

UNIT 20

How To Take A Job Interview

(ملازمت کے لیے انٹرویو کیسے لیا (دیا) جائے)

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By the end of the unit, the students will be able to:

- analyse passages in the text to identify the theme/ general subject, key idea/ central thought (a statement about the general subject), and supporting details.
- recognise that the theme of a text is carried in a thesis statement.
- analyse paragraphs to identify sentences that support the main idea through:
 - definition
 - example/ illustration
 - facts, analogies, anecdotes and quotations.
- recognise that support can be in the form of a single word, a phrase, a sentence or a full paragraph.
- identify and recognise the functions of transitional devices used for coherence and cohesion at discourse level.
- apply critical thinking to interact with text, use intensive reading strategies (while-reading) to:
 - scan to answer short questions.
 - distinguish between what is clearly stated and what is implied.
 - comprehend/interpret text by applying critical thinking:
- comprehend various job advertisements to write in response, an effective job application, a resume' and covering letter.
- demonstrate use of appropriate conventions to give a job interview:
 - preempt the questions for a job interview.
 - formulate and practice responses.
 - learn proper etiquettes and conventions of dress, appearance, tone and body language.
- introduce self.
- demonstrate good listening skills.
- give appropriate responses using reciprocal ability.
- request for repetition or restatement of a query.
- repeat, restate coherently to clarify own opinions and ideas.
- support ideas and opinions with solid evidence
- use various reference sources to refine vocabulary for interpersonal academic workplace situation including figurative, idiomatic and technical vocabulary.
- use in speech and writing, all the appropriate transitional devices.
- comprehend various job advertisements to write in response, an effective job application, a resume and covering letter.

SUMMARY

Interviews are taken for jobs. There are different kinds of interviews. Behavioural-based interviews are taken to know personality trait, behaviour, and attitude of candidates. The candidates need to give a full answer to a question rather than "yes" or "no". Case interviews assess a candidate's analytical ability and skills of solving problems. Competency or job-specific interviews, questions related to specific jobs are asked. A mock interview is a practice interview.

Before a candidate goes for an interview, he should gather information about the job or organisation where he wants to give an interview. It will help him not only in preparation for the interview but also in the decision of joining the organisation. The appearance, style, dress, confidence, self-expression, and subject knowledge of a candidate impresses interviewers. A job interview is difficult because a stranger has to judge a candidate's abilities in half-hour. He knows many things about the candidate from his resume, and in 60 seconds, he takes 35 per cent of the hiring decision. Candidate's introduction builds an impression, and it gives him confidence. He should remain involved in conversation. The interviewer usually begins from information questions about the candidate. Job-related questions are designed to know a candidate's ability for the job and for achieving the company goals. The interviewer wants the candidate to give answers to his questions. The practice is the best way to prepare for any kind of interview.

ملازمت کے لئے انٹرویو لئے جاتے ہیں۔ مختلف طرح کے انٹرویو ہوتے ہیں۔ طرز عمل پر مبنی انٹرویو شخصیت کی خصوصیات، امیدوار کے طرز عمل، اور رویہ کو جانچتے ہیں۔ امیدوار کو ہاں یا نہیں کے بجائے سوال کا پورا جواب دینے کی ضرورت ہے۔ کسی امیدوار کی تجزیاتی اور مسائل حل کرنے کی مہارت کا جائزہ لیتے ہیں۔ اہلیت یا ملازمت سے متعلق مخصوص انٹرویو میں مخصوص ملازمتوں سے متعلق سوالات پوچھے جاتے ہیں۔ ایک فرضی انٹرویو ایک مشق ہے۔

امیدوار کو انٹرویو کے لئے جانے سے پہلے، اسے نوکری کے بارے میں معلومات اکٹھا کرنا چاہئے جہاں وہ انٹرویو دینا چاہتا ہے۔ اس سے نہ صرف انٹرویو کی تیاری بلکہ ادارے میں شمولیت کے فیصلے میں بھی مدد ملے گی۔ کسی امیدوار کی ظاہری شکل، انداز، لباس، اعتماد، اظہار خیال اور موضوع کے متعلق علم، انٹرویو لینے والوں کو متاثر کرتا ہے۔ ملازمت کا انٹرویو مشکل مرحلہ ہے کیونکہ کسی اجنبی کو آدھے گھنٹے میں کسی امیدوار کی ملازمتوں کا فیصلہ کرنا ہوتا ہے۔ وہ اپنے تجربے کی مدد سے امیدوار کے بارے میں بہت ساری چیزوں کو جانتا ہے اور 60 سیکنڈ میں وہ کسی کو ملازمت پر لینے کا 35 فیصد فیصلہ کر لیتا ہے۔ امیدوار کا تعارف تاثر پیدا کرتا ہے جس سے اس کو اعتماد ملتا ہے۔ اسے گفتگو میں مصروف رہنا چاہئے۔ انٹرویو لینے والا نام طور پر امیدوار سے متعلق معلومات کے سوالات سے شروع ہوتا ہے۔ ملازمت سے متعلق سوالات ملازمت کے امیدوار اور ادارے کے اہل کار کے حصول کے لئے امیدوار کی اہلیت جاننے کے لئے بنائے جاتے ہیں۔ انٹرویو لینے والا چاہتا ہے کہ امیدوار اس کے سوالوں کا جواب دے۔ کسی بھی طرح کے انٹرویو کے لیے تیاری کا بہترین طریقہ مشق ہے۔

TEXT WITH URDU TRANSLATION

Interview is a vital component of the hiring process. It enables the employer to determine if an applicant's skills, experience and personality meet the job's requirements. Employers conduct different types of job interviews, such as behavioral interviews, case interviews, group interviews, phone and video interviews, online interviews.

انٹرویو ملازمت (کے لئے منتخب کرنے) کے عمل کا ایک اہم جزو ہے۔ یہ آجر کو اس بات کا تعین کرنے کے قابل بناتا ہے کہ آیا امیدوار کی مہارت، تجربہ، اور شخصیت ملازمت کی ضروریات کو پورا کرتی ہے۔ آجر مختلف قسم کی ملازمت کے لیے انٹرویو کرتے ہیں، جیسے طرز عمل کے انٹرویو، کیس انٹرویو، گروپ انٹرویو، فون اور ویڈیو انٹرویو، آن لائن انٹرویو۔

Words	اردو	Meaning in Urdu
vital	اہم	fundamental, essential, necessary, important
component	جزو	section, element, part, constituent
determine	تعین کرنا، معلوم کرنا	decide, conclude, ascertain, establish
conduct	روپہ عمل لانا	do, perform, achieve, manage
behavioral	طرز عمل سے متعلق	social, interactive, communicative

Interviewers use behavioral based interviews to know about the personality trait, behaviour and attitude of the aspiring candidate. The idea is that past behaviour predicts how a person will act in the new job. In this type of interview a person won't get many easy "yes" or "no" questions and in most cases, he or she needs to answer with an anecdote about a previous experience. Interviews in which the interviewer giving the candidate a job related scenario and asking to manage the situation is called case interview. This type of interviews are most often used for management consulting and investment and executive positions and require the applicants to show off analytical ability and problem-solving skills. Interviews that require to give examples of specific skills are called competency-based interviews, or job specific interviews. In such interviews, the Interviewers will ask questions that will help them determine if a person has the knowledge and skills required for the specific job.

انٹرویو لینے والے خواہش مند امیدوار کی شخصیت کی خصوصیات، طرز عمل اور رویہ کے بارے میں جاننے کے لئے طرز عمل پر مبنی انٹرویوز کا استعمال کرتے ہیں۔ خیال یہ ہے کہ ماضی کا طرز عمل پیش گوئی کرے گا کہ کوئی شخص نئی ملازمت میں کس طرح کام کرے گا۔ اس طرح کے انٹرویوز میں کسی شخص کو بہت سے سوالوں کے ساتھ یا 'نہیں' سوالات اور زیادہ تر معاملات میں اسے کے پچھلے تجربے کے بارے میں کسی واقعے کے بارے میں جواب دینے کی ضرورت ہوتی ہے۔ ایسے انٹرویوز، جس میں انٹرویو لینے والا امیدوار سے ملازمت کے متعلق منظر نامے اور صورتحال کو سنبھالنے کے لئے پوچھتا ہے، کو کیس انٹرویوز کہتے ہیں۔ انٹرویوز کے انٹرویو اکثر انتظامی مشاورت اور سرمایہ کاری اور ایگزیکٹو عہدوں کے لئے استعمال ہوتے ہیں اور امیدواروں سے تجزیاتی صلاحیت اور مسئلہ حل کرنے کی مہارت کا مظاہرہ کرنے کی امید ہوتی ہے۔ یہ انٹرویوز جن میں مخصوص مہارت کی مثالیں دینے کا کہا جائے، قابلیت پر مبنی انٹرویوز یا ملازمت سے متعلق خصوصی انٹرویوز کہلاتے ہیں۔ ایسے انٹرویوز میں انٹرویو لینے والے ایسے سوالات پوچھتے ہیں جن سے یہ معلوم کرنے میں مدد ملتی ہے کہ آیا کسی فرد میں مخصوص ملازمت کے لئے درکار علم اور صلاحیتیں ہیں یا نہیں۔

trait	خصالت، خصوصیات	mannerism, attribute, characteristic, feature, quality
aspiring	خواہش مند	wishful, ambitious, seeking, desiring
predict	پیش گوئی کرنا	forecast, expect, guess, foretell
anecdote	واقعہ	story, tale, narrative, narration
scenario	منظر نامہ	situation, state, setting, setup
manage	سنبھالنا	handle, control, deal with, cope with
consulting	مشاورت	discussing, seek advice, seeing, checking
analytical	تجزیاتی	logical, diagnostic, reasoned, investigative
competency	صلاحیت	capability, ability, skill, proficiency
determine	تعیین کرنا	decide, conclude, establish, finalise
specific	مخصوص	particular, certain

Before you go on a job interview, it's important to find out as much as you can about not only the job, but also the organisation. Getting information about employing organisation is a critical part of interview preparation. It will help you prepare to answer interview questions about the organisation. You will also be able to find out whether the organisation and its culture are a good fit for you or not.

ملازمت کے انٹرویو پر جاننے سے پہلے، جتنا کہ آپ جان سکتے ہیں، نہ صرف ملازمت کے بارے میں بلکہ ملازمت والے ادارے کے بارے میں معلومات حاصل کرنا انٹرویو کی تیاری کا ایک اہم جزو ہے۔ ملازمت والے ادارے کے بارے میں انٹرویو کے سوالات کے جوابات دینے میں آپ کی مدد ہوگی۔ آپ یہ جاننے کے قابل بھی ہوں گے کہ آیا ادارہ اور اس کا لکھنؤ آپ کے لئے مناسب ہے یا نہیں۔

find it	معلوم کرنا	realise, learn, discover, notice
organisation	ادارہ	institute, company, corporation, establishment

critical	اہم	significant, vital, important, essential
culture	تعلیم و ضبط	values, principles

It takes less than a second for your brain to decide if you like – or not – that other person you are meeting. It's your appearance that is usually the first reference for people. Needless to say, in a job interview situation you must be aware of how important it is to quickly make a brilliant first impression. Our clothes and how we perceive ourselves bare a great impact on our confidence. Whether you are hanging out with old friends, meeting new people or trying to leave a lasting impression on colleagues, the right outfit can be a huge confidence booster. Bright ideas accentuated by a professional look can go a long way, especially in a job interview. It's not about fancy clothes or popular name brands, it's about feeling good about yourself and choosing clothing that reflects your personality. Don't be into trends. Don't make fashion own you, but you decide what you are, what you want to express by the way you dress and the way you live. There is no need for expensive clothes or fancy brands. Looks and appearance aren't everything, but self-expression through fashion will certainly add some fun and sparkle to your life. Probably the single most important advice is; dress in a way that says you mean business. Dress smartly for the interview and avoid overdressing that seems as clumsy, disrespectful, cheap and untidy. Your appearance not only influences your interviewer's perception of you, but it also affects how you feel about yourself. Ideally, you've talked to a current employee or looked around the campus and have an understanding of how casual or formal the company is. Then, dress slightly above that to show respect.

آپ کے دماغ میں یہ فیصلہ کرنے میں ایک سیکنڈ سے بھی کم وقت لگتا ہے کہ وہ دوسرا فرد جس سے آپ مل رہے ہیں کیا آپ اسے پسند کرتے ہیں یا نہیں۔ یہ آپ کی ظاہری شکل ہے جو عام طور پر لوگوں کے لئے پہلا حوالہ ہوتا ہے۔ یہ کہنے کی ضرورت نہیں، ملازمت کے انٹرویو کی صورت حال میں آپ کو بخوبی آگاہ ہونا چاہئے کہ جلدی سے ایک شاندار تاثر تیار کرنا کتنا ضروری ہے۔ ہمارے کپڑے اور خود کو کیسے محسوس کرتے ہیں ہمارے اعتماد پر بہت زیادہ اثر ڈالتے ہیں۔ چاہے آپ پرانے دوستوں کے ساتھ گھوم پھر رہے ہوں، نئے لوگوں سے مل رہے ہوں یا ساتھیوں پر دیر پا تاثر چھوڑنے کی کوشش کر رہے ہوں، صحیح لباس بہت اعتماد بڑھا سکتا ہے۔ پیشہ ورانہ انداز میں پیش کئے گئے نئے خیالات، خاص طور پر نوکری کے انٹرویو میں، کافی حد تک مددگار ہو سکتے ہیں۔ یہ محسوس ہوتا ہے کہ ہمارے بارے میں نہیں ہے، یہ اپنے بارے میں اچھا محسوس کرنا اور ایسے لباس کا انتخاب کرنا جو آپ کی شخصیت کی عکاسی کرتا ہے۔ رجحانات میں نہ پڑیں۔ فیشن کو اپنا نہیں بنائیں، لیکن آپ فیصلہ کریں کہ آپ کیا ہیں، آپ اپنے لباس کے انداز اور اپنی زندگی کے انداز سے کیا ظاہر کرنا چاہتے ہیں۔ نئے کپڑے یا مشین کی ضرورت نہیں ہے۔ ظاہری شکل ہر چیز نہیں ہے، لیکن فیشن کے ذریعہ اعتماد رائے آپ کی زندگی میں کتنا کچھ تفریح اور ہنک دمک ڈالیں گے۔ شاید ایک سب سے اہم مشورہ یہ ہے کہ اس انداز میں کپڑے پہنیں جس کا مطلب ہو کہ آپ سنجیدہ ہیں۔ انٹرویو کے لئے سمجھداری سے لباس بنائیں اور اور ڈریسنگ سے پرہیز کریں جو بے پرواہی، توہین آمیز، گھٹیا، اور بے ترتیب لگتا ہے۔ آپ کی ظاہری شکل نہ صرف آپ کے بارے میں اپنے تاثر دینے والے کے تاثر کو متاثر کرتی ہے، بلکہ اس سے یہ بھی تاثر پیدا ہوتا ہے کہ آپ اپنے بارے میں کیسا سوچتے ہیں۔ مثال کے طور پر، آپ کسی موجودہ ملازم سے بات کریں یا (ادارے کے) اعلیٰ میں اس پاس دیکھیں اور آپ کو اس بات کا اندازہ ہو گا کہ ادارہ کا (ماحول) کتنا بے تکلف یا تعلیم و ضبط کا پابند ہے۔ رعایتاً ظاہر کرنے کے لئے، اس سے قدرے اوپر کپڑے پہنیں۔

appearance	ظاہری شکل و صورت	look, form, exterior
reference	حوالہ	indication, suggestion
needless	بلا ضرورت	unnecessary, useless, unneeded, inessential
aware	جاننا	conscious, mindful, awake, attentive
impression	اثر	impact, effect, influence, mark
perceive	محسوس کرنا	Observe, see, sense, recognise
bare	ظاہر کرنا	displays, shows, discloses, exposes
confidence	اعتماد	sureness, assurance, conviction, assertion

hang out	گھومنا پھرنا	chill out, spend time, associate, keep company
lasting impression	دیر پا اثر	permanent impact, permanent influence,
outfit	لباس	suit, clothing, dress, clothes
booster	بڑھانے والا	promoter, supporter
accentuated	واضح کرنا	emphasised, stressed, heightened
trends	رجحانات	tendencies, leanings, inclinations
sparkle	چمک	shine, glitter, flash, twinkle
probably	شاید	perhaps, maybe, possibly, most likely
clumsy	ڈھیلے ڈھالے	awkward, inelegant, inept, maladroit
disrespectful	توہین آمیز	rude, impolite, bad-mannered, insolent
cheap	گھٹنیا	shameful, despicable, shameful
untidy	بے ترتیب	messy, disorderly, cluttered, chaotic
appearance	ظاہری شکل	look form, exterior
influence	اثر ڈالنا	effect, inspiration, impact
casual	بے تکلف	unplanned, informal, relaxed, unconcerned
formal	رسمی	official, proper, prescribed, ceremonial

Job interviews are nerve-wracking no matter how smart you are, because you are essentially submitting yourself to be judged in half-hour by strangers who have the power to control your financial future — who wouldn't be anxious. The interviewers have already reviewed your resume and know many things about your academic achievements and work experience, if any, so the primary purpose of the interview is to fill in the gaps and assess if you're a good fit or otherwise. Seriously! If you can prove that you are smart, high-functioning person, you will pass a major test. Studies show that about 30 percent of hiring decisions are made within the first five minutes — and 5 percent are made in the first 60 seconds — so you have to look into that part. Considering the importance of your first impression as well as your own nerves in the beginning of the interview, it's a good idea to carefully plan your opening. If you can ace the first question, it will build your confidence for the rest of the interview. One important key to success is self-confidence. An important key to self-confidence is preparation. Use a firm

نوکری کے انٹرویوز اعصاب شکن ہوتے ہیں اس سے کوئی فرق نہیں پڑتا ہے کہ آپ کتنے ذہین تھیں یا آپ کو لازمی طور پر اپنے آپ کو آدھے گھنٹے میں ان انٹرویوز کے سامنے فیصلہ سنانے کے لئے پیش کرنا پڑے ہوئے ہیں جو آپ کے مالی مستقبل پر فیصلہ کرنے کی طاقت رکھتے ہیں۔ انٹرویو لینے والوں نے آپ کے تجربے کی فہرست کا جائزہ لیا ہوتا ہے اور آپ کی تعلیمی کامیابیوں اور کام کے تجربے، اگر آپ کے بارے میں بہت سی چیزیں کو جان لیا ہوتا ہے، لہذا انٹرویو کا بنیادی مقصد خالی جگہوں کو پُر کرنا ہے اور اندازہ کرنا ہے کہ اگر آپ مناسب ہیں یا نہیں۔ سنجیدگی سے! اگر آپ یہ ثابت کر سکتے ہیں کہ آپ ذہین، اعلیٰ کام کرنے والے شخص ہیں، تو آپ ایک اہم امتحان پاس کر لیں گے۔ مطالعات سے پتہ چلتا ہے کہ نوکری کے بارے میں 30 فیصد فیصلے پہلے پانچ منٹ میں کیے جاتے ہیں اور 5 فیصد پہلے 60 سیکنڈ میں کیے جاتے ہیں، چنانچہ آپ کو اس بارے میں بھی سوچنا چاہیے۔ انٹرویو کے آغاز میں اپنے پہلے تاثر کے بارے میں سوچنا چاہیے (پہلے تاثر) کی اہمیت کو دیکھتے ہوئے یہ ضروری ہے کہ اپنے آغاز کی اچھی طرح سے منصوبہ بندی کریں۔ اگر آپ پہلے سوال کا جواب مددگی سے دے سکتے ہیں، یہ بقیہ انٹرویو کے لیے آپ کا اظہارِ حماست ہے۔ کامیابی کی ایک اہم کلید خود اعتمادی ہے۔ خود اعتمادی کی ایک اہم کلید تیاری ہے۔

handshake, smile, make eye contact, sit tall and lean in to show you're engaged. Be present in the moment, and really listen. Rather than think about what you want to say in the future. Moreover, focus on what the hiring manager is saying now and react accordingly. It should be a fluid, back-and-forth conversation. And bring a lot of energy! If you are excited about the position, the interviewer will get excited about you.

منہ بولی سے مصافحہ کریں، مسکرائیں، آنکھوں میں آنکھیں ڈال کر بات کریں، سیدھے بیٹھیں اور آپنی مصروفیت کے وقت جھکیں۔ اس لمحے میں حاضر رہیں، اور سنیں۔ اس کے بجائے اس کے بارے میں سوچیں کہ آپ مستقبل میں کیا کہنا چاہتے ہیں۔ مزید یہ کہ ملازمت کے منیجر نے جو کچھ کہا ہے اس پر توجہ دیں اور اسی کے مطابق رد عمل ظاہر کریں۔ یہ ایک باہمی اور رواں گفتگو ہونی چاہئے۔ اور (آپ میں) بہت توانائی ہونی چاہئے! اگر آپ پوزیشن کے بارے میں پرجوش ہیں، انٹرویو لینے والا آپ کے بارے میں پرجوش ہو جائے گا۔

nerve-wracking	اعصاب شکن	worrying, tense, terrifying, intimidating
submitting	پیش کرنا	presenting, suggesting, offering, tendering
strangers	اجنبی	outsiders, unfamiliar persons, unknown persons
anxious	فکر مند	nervous, worried, concerned, frightened
achievements	کامیابیاں	attainments, accomplishments, successes, triumphs
primary	بنیادی	main, key, prime, principal, major
assess	جانچنا	measure, evaluate, judge, weigh
nerves	اعصاب	anxieties, worries, tensions, stresses, concerns
ace	عمدہ	be very successful, do well, sail through
self-confidence	خود اعتمادی	self-assurance, assurance, poise, confidence
react	رد عمل	respond, answer, reply, counter
conversation	گفتگو	talk, discussion, exchange, banter
excited	پرجوش	happy, eager, thrilled, enthusiastic

Most interviews start the same way: some small talk and banter, followed by some version of, "Tell me about yourself." This open-ended question is a great way for you to take control of your story and start building the case for why you're perfect for this job. You need a plan to tackle the elephant in the room, or else it will eat at your confidence before, during and after the interview. Know your perceived weakness — the thing that may raise an interviewer's eyebrow — and prepare to address it head-on.

زیادہ تر انٹرویو اسی طرح سے شروع ہوتے ہیں: کچھ چھوٹی چھوٹی باتیں اور ہلکا پھلکا مذاق، جس کے بعد اس قسم کا سوال کہ "مجھے اپنے بارے میں بتائیں" یہ کھلا سوال آپ کو اپنی کہانی اپنے طور پر بیان کرنے اور اپنا مدعا بیان کرنے کا ایک بہترین موقع فراہم کرتا ہے کہ آپ بیان کر سکیں کہ آپ اس ملازمت کے لیے کیوں موزوں ترین ہیں۔ ایک بہت بڑے کام سے غبنے کے لئے آپ کو ایک منصوبے کی ضرورت ہے، ورنہ یہ انٹرویو سے پہلے، اس کے دوران، اور اس کے بعد، آپ کے اعتماد کو ختم کر دے گا۔ اپنی کمزوریاں جانیں جنہیں آپ محسوس کرتے ہیں، وہ چیزیں جس سے انٹرویو لینے والے کی بھونکیں چڑھ سکتی ہیں، ان کے بارے میں پہلے ہی سے تیاری کریں۔

banter	ہلکا پھلکا مذاق	teasing, mocking, joking, chitchat, chat
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Scholar's Federal English (for Grade - 11)

tackle	لمٹنا	face, confront, undertake, deal with
elephant in the room	بہت بڑا کام	big problem, major concern, major problem, major issue
confidence	یقین	sureness, conviction, poise, assurance
perceived	محسوس کردہ	apparent, observed, sensed, understood

At the forefront of any interviewer's mind, while conducting job interviews, job specific questions are designed to measure the candidate's ability to perform the duties of the job against the skills required to execute the position smoothly and effectively. This type of interview questions are especially important for jobs where technical knowledge is required or where the company needs an experienced candidate who can do the job from the very first day. Job specific interview questions are designed to determine if you have the knowledge and skills needed to perform the job for which you are being considered. When you respond to such types of questions, your goal should be to show that you are the best fit for the job out of all the applicants the employer is interviewing. In addition to hard-and-fast skills, the employer will also explore whether you have the right mindset for the job and can help achieve the company's goals.

کسی بھی انٹرویو لینے والے کے ذہن میں، نوکری کے انٹرویو کے دوران سب سے پہلے ملازمت سے متعلق مخصوص سوالات بنائے جاتے ہیں جو امیدوار کی یہ صلاحیت جانچنے کے ہوتے ہیں کہ اس میں ذمہ داری سے فرائض آسان اور مؤثر طریقے سرانجام دینے کی اہلیت موجود ہے۔ اس قسم کے انٹرویو سوالات عام طور پر ملازمتوں کے لئے اہم ہیں جہاں تکنیکی علم کی ضرورت ہوتی ہے یا جہاں ادارے کو ایک تجربہ کار امیدوار کی ضرورت ہوتی ہے جو پہلے دن سے ہی کام کر سکتا ہے۔ ملازمت کے مخصوص انٹرویو سوالات اس بات کا تعین کرنے کے لئے تیار کیے جاتے ہیں کہ آیا آپ کے پاس اس کام کو سرانجام دینے کے لئے درکار علم اور صلاحیتیں ہیں جس کے لئے آپ پر غور کیا جا رہا ہے۔ جب آپ اس قسم کے سوالوں کا جواب دیتے ہیں تو، آپ کو اپنا ہدف یہ ظاہر کرنا چاہئے کہ تمام امیدواروں میں سے جو انٹرویو دے رہے ہیں ان میں سے آپ ملازمت کے لئے موزوں ترین ہیں۔ ضروری مہارتوں کے علاوہ، آج یہ بھی دریافت کرے گا کہ آیا آپ کے پاس ملازمت کے لئے صحیح مزاج ہے اور آپ ادارے کے اہداف کو حاصل کرنے میں مدد کر سکتے ہیں۔

forefront	سب سے پہلے	front, vanguard, lead, head
designed	بنانا	created, conceived, planned, suggested
measure	جانچنا	gauge, determine, assess, evaluate, appraise
effectively	مؤثر انداز سے	efficiently, successfully, excellently
technical	تکنیکی	specialised, expert, scientific
respond	جواب دینا	reply, answer, retort, return
explore	دریافت کرنا	search, study, investigate, survey
mindset	مزاج	attitude, outlook, mentality, approach

It's always important to be prepared to respond effectively to the questions that employers typically ask. Since these questions are so common, the interviewers will expect you to be able to answer them smoothly and without hesitation. You don't need to memorise your answers, but you should think about what you're going to say so that you're not put on the spot. Your responses will be stronger if you prepare in advance, know what to

