

Telephoning 07: Accepting a Job Offer

Practice 1 | Useful Expressions

Directions: Listen and repeat.

- **I was hoping to hear from you!**
- **It's an honor to be a part of your company.**

Practice 2 | Dialogue

Directions: Read the dialogue aloud with your teacher.

Takeshi went for an interview at UTC Company a few days before. He receives a call from them.

Mr. Moore : Hello. This is Henry Moore. Is Mr. Takeshi in?

Mr. Takeshi : Yes, how may I help you?

Mr. Moore : I am calling from the UTC Company.

Mr. Takeshi : Yes, **I was hoping to hear from you!**

Mr. Moore : You had a great interview and we are pleased to offer you a position in our company.

Mr. Takeshi : Excellent. **I consider it an honor to work with you.**

Mr. Moore : Would you like to start working two weeks from now?

Mr. Takeshi : That would be great. I could give notice to my current job and start working with you on that date.

Mr. Moore : That will work for both of us. I look forward to seeing you then.

Check your understanding: Answer the following questions.

1. Why did Mr. Moore phone Mr. Takeshi?
2. When will Mr. Takeshi start working in the new company?
3. What will Mr. Takeshi do before leaving his current job?

Practice 3 | Role-Play

Directions: Have a role-play with your teacher in the following situation.

Situation

You receive a call from the HR manager who interviewed you a week ago. You are told that you have passed the interview. You may switch roles after that.

Expressions

- Hello. This is _____.
- How may I help you?
- I was hoping to hear from you.
- It's an honor to be a part of your company.
- I look forward to working with you.
- I'm more than happy to be able to contribute to the growth/success of the company.
- How soon can I start?

Practice 4 | Discussion

Directions: Discuss these topics and exchange thoughts with your teacher.

1. What do you consider before accepting a job offer? Why?
2. Do you ask for other people's opinion before accepting a job offer?
3. How do you notify your boss before leaving a current job?
4. What do you look forward to in joining a new company?
5. When accepting a new job what important factors do you take into consideration?
6. Is negotiating the salary practiced in your country? What do you think of the people who are doing this? Explain your answer.