you stay in the States?

Student: _____.

Customs officer: OK, here's your passport. Welcome to the United States!

Conversation 2

Customs officer: Good morning. Can I see your passport please?

Visitor: _____.

Customs officer: What's the purpose of your trip?

Visitor: _____.

Customs officer: Is this your first visit to the United Kingdom?

Visitor: _____.

Customs officer: How long will you be staying in the U.K.?

Visitor: _____.

Customs officer: Here's your passport. Enjoy your stay!

Activity 2: Role-Play

Directions: Make up short conversations based on the following roles and settings. Try to incorporate the words and expressions you have learned in this unit into the conversations.

Setting 1

Role A: You are the director of a graduate program in an American university. (*You decide on the specifics about the program and the university.*) You are now making a phone call to interview a Chinese applicant for your program.

Role B: You are a fourth-year Chinese college student, applying to study in A's program. You are on the telephone interview.

Setting 2

Role A: You are the director of a graduate program in a British university. (*You decide on the specifics about the program and the university.*) You are now making a phone call to interview a Chinese applicant for your program.

Role B: You are a graduate student in a Chinese university. You are presently applying to study in A's program. You are on the telephone interview.

Setting 3

Role A: You are a visa officer at the U.S. Consulate. You are now interviewing B for his application for a study visa.

Role B: You are a fourth-year Chinese college student, applying for a visa to study in the U.S. Your parents will support you during your stay in the U.S. Your English level is good. (*You decide on the specifics about where and what you want to study.*)

Setting 4

Role A: You are a visa officer at the Canadian Consulate. You are now interviewing B for his application for a study visa.

Role B: You graduated from a top Chinese university three years ago. Now, you are applying for a visa to study in Canada. You are supposed to have full scholarship from the school you are admitted to. Your English is not very good. (*You decide on the specifics about where and what you want to study.*)

Setting 5

Role A: You are a customs officer at an international airport in the U.S.

Role B: You are a Chinese student coming to the U.S. for further study. (*You decide on the specifics*

about where you study and how long you will stay there.)

Setting 6

Role A: You are a customs officer at an international airport in the U.K.

Role B: You are a Chinese visitor to the U.K. (*You decide on the specifics about where you go and how long you will stay there.*)

Activity 3: Simulated Practice

The Best Place to Study

Directions: *This is a whole class activity. Two thirds of the students in the class are divided into pairs. Each pair should represent a Western university and give interviews to applicants. (Students can decide on which university they want to represent.) The rest one third of the class will be applicants. Each applicant should take at least three interviews. After all the interviews have been completed, the interviewers should announce the names of the students to be admitted to their programs. The specific requirements are given in the table below.*

Interviewers	Interviewees
<ol style="list-style-type: none">1. Each pair decide which university they represent, write the name of the school on a sign and put it on the desk.2. Plan the interview questions.3. Give interviews while taking notes about the interviewees.4. Discuss which candidate is the best and announce his/her name.	<ol style="list-style-type: none">1. Decide which universities you want to go (<i>choose at least three universities</i>).2. Prepare for interviews by listing all the possible questions that might be asked and plan how to answer these questions.3. Take at least three schools' interviews.

The course instructor: help to 1) make sure each pair represents a different university; and 2) pair interviewees to interviewers and see to that each interviewee takes at least three interviews.

Lily's Email



Dear Ming,

Great to receive your email. I've never had a friend who goes to Columbia. Hope you become one. Do not worry—you are doing just fine. You have been preparing for this for almost three months. Just take a deep breath and go for it. Actually I'm going on an interview too. I'm applying for the position as the coordinator for the international students' program for this term. The previous program coordinator is going to spend a year in England and she recommended me to cover for her for a while. Good luck to both of us!

Lily

Listening



In this part, you are going to listen to three conversations.

Conversation 1



Listen to the conversation, and answer Questions 1 & 2.

1. What are Lily and the professor talking about?
2. What position is Lily applying for?



Listen to the conversation again and answer Questions 3 & 4.

3. Why does Lily want this job?
4. What responsibilities would Lily have in this job?



Conversation 2

 Listen to the conversation and answer Questions 5 & 6.

5. Who are the speakers in this conversation?
6. Why does the professor want to speak to Lily?



 Listen to the conversation again and answer Questions 7 & 8.


7. What does Prof. Willis want Lily to do?
8. When would be the first meeting?

Conversation 3

 Listen to the conversation and answer Questions 9 & 10.

9. Who is Lily talking to?
10. What seems to be the problem here?



 Listen to the conversation again and answer Questions 11 & 12.

11. What is the student's flight number?
12. What is Lily's telephone number? Email address?

Tapescript

Conversation 1 Taking a Job Interview

Prof. Willis: Please have a seat.

Lily: Thank you.

Prof. Willis: Prof. Wang has told me so much about you. You've been her assistant in the program for two or three semesters, right?

Lily: Yes. I've been helping her with international students, like booking tickets for them, contacting teachers, scheduling their field trips, etc.

Prof. Willis: Good. Why would you like to work for the program?

Lily: Well, I'd like to have more experience in meeting young people from other countries. Besides, it's a good opportunity for me to improve my language and communication skills.

Prof. Willis: Okay. Do you know what your job would involve?

Lily: I think I need to do a lot of contact work with students and teachers, make sure that every course is going smoothly and handle emergencies like students' sickness or problems caused by miscommunication.

Prof. Willis: Good. Do you understand that being a program coordinator means a lot of stress? Those students are thousands of miles away from home. They might have all kinds of problems. They come to you. Can you handle the stress?

Lily: Yes, I understand that. I was a leader of students' union both in high school and college. I know what stress means and I am sure I can manage it.

Prof. Willis: Okay. Have you taken any courses in Chinese culture or history before?

Lily: Yes. I took courses in cross-culture communication and Chinese philosophy and history.

Prof. Willis: Okay. Thank you for your time.

Conversation 2 Receiving the Work Assignment

Lily: Hello, Lily speaking.

Prof. Willis: Hello, this is John Willis. I'm calling to tell you that you did a good job on the interview. We think you are the right person for the job. Congratulations!

Lily: Oh. Thank you. Thank you, Prof. Willis.

Prof. Willis: No problem. We are having a staff meeting next Monday. So please be at the department office at 10 am.

Lily: I will be there.

Prof. Willis: Good. Actually, I want you to start before Monday. I need you to confirm the flight information of all the students. Professor Wang is going to send you the name list and contact information. Please make sure that all the students arrive before the school starts.

Lily: OK. I will work on that.

Prof. Willis: Another thing, you need to give me the school calendar before the meeting, including field trips, school breaks and the arrangement for holidays.

Lily: Okay. How about the class schedule? Do I need to get it ready next week?

Prof. Willis: That will be great if you can get it done. You can ask all the teachers at the meeting and see how the schedule can be worked out.

Lily: Sure.

Prof. Willis: Okay. Thanks and see you Monday.

Lily: See you.

Conversation 3 Confirming Flight Numbers

Lily: Hello, can I speak to Eber Johnson?

Eber: Yes, Eber Johnson speaking.

Lily: Hi, This is Lily Chang, coordinator of the Chinese Culture Beijing Program.

Eber: Oh, hi.

Lily: Could you please tell me your flight number and the exact time of your arrival in Beijing? We will pick you up at the airport.

Eber: Yes, of course. Just give me a second. I need to get my ticket and have a look... Please hold on... My flight number is AA459 and the arrival time in Beijing is 4 am.

Lily: 4 am?

Eber: Yeah. I'm sorry it's not really a good time... Maybe it's too much trouble for you to pick me up at the airport.

Lily: The time is surely not so good. You know what...since students of the program will arrive mostly on August 28, we will pick them up at the airport at 3 o'clock that afternoon.

Eber: In that case, maybe I can change my flight and let you know later.

Lily: That would be fine. You can write me an email to chinalily@yahoo.com. Or you may call me at 86-10-66792880.



Language Notes

program coordinator 项目协调人

scheduling their field trips 安排参观旅行

Why did you want to work for the program in the first place? 首先为什么你想为这个项目工作?

What do you think you should accomplish if you start to work as a coordinator in this program? 你认为作为项目协调人你需要完成哪些工作?

make sure that every course is going smoothly and handle emergencies like students' sickness or problems caused by miscommunication 确保课程进展顺利, 并处理学

生生病等紧急状况或者由于沟通障碍而产生的问题。

We are having a staff meeting next Monday. 下星期一系里开会。

I will work on that. 好的，我会处理的。

Please hold on. 请别挂电话

Maybe it's too much trouble for you to pick me up at the airport. 让您到机场来接太麻烦您了。

In that case, maybe I can change my flight and let you know later. 这样啊，也许我可以改一下航班，回头告诉你。