یہ ہمیشہ ضروری ہے کہ ان سوالوں کا مؤثر جواب دینے کے لئے تیار رہیں جو آج عام طور پر پوچھے جاتے ہیں۔ چونکہ یہ سوالات بہت عام ہیں، لہذا انٹرویو لینے والے آپ سے توقع کریں گے کہ آپ ان کا جواب آسانی سے اور بغیر کسی ہچکچاہٹ کے دے سکتے ہیں۔ آپ کو اپنے جوابات حفظ کرنے کی ضرورت نہیں ہے، لیکن آپ کو اس کے بارے میں سوچنا چاہئے کہ آپ کیا کہنے جا رہے ہیں تاکہ آپ کو شرمندگی نہ ہو۔ اگر

expect during the interview, and have a sense of what you want to focus on. Rehearsing is one of the best ways to prepare for a job interview. A mock interview, also known as a practice interview, is a simulation of an actual job interview. It provides job seekers with an opportunity to practice for an interview and receive feedback on their interviewing skills. Typical mock interview is a practice job interview held with a professional career counselor, friends or family members. A mock interview helps you learn how to answer difficult questions, develop interview strategies, improve your communication skills, and reduce your stress before an actual job interview. If you act on these pragmatic suggestions and strategies, you can be a high flier.

آپ پہلے سے تیاری کریں گے، پتہ ہو کہ انٹرویو کے دوران متوقع سوالات کیا ہیں، اور احساس ہو آپ کو کس چیز پر توجہ مرکوز کرنا ہے تو آپ کے جوابات سوس ہوں گے۔ مشورہ کرنا تو کریں گے انٹرویو تیار کرنے کا ایک بہترین طریقہ ہے۔ ایک فرضی انٹرویو، جسے مشق کا انٹرویو بھی کہتے ہیں، ملازمت کے اصل انٹرویو کی نمائندگی ہے۔ یہ ملازمت کے متقاضی افراد کو انٹرویو کے لئے مشق کرنے اور ان کی انٹرویو کرنے کی مہارت پر رائے حاصل کرنے کا موقع فراہم کرتا ہے۔ عام فرضی انٹرویو ایک پیشہ ورانہ ملازمت کا انٹرویو ہوتا ہے جو پیشہ ور، مشیر، دوستوں یا خاندان کے افراد کے ساتھ ہوتا ہے۔ ایک فرضی انٹرویو آپ کو مشکل سوالات کے جوابات دینے، انٹرویو کی حکمت عملی تیار کرنے، اپنی بات چیت کی مہارت کو بہتر بنانے اور ملازمت کے اصل انٹرویو سے قبل اپنے تناؤ کو کم کرنے کا طریقہ سیکھنے میں مدد کرتا ہے۔ اگر آپ ان عملی مشوروں اور حکمت عملیوں پر عمل کرتے ہیں تو، آپ میں کامیابی ہونے کی صلاحیت ہو سکتی ہے۔

typically	عموماً	normally, usually, habitually, on average
smoothly	روانی سے	easily, effortlessly, efficiently, well
hesitation	ہچکچاہٹ	reluctance, indecision, qualms, unwillingness
rehearsing	مشق	practicing, preparing, training, repeating
mock	فرضی انٹرویو	practice, fake, simulated, imitation, artificial, pretend
simulation	نقادی	imitation, reproduction, replication
opportunity	موقع	chance, occasion, opening, break
feedback	رائے حاصل کرنا	response, reaction, comment, opinion
counselor	مشیر	therapist, analyst, advisor, guide
strategies	حکمت عملی	plans, policies, approached, tactics, schemes
pragmatic	عملی	practical, realistic, logical, rational, sensible, reasonable

GLASSARY

Word	Meaning
Accentuated	make more noticeable or prominent.
Ace	(informal) a person who excels at a particular sport or other activity (from game of cards)
Banter	playful and friendly exchange of teasing remarks
Booster	something that improve or increase something (confidence / morale)
Clumsy	awkward in handling things.
Colleagues	a person with whom one works in a profession or business
hanging out	to spend a lot of time in a place or with/ someone

high flier	a person who is or has the potential to be very successful, especially academically or in business.
hiring process	The process of reviewing applications, selecting the right candidates to interview, testing candidates, choosing between candidates to make the hiring decision and performing various pre-employment tests
management	the process of dealing with or controlling things or people
nerve-wracking	causing stress or anxiety
outfit	a set of clothes worn together, especially for a particular occasion or purpose
overdressing	to dress too warmly, too showily, or too formally for the occasion.
put on spot	if you put someone on the spot, you cause them embarrassment or difficulty by forcing them at that moment to answer a difficult question or make an important decision
simulation	imitation of a situation or process
sparkle	shine brightly with flashes of light

READING COMPREHENSION

Answer the following questions.

1. What is a job interview?

Ans. A job interview is a conversation between an employer and a job applicant. During a job interview, the employer assesses an applicant's qualifications, appearance, and general fitness for the job. An interview is a vital component of the hiring process. It enables an employer to determine if an applicant's skills, experience, and personality meet the requirements of the job.

2. Describe some types of job interviews and their purposes.

Ans. There are different types of interviews which employers conduct. These include behavioural interviews, case interviews, group interviews, phone interviews, and video interviews.

Behavioural Interviews: These are used to determine how a job applicant has handled various job situations in the past. The idea is that an applicant's past behaviour predicts how the applicant will act in the new job.

Case Interviews: In these interviews, an employer gives a job applicant a business scenario and asks him or her to find a solution.

Group Interviews: There are two types of group interviews: an applicant is interviewed by a group of interviewers, or one employer interviews a group of applicants.

Phone Interviews: Companies often conduct interview over the telephone. Such interviews are conducted for shortlisting candidate. Then only shortlisted candidates are invited for detailed interviews.

Video Interviews: Software programs such as Skype, Zoom, and FaceTime provide facilities for video calling. Video interviews are becoming more common. These are conducted when an applicant and an employer are located at distant locations.

3. How should one dress for job interviews?

Ans. Dress for a job interview should be formal. It should be according to the requirements of the job. One should dress smartly for the interview. One should avoid overdressing. Overdressing seems clumsy, disrespectful, cheap, and untidy. Ideally, one should talk to a current employee or look around to know how casual or formal the company is. Then, one should dress slightly above that to show respect. There is no need for expensive clothes or fancy brands.

4. What is the impact of dressing on interview?

Ans. The dress, among other things, impresses interviewers. It not only influences the interviewer's perception of

applicants, but it also affects how applicants' feel about themselves. Applicants' dress reflects their personality. However, looks and appearance are not everything. But self-expression through dress certainly adds some fun and sparkle to life.

How can a person keep nerves calm during interviews?

5. **Ans.** Candidates should keep their nerves calm during interviews. To keep their nerves calm, candidates should carefully plan the opening conversation in interviews. If candidates answer the first question confidently, it will build their confidence for the rest of the interview. They will remain calm during the rest of the interview. They will have self-confidence. To have self-confidence, they should prepare for their interviews thoroughly.

6. **What is the importance of the first five minutes in a job interview? How should the opening of the interview be planned?**

- Ans. Studies show that about 30 per cent of hiring decisions are made within the first five minutes. Thus, the behaviour, response, and attitude of a candidate during the first five minutes of the interview are very important. It creates the first impression of the candidate. The first impression at the beginning of the interview is important. Candidates should plan their opening carefully. Candidates should use a firm handshake, smile, make eye contact, sit tall, and lean in to show they are engaged. They should listen to the interviewer carefully. They should focus on the question being asked. They should not think about what they want to say in future. They should focus on what the hiring manager is saying now and react accordingly. They reply should be fluid. It should be like a back-and-forth conversation.

7. **What is the role of self-confidence in a job interview and how can it be boosted?**

- Ans. Self-confidence is an essential factor for success in an interview. Detailed preparation for interviews makes candidates self-confident. The clothes and how candidates perceive themselves create a significant impact on their self-confidence. The clothes a person wears leave a lasting impression. Selection of right dress is a huge confidence booster.

8. **What type of text is used in the lesson 'How To Take Job Interview'? Illustrate it with examples from the text.**

- Ans. The text in the lesson 'How To Take Job Interview' is informative and educational. It informs candidates about the purpose and importance of interviews. For example, it tells that "Interview is a vital component of the hiring process. It enables the employer to determine if an applicant's skills, experience and personality meet the job's requirements." Similarly, it tells about different types of interview. It then educates job candidates how to prepare for interviews. It describes how candidates should dress up. How can they remain calm during interviews? How should they prepare for interview? For example, it tells that candidates should take mock interviews before appearing for an actual interview.

9. **What is the central idea of the lesson 'How To Take Job Interview'?**

- Ans. The central idea of an essay is its author's main idea or central argument. The lesson 'How To Take Job Interview' is an informational and educational text. Its central idea is to inform job-candidates on how to be successful in job interviews. It tells them of the requirements of job-interviews. It then educates them how to prepares for job-interviews.

10. **What is a mock interview? How can it be helpful for the preparation of job interviews?**

- Ans. A mock interview is a practice interview. It is also known as a practice interview. It is the practice of an actual job interview. It provides candidates with an opportunity to practice for an interview and receive feedback on their interviewing skills. A professional career counsellor usually holds it. Friends or family members can also hold it. A mock interview helps candidates learn how to answer difficult questions, develop interview strategies, improve communication skills, and reduce stress before an actual job interview.



WRITING SUGGESTIONS

Writing Suggestions

Comprehending Job Advertisements

Job Advertisements (A)

TEACHING ASSISTANT

Required from: November 2002 - Term time only, four mornings weekly

We are looking for a caring and enthusiastic teaching assistant to work in a Y3 classroom to work alongside children who require extra support. Experience of working with children is essential. You will be part of a friendly and committed staff team and we shall offer opportunities to help you develop professionally.

Please telephone Ms. Maria, School Secretary for further details. Visits are welcomed. Letters of applicant and CV with the details of 2 references should be sent to Ms. Laila, Head teacher by October 14.

Principal

St. Michael's Junior School
Circular Road, Peshawar.

Job Advertisements (B)

CONTRACTS MANAGER

KP Builders has been providing a quality service for over 25 years, specialising in refurbishment and major alterations for Local Authorities & Housing Associations in the Capital Territory, Islamabad.

Our continued success is due to the commitment of our dedicated team of professionals. We are looking for an experienced Contracts Manager, able to demonstrate the drive necessary to lead a team of Surveyors, Site Managers and Trades, reporting to the Contracts Director.

You will be responsible for controlling all projects using the company's management control process and our fully computerised ICT system.

This is a great opportunity for an individual with a proven track record of delivering projects on time & within budget whilst able to maintain our mission statement of 'Building Quality on Time'.

If you feel this is the challenge for you, please apply in writing with a full CV to:

Mr. Ibrar Khan
KP Builders,
Blue Area, Islamabad

READING COMPREHENSION QUESTIONS

1. Read through the advertisement labelled (A) again and make a list of all the words and expressions used to describe:

a) The job requirements

The requirements for the job are that an applicant must be a caring and enthusiastic person who can work alongside children who require extra support. Experience of working with children is essential.

b) The benefits offered by the job.