Cultural Notes

Many Chinese college students now want to work at international companies (e.g. P&G, Hewitt, L'Oreal, etc.) in big cities such as Beijing, Shanghai and Guangzhou. Usually these companies recruit college graduates by giving several rounds of interviews conducted both in English and Chinese. Therefore, it is very necessary for the candidates to prepare carefully for these job interviews in an English-speaking context. The first step in your interview preparation includes going to the company website to search out information about the company, looking for the description of the position you are seeking and understanding the corporate culture that you need to bear in mind when you are talking with the interviewers. Next, you need to review your personal history, think about your education background and experience, and carefully write a resume which is properly typeset, following the right type of format. Usually you are asked to fill in the application form on line and sometimes you need to answer a few types of questions. These questions are related to your personal strengths, education, experience, job objectives, interests and problem solving abilities. Before the actual interview, to make sure you know your abilities and are familiar with the expectations of the employer, you need to go over the possible questions and rehearse your answers with one of your friends. Pay attention to the way you present the information and ask your friend to comment on your performance. During the interview, it is very important to keep eye contact with your interviewers and answer the questions in a clear and logical way. If you can impress the interviewers, you will surely impress your future employer when you are doing your job. Good luck!



Language Study



Task 1: Listen to Conversation 1 again. Write down the sentences that can be used in job interviews.

Sentences from interviewers:

- 1.
- 2.

Sentences from interviewees/applicants:

- 1.
 - 2.
-



Task 2: Listen to Conversation 2 again. Write down the sentences that can be used to give assignments.

Sentences from Prof. Willis:

- 1.
- 2.

Sentences from Lily:

- 1.
 - 2.
-



Task 3: How many words do you know about the application form and resume? Write down as many words as you know.



Task 4: How many expressions or sentences do you know to talk about character and personality? Write down as many words as you know.

If you would like to know more sentences or expressions commonly used in the above occasions, please refer to Appendix II at the end of this unit.

Speaking

Activity 1: Conversation Completion

Directions: Complete the conversations with the appropriate responses.

Job Interviews

Conversation 1

Interviewer: Come in, Miss Chen, is it? Please have a seat.

Chen: _____.

Interviewer: Uh, you'd like to join our program, I guess.

Chen: _____.

Interviewer: That's very good. I'd like to know a little bit about you. Perhaps you could tell me a bit about your graduation.

Chen: _____.

Interviewer: That's very interesting, Miss Chen. I'd like to know, what did you enjoy most at school? What was the course that you enjoyed the most?

Chen: _____.

Interviewer: Do you speak any foreign languages?

Chen: _____.

Interviewer: Are you quite fluent in those languages?

Chen: _____.

Conversation 2

Interviewer: Come in, Mr. Jin. Please have a seat.

Jin: _____ . You have a nice office.

Interviewer: Thank you. You graduated from Peking University, right?

Jin: _____.

Interviewer: Tell me about your strengths and weaknesses.

Jin: _____.

Interviewer: I'd like to know what you like doing in your spare time?

Jin: _____.

Interviewer: Now, is there anything you'd like to ask me?

Jin: _____.

Conversation 3

Tang: Morning, Mr. Bell.

Mr. Bell: _____.

Tang: Thank you for giving me the opportunity.

Mr. Bell: Thank you for coming. First, could you please tell me something about your work experience?

Tang: _____.

Mr. Bell: Why do you want to work for our company?

Tang: _____.

Mr. Bell: Do you like to work on your own or work with other people?

Tang: _____.

Mr. Bell: If you were asked to be in charge of a new office, what would you do to pick the right team?

Tang: _____.

Giving Assignments

Conversation 1

Mr. Spence: Morning, Jane.

Jane: Morning, Mr. Spence.

Mr. Spence: I need you to do the following things before new semester starts. First, _____.

Jane: Sure. I will get it ready.

Mr. Spence: _____.

Jane: How many copies do you need?

Mr. Spence: _____.

Jane: Do you need the class schedule?

Mr. Spence: _____.

Conversation 2

Ms. Layman: Donna, do you have last year's students' grades?

Donna: _____.

Ms. Layman: _____ . Her college wants a transcript.

Donna: Okay. _____ ?

Ms. Layman: Please send it to her college.

Donna: _____.

Conversation 3

Ms. Ryan: Lin, I need to talk to you for a minute.

Lin: Okay, what for?

Ms. Ryan: A teachers' delegation from the United States will come here next week.
_____.

Lin: How big is the group?

Ms. Ryan: _____.

Lin: Where are we taking them?

Ms. Ryan: _____ . Here, it's all on the itinerary.

Lin: _____ ?

Ms. Ryan: I guess so.

Conversation 4

Mr. Drake: Bing, have you found someone to do simultaneous interpretation for the conference?

Bing: Yes. _____ . Do you need to give them an interview first?

Mr. Drake: _____.

Bing: Sure. I will call them.

Mr. Drake: Have you got all the scripts of the presentations at the conference?

Bing: Not all of them. _____.

Mr. Drake: Keep asking him. _____.

Bing: Still working on them. They will be done tomorrow.

Mr. Drake: _____ . We need to get them printed.

Flight Confirmation

Ray: Hello, Prof. Lee, could you please tell me when you are arriving tomorrow?

Prof. Lee: _____.

Ray: Your flight number?

Prof. Lee: _____.

Ray: Do you want us to book a return ticket?

Prof. Lee: Yes. Please. That will be very helpful.

Ray: _____.

Prof. Lee: Friday, the 28th.

Ray: OK. Do you want a morning flight, or an afternoon flight?

Prof. Lee: _____.

Activity 2: Role-Play

Directions: Make up short conversations based on the following roles and settings. Try to incorporate the words and expressions you have learned in this unit into the conversations.

Setting 1

Role A: You are the director of an international student program. (You decide on the specifics about the program.) You need a new teacher for this program. You are interviewing an applicant for a teaching position in this program.

Role B: You are a college teacher. You want to have some experience teaching foreign students. Now you are taking the interview.

Setting 2

Role A: You are the coordinator of an international student program. (*You decide on the specifics about the program.*) You need some student assistants. You are now interviewing an applicant for the position of assistant in the program.

Role B: You are a third-year student in college. You want to have a part-time job working for some international students program. You want to meet foreigners. Now you are taking the interview.

Setting 3

Role A: You are the CEO of a big real estate company. (*You decide on the specifics about the company.*) You are hiring a project manager to build a five-star hotel in town. You are now interviewing an applicant for this position.

Role B: You've been working in real estate for three years and you've participated in several very important projects. Now you are applying for the position of project manager for the building of a five-star hotel. You also had hotel management experience before you started to work in real estate.

Setting 4

Role A: You are the dean of a department in a famous university. (*You decide on the specifics about your program and university.*) Your department is hosting a big international conference next month. You are giving assignments to graduate students in your department to pick up guests at the airport / proofread conference papers / print conference brochures, etc.

Role B: You are a graduate student. Your department is hosting an international conference next month. You are asked to do some work for the conference.

Setting 5

Role A: You are the dean of your department. Your department is going to hold an international conference. The president of your university is going to deliver a welcome speech at the

conference. You need to assign somebody to get the speech translated.

Role B: You are a professor. Your department is going to hold an international conference. The president of your university is going to deliver a welcome speech at the conference. The dean of your department wants you to translate the speech.

Setting 6

Role A: You are asked to pick up an important guest at the airport for an international conference. You need to contact the guest for his/her flight information.

Role B: You are an American professor visiting China for an international conference. Your Chinese colleague will call you to confirm your flight information.

Activity 3: Simulated Practice

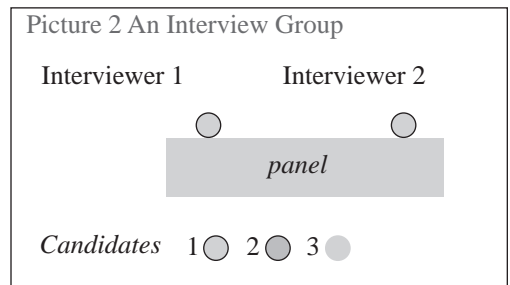
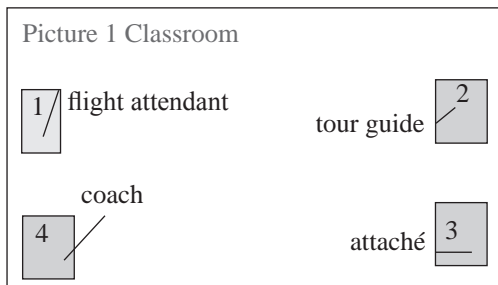
The Best Person for the Job

Directions: This is a whole class activity. One third of the students will form group panels of interviewers (2 or 3 people on one panel, depending on the class size). (Students themselves can decide on which company/organization they want to represent or teachers can assign them the roles.) The rest of the class will be interviewees/candidates/applicants. Each applicant should take at least three interviews.

Mock Interview

Each student is supposed to move around the classroom and take from three to five job interviews for different jobs (e.g. flight attendant, tour guide, coach, etc.). One third of the students will be interviewers and the rest will be interviewees.

Example



Please follow the following steps and conduct the interviews.

Interviewers	Interviewees
<ol style="list-style-type: none">1. Decide what questions you are going to ask each candidate, e.g. <i>What personal qualities are you looking for?</i>2. Interview some candidates. Spend approximately five minutes on each candidate and move on to the next.3. Decide which candidate should be shortlisted.	<ol style="list-style-type: none">1. Prepare possible interview questions.2. Go to different interviews.3. Think about what you could improve on in your next interviews.

Appendix I

Summary of Sentence Patterns in Job Interviews

Questions from Interviewers

1. Why do you want to further your study in our school? / Why do you choose our school? 你为什么要在我们校深造? / 你为什么要选择我们校?
2. What's your major at college? / What do you major in? 你大学学的专业是什么?
3. What major courses have you taken? / Can you talk about some courses you have taken? 你修了哪些专业课? / 你能谈谈修过的一些专业课吗?
4. Have you ever engaged in any research work? 你可曾做过研究工作?
5. Are you currently engaged in any research work? 你现在从事研究工作吗?
6. What area are you interested in? / What are your research interests? / What do you intend to study? 你对什么领域感兴趣? / 你打算学什么?

Answers from Interviewees/Applicants

1. I want to further my study at your school because it's one of the best schools in the United States, and in the world also. It's very strong in...with quite a few world-renowned professors. 我想在贵校学习是因为贵校是美国也是全世界最好的学校之一。贵校在……方面很强,而且有许多世界知名教授。
2. I major in... 我的专业是……
3. I have taken courses such as... 我修的课程有……
4. I was a research assistant for a professor's project on... 我曾经为一位教授的……项目做过研究助手。
5. Yes. Currently, I'm involved in a research project on... 是的,我目前正在做一个关于……的项目。
6. I intend to do research work on... 我打算研究……

Summary of Sentence Patterns in Visa Application Interviews

Questions from Visa Officers

1. What's your purpose in applying for a visa? 你为何要申请签证?

Answers from Visa Applicants

1. My purpose is to study computer science at Michigan University. / I want to study business

2. Why do you want to go to the U.S.? / Why do you choose to study in the United States? / Do you have any particular reason to study in America? 你为何要去美国? / 你为何要选择到美国学习? / 你去美国读书有什么特殊原因吗?
3. Why do you choose computer science as your major? 你为何要选择学计算机?
4. Why do you choose to study at Columbia University? 你为何要选择到哥伦比亚大学学习?
5. How will you pay all your expenses during your stay in the States? / Who's responsible for your expenses during your stay in the States? / Who's your sponsor? 你怎样支付在美国学习生活的费用? / 谁为你提供在美国学习生活的费用? / 谁是你的资助人?
6. Do you think your English is good enough to carry out course? / Do you think your English good enough for you to understand lectures in graduate school? 你认为你的英语水平是否足够应付学业? / 你觉得你的英语水平是否能够听懂研究生的课程?
- administration at Duke University. 我要去密歇根大学学计算机。/ 我想去杜克大学学工商管理。
2. I want to study computer science, but there are not many good programs in this field in China. The U.S. is very advanced in this field. 我想学计算机, 但中国好的计算机专业并不多。美国在这方面非常先进。
3. I've always been interested in computer. Also, there are many opportunities in this field in China. 我一直对计算机感兴趣。而且计算机行业在中国机会很多。
4. My professor recommended this university. / This university offers the best courses. / The curriculum of this university is quite suitable for me. 我的老师向我推荐了这所大学。/ 这所大学有最好的课程。/ 这所大学的课程设置很适合我。
5. I've got the full scholarship from the school. It can cover all my expenses. / My father will support me. He owns his own business. / My uncle lives in the States. He agrees to support me. 学校给我提供全额奖学金, 可以支付所有的生活费用。/ 我父亲给我提供生活费, 他有自己的公司。/ 我叔叔在美国, 他答应给我提供生活费。
6. Yes, I think so. I've got a high score on the TOEFL and GRE / GMAT. I am also supposed to take ESL courses to improve my language skills. / I have studied English very hard. I minored in English Language and Literature at college. 我认为可以。我的托福和 GRE (GMAT) 分数很高。而且我会选学校的 ESL 课程, 进一步提高语言技能。/ 我非常努力地学英语, 我在大学还辅修了英语语言文学专业。

7. How long will you stay in the States? 你会在美国待多久?
7. I want to get a master's degree so I plan to be there for about two years. / I want to take five years to earn my M.A. and Ph.D. I hope it won't take any longer. 我想拿硕士学位, 所以打算在美国待两年。/ 我想用五年的时间读硕士和博士学位。我希望时间不超过五年。
8. What will you do after finishing your studies in the States? / What will you do when you come back home? / What do you want to do when you earn your degree? 你学业结束后打算做什么? / 你学成回国后打算做什么? / 你拿到学位后打算做什么?
8. I plan to return to the company where I'm working now. I'll be probably working as the manager of a department. 我打算回到我现在就职的公司工作。那时我可能成为部门经理。
9. That's all. You may leave now. / Good, you may go now. 好了, 你可以走了。
9. Thank you. Goodbye. 谢谢, 再见。
-

Summary of Sentence Patterns Used at the Customs

Officer's Questions

1. May I see your passport and your Immigration Form? / Your passport, please. 请出示你的护照与入境登记表。请出示你的护照。
2. What's the purpose of your trip? 你此行的目的是什么?
3. Is this your first visit to the United States? 这是你第一次来美国吗?
4. How long will you be staying in the United States? 你打算在美国待多久?

Visitor's Answers

1. Here you are. 给你。
2. I've come to the States for further studies at the Columbia University. 我来美国的哥伦比亚大学读书深造。
3. Right, this is my first visit to the U.S. / No, I've been to the States before. 我是第一次来美国。/ 不是, 我以前来过美国。
4. I'll be here for about five years until I've finished my study. / I'll stay here for about three weeks for sightseeing. / I'll stay here for one week for a conference. 我要在这里待五年直

5. Where do you intend to visit during your stay? / Where are you going to stay? 你打算去哪些地方? / 你打算住在哪里?
6. Do you have anything to declare? 你有什么要申报的物品吗?
7. Welcome to the United States! / Have a nice stay here. 欢迎来美国! / 祝你在这里生活愉快!
5. I'll visit New York, Boston, and Philadelphia. / I'll stay in my uncle's place in Los Angeles. 我会去纽约、波士顿和费城。/ 我会住在洛杉矶的叔叔家里。
6. I don't have anything to declare. These are all my personal effects. 我没有要申报的物品。这些东西都是我的私人用品。
7. Thank you. 谢谢!

Academic Programs

Anatomy 解剖学	Earth Science 地球科学	Pharmacology 药学
Anthropology 人类学	Ecology 生态学	Philosophy 哲学
Architecture 建筑学	Economics 经济学	Physical Education 体育
Archaeology 考古学	Finance 金融学	Physics 物理学
Astronomy 天文学	Genetics 基因学	Political Science 政治学
Biochemistry 生物化学	History 历史学	Psychiatry 精神病学
Biological Science 生物学	Journalism 新闻学	Psychology 心理学
Business 商学	Law 法律	Religion 宗教学
Biotechnology 生物科技	Mathematics 数学	Sociology 社会学
Chemistry 化学	Medicine 医学	Statistics 统计学
Civil Engineering 土木工程	Neurology 神经学	Urban Studies 城市研究
Computer Science 计算机科学	Nursing 护理学	

Airport

Air Terminal 机场大楼		Flight Schedule 航班
Departure Gate 登机口	Arrival 达到	International Flight 国际航班
Waiting Lounge 候机厅	Luggage Claim 行李提取处	Domestic Flight 国内航班
Check-in Counter 办理登机 手续柜台	Customs & Immigration 海关与 移民局	Delayed Flight 航班延误
Security Check 安检	Duty-free Shop 免税店	Cancelled Flight 航班取消

Appendix II

Sentence Patterns That Could Be Used in Job Interviews

Questions from Interviewers

1. Why would you like this job? 你为什么想要申请这份工作?
2. What qualifications do you think are necessary for this job? 你觉得做这个工作需要那些基本条件?
3. Have you had any related experience? 你有相关经验吗?
4. What courses did you take? How do you think about the courses? 你学过哪些课程? 你对这些课程的感受如何?
5. Where did you get your degree? 你在哪里获得的学位?
6. What are your strengths and weaknesses? 你的优点和弱点是什么?

Answers from Interviewees/Applicants

1. I'm interested in this job because it is challenging and interesting. / I'm a person of strong initiative. / I always want to do something different and inspiring. 我觉得这个工作有趣、有挑战性。/ 我非常主动、积极。/ 我总是想尝试不同的激励人心智的东西。
2. A professional knowledge of... / Strong motivation, determination and the ability to execute. 需要有……的专业知识。/ 强烈的动力、决心和执行力。I've been working for...for some time. 我以前为……工作过一段时间。My job responsibilities include... 我的工作职责包括……
3. I've been a student counselor since I graduated. I have worked with students of different backgrounds and helped them with their studies and also their personal life. 我以前做过辅导员, 与各种不同的学生打过交道, 帮助他们的学习和生活。
4. I took... / I like...the most because it helps me learn more about... 我学过……/ 我最喜欢……因为它帮我学到……
5. A B.A. degree in Cultural Communication from People's University. 人民大学文化交流学士学位。
6. My biggest strength is that I respect other people. 我最大的优点是尊重他人。I think I'm willing to work with different types of people and find out the way to achieve our best. 我愿意和不同的人以最好的方式合作。I enjoy teamwork and learn a lot from my fellow co-workers. 我喜欢团队合作, 并从他人

那里学到很多东西。My weakness. I don't know. I suppose I'm a bit of a perfectionist. I'm quite often dissatisfied with what I've done. 我的弱点，不知道。也许是有一点完美主义倾向。什么事做完了以后我都不是特别满意。I always want to do it better. 我总想做得更好一些。

7. What are your interests? 你的兴趣爱好是什么?
 8. I'd like hear your definition of success. 我想听听你是怎么理解成功的。
 9. What's going to make me want to say "hey, this is the guy I want to work with"? 有什么能让我说“嘿，这就是我想要一起共事的人呢？”
 10. What would you do on Day 1? 上班第一天你会做什么?
 11. Do you consider yourself a loyal employee? 你觉得自己是忠实的员工吗?
 12. What have you done recently that you are most proud of? 你最近做过的最值得你骄傲的事是什么?
7. I like reading and cooking. Sometimes I'm fond of working on jigsaws or crosswords. 我喜欢读书、烹调。有时玩拼版或填字游戏。
 8. For me, success is setting a goal, devoting your heart to it, seeing it accomplished, having fun during the whole process and earning great experience. 我认为成功就是制定一个目标、全力以赴实现这个目标、享受整个过程并获得丰富的经验。
 9. I'm outspoken, full of enthusiasm and energy. I know how to communicate and I'm sensitive to others' needs. 我为人坦率、充满激情和活力。我懂得如何沟通，对别人的需要很敏感。
 10. Report to the manager, introduce myself, get to know my colleagues a little bit and the work mode of the company. Pretty much that's it. 向经理报到、向人们介绍我自己、认识我的新同事、了解公司的运作方式。大概是这些。
 11. I consider myself a person of great loyalty and integrity. I'll do whatever I can to benefit the company. 我认为我是一个很踏实诚恳的人。我会尽我所能为公司谋求最佳的利益。
 12. One thing I'm proud of is that I helped a friend. One of my friends used to suffer from depression. I met with her regularly, took her out for activities and helped her get out of her depression. 有一件事我为自己感到骄傲：我帮助了一位朋友。我有一个

- 朋友曾经患有忧郁症。我经常和她见面，带她参加各种活动，帮助她走出忧郁。
13. How would you describe an ideal person for this job? 你怎样来描述最适合做这份工作的人?
13. An ideal person for this job should be dedicated, intelligent and versatile. He/She knows how to improvise in dealing with different situations. He/She also has enough knowledge and leadership to make teamwork possible. 最适合这份工作的人应该很敬业、聪明并且多才多艺。他/她知道随机应变处理各种情况，并且有能力领导团队协作。
14. What was the worst problem you had last year and how did you solve it? 你去年碰到的最糟糕的难题是什么？你怎样解决的？
14. I needed to take care of my mother when she stayed in the hospital for a month. I had a very heavy workload at that time. But I did not ask for any leave. I took some of my work to the hospital while I was staying with my mother. My boyfriend also helped me a lot. 我母亲住院一个月，我得照顾她。那时我的工作很忙。但是我从没有请过假。我在医院一边陪母亲一边工作。我的男朋友也帮了我很多。
15. What do you do in your spare time? 你业余时间做什么？
15. A lot of things. Reading and playing table tennis. Sometimes I go hiking with friends. 会做很多事啊。读书，打网球。有时和朋友一起去徒步旅行。
16. How would you describe your personality? 描述一下你自己的个性。
16. Fun, understanding and caring. I'm very serious with my work. I get things done. 我这个人很有趣，理解关心他人。工作认真，执行力强。

Sentence Patterns That Could Be Used to Give Assignments

1. I need you to give me the report next Monday. 我需要你下个星期一将报告给我。
2. Could you please find me a professional interpreter? We need one for the meeting. 你帮我找个专业的口译员吧。这次会议需要一个。
3. Have you contacted Idaho Teachers' Association? We need to know when their senior members are arriving. 你联系爱达华教师联合会了吗？我们需要知道他们的高层管理人员什么时候到。
4. I need you to prepare a welcome speech for the meeting. 我要你为会议起草一篇欢迎词。
5. Are you working on the new proposal? / Yeah. I'll nail it. 你在写新的提案吗？ / 是的。我会

搞定的。

6. The board meeting requires a twenty-minute presentation. Ray and you can work on that. 董事会要求我们做一个 20 分钟的发言。你和雷一起来做这个吧。
7. Call the technician. I want everything set up before 1:30. 给技术人员打电话。我希望设备在 1:30 之前装好。
8. Tell someone in the communications office. They will have somebody deal with that. 告诉联络部吧。他们会找人处理的。
9. I'll have Jesse do that. You can come with me to meet the president at the airport. 我会让杰西做那件事。你和我去机场接校长 / 总裁。
10. Bring back the next draft when it's ready. 下一稿写好了就拿来给我看。
11. Bring me a tape of the conference. / Right there. 给我拿一盘会议的录像来。 / 就来。
12. Go do your briefing. / We are going to need that Thursday morning. 现在去做你的简报。 / 我们星期四早上要。

Vocabulary for Job Applications

application for a post 申请职位	education 教育	experience 经历	firm/company 公司
personal information 个人情况	degree 学位	part-time job 兼职	full time 全职
date of birth 生日	certificate 证书	volunteer 志愿者	department 部门
present address 当前住址	diploma 毕业证书	exchange program 交换项目	marketing 营销
permanent address 永久住址	bachelor of art (B.A.) 文学士学位	lab experience 实验室经历	human resources 人力资源
zip code 邮编	bachelor of science (B.S.) 理学士学位	club membership 社团活动	technology development 技术发展
reference 推荐人	major 专业	student government/union 学生会	sales 销售
	minor 辅修	football team 足球队	finance 财务
	required course 必修课	university orchestra 学校乐团	customer service 客户服务
	selective course 选修课	drama society 剧社	public relations 公共关系
	GPA 平均积分点	organizer 组织者	advertising 广告
	credit course 学分课	speech contest 演讲比赛	consultancy 咨询
	non-credit course 非学分课		home office 总部
	publication 出版物		presentation 汇报、演示
	research 研究		project 项目
			scope and opportunity 机会
			personality 性格
			challenge 挑战

Vocabulary for Character and Personality

ambitious 有抱负的	friendly 友好的	absent-minded 心不在焉的
cheerful 开心的	easy-going 好相处的	bossy 专横的
creative 有创造力的	gregarious 爱热闹的	changeable 善变的
energetic 有活力的	impulsive 好冲动的	conceited 自大的
generous 慷慨的	optimistic 乐观的	mean 吝啬的
honest 诚实的	punctual 守时的	pessimistic 悲观的
independent 独立的	reliable 可靠的	stubborn 顽固的
industrious 刻苦的	sensitive 敏感的	suspicious 多疑的
intellectual 智力的	adventurous 爱冒险的	timid 胆小的
open-minded 思维开阔的		

Sentence Patterns That Could Be Used to Talk About Character and Personality

1. On the whole I'm fairly a calm/relaxed/punctual type of person. 总的来说,我是相当镇静/放松/守时的人。
2. I really enjoy the company of other people and I love going to parties with my friends. 我喜欢和别人在一起,和朋友去各种聚会。
3. People feel they can trust me. 人们觉得他们可以相信我。
4. I like ordering people around and I rarely change my mind. 我总是喜欢指挥周围的人;我很少改变主意。
5. It upsets me if people say bad things about me. 人们批评我时我会很不高兴。
6. I like doing crazy things like bungee jumping. 我喜欢做疯狂的事,比如蹦极。
7. I can also be a little bit forgetful. 有时候我会有一点健忘。
8. I'm relaxed to the point of idleness. Too laid back, I guess. 有时候我会放松到好像有点懒散。也许不太上心的样子。
9. I get easily irritated. 我很容易烦躁。
10. I like to keep myself busy at all times. 我喜欢总是让自己很忙。
11. I do things without thinking of the consequences. 我做事不考虑后果。
12. It's very hard to shock me. 没什么事能让我沉不住气。

13. I enjoy being in a large crowd in a pub and am also happy sharing a cup of coffee with my friend. 我喜欢和一堆人在酒吧玩，也喜欢和一个朋友一起喝咖啡。
14. I have great plans and hopes for my future. 我有详尽的计划并对未来充满希望。
15. I'm very chatty most of the time but sometimes I keep to myself. 我大多数时间很爱聊天，但是有时候我也喜欢自己一个人待着。