The successful applicant will be part of a friendly and committed staff team. He or she shall have opportunities for professional development.

2. Look at the job advertisement labelled (B) and answer the questions.

a. Who placed the job advertisement in the newspaper?

The job advertisement has been placed in the newspaper by KP Builders, Blue Area, Islamabad.

b. What job is being offered and which sector?

The job of Contract Manager in the sector of refurbishment and major alterations for Local Authorities & Housing Associations in the Capital Territory, Islamabad is being offered.

c. What is required for the job?

A proven track record of delivering projects on time & within budget is required for the job.

d. Where will the successful candidate work?

The successful candidate will be required to control all projects using the company's management control process and fully computerised ICT system

Garrison Academy Kharian Cantt

(Army Public School & College System)

TEACHING STAFF REQUIRED

Following qualified and committed teaching staff is required for the under mentioned positions:

Ser	Name of Post	Qualification / Experience
01	Arabic MA (Arabic) or equal (Male / Female)	Master In Arabic with minimum three years' experience.
02	Career Counselor / School Counselor	MT from reputed Institution
03	English	MA English
04	Urdu	MA Urdu
05	Maths	MSc Maths
06	Physics	MSc phy.
07	Chemistry	MSc Chem.

- Attractive salary package commensurate with experience and qualifications. Pay package has been recently revised. Candidates having experience of minimum three years of teaching in well reputed English medium institutions will be given preference.
- Keeping in view experience and qualification, special grade may be offered to the deserving candidates.
- Atmosphere and working conditions of GAK are excellent. Additional benefits/ perks and privileges including medical treatment, membership of club, loan and board & lodging facilities are also provided. Intensive training for teachers is

conducted free of cost under APSACS.

- Semi-furnished single accommodation is offered in a safe and pollution free environment.
- Complete CVs with photographs and a copy of CNIC to be forwarded to Principal Garrison Academy Kharlan Cantt within 10 days of publication of the advertisement.

Principle (Prof Arjasab Khan Zafar) Tel: 053-9240263, 053-59-36325

(A sample of an original job advertisement from a National Daily)

What is a CV?

A CV, which stands for curriculum vitae, is a document used when applying for jobs. It allows you to summarise your education, skills and experience enabling you to successfully sell your abilities to Potential employers.

In the USA and Canada CVs are known as resumes. These documents tend to be more concise and follow particular formatting rules.

How long should a CV be?

A standard CV should be no longer than two sides of A4. As a recent graduate your CV may only take up one page and that's ok. Some medical or academic CVs may be longer depending on your experience. To save space only include the main points of your education and experience. Stick to relevant information and don't repeat what you've said in your cover letter.

What to include in a CV?

Contact details - Include your full name, home address, mobile number and email address. Unless you're applying for an acting or modelling job you, don't need to include your date of birth or a photograph.

Profile - A CV profile is a concise statement that highlights your key attributes and helps you stand out from the rest. Usually placed at the beginning of the CV it picks out a few relevant achievements and skills, while expressing your career aims. A good CV profile focuses on the sector you're applying to, as your cover letter will be job-specific. Keep your personal statements short and snappy-100 words is the perfect length.

Education - List and date all previous education, including professional qualifications. Place the most recent first.

Work experience - List your experience in reverse date order, making sure that anything you mention is relevant to the job you're applying for. If you have plenty of relevant work experience; this section should come before education.

Skills and achievements - This is where you talk about the foreign languages you speak and the IT packages you can competently use. The key skills that you list should be relevant to the job. Don't exaggerate your abilities, as you'll need to back up your claims at interview. If you've got lots of job-specific skills you should do a skills-based CV.

Interests - 'Socialising', 'going to the cinema' and 'reading' aren't going to catch a recruiter's attention. However, relevant interests can provide a more complete picture of who you are, as well as giving you something to talk about at interview.

The document tends to be organised chronologically and should make it easy to get an overview of an individual's full working career. A CV is static and doesn't change for different positions, the difference would be in the cover letter.

Resume:

A resume, or resume, is a concise document typically not longer than one page as the intended reader will not dwell on your document for very long. The goal of a resume is to make an individual stand out from the competition.

The job seeker should adapt the resume to every position they apply for. It is in the applicant's interest to change the resume from one job application to another and to tailor it to the needs of the specific post. A resume doesn't have to be ordered chronologically, doesn't have to cover your whole career and is a highly customisable document.

Differences:

As stated, three major differences between CVs and resumes are the length, the purpose and the layout. A resume is a brief summary of your skills and experience over one or two pages, a CV is more detailed and can stretch well beyond two pages. The resume will be tailored to each position whereas the CV will stay put and any changes will be in the cover letter.

A CV has a dear chronological order listing the whole career of the individual whereas a resume's information can be shuffled around to best suit the applicant. The main difference between a resume and a CV is that a CV is intended to be a full record of your career history and a resume is a brief, targeted list of skills and achievements.

Let's revise

CV – long, covers your entire career, static
Resume – short, no particular format rule, customisable

(A Sample CV)**MUHAMMAD ABBASATIF****Summary**

Senior Web Developer, specialising in front end development. Experienced with all stages of the development cycle for dynamic web projects. Well-versed in numerous programming languages including HTML5, PHP OOP, JavaScript, CSS, MySQL. Strong background in project management and customer relations.

Skill Highlights

Project management
Strong decision maker

Creative design, Innovative
Service-focused
Complex problem solver

Contact

Address: House No. 570, Street No. 75, Shami Road, Peshawar

Phone: +92 300 1234567 Email: abbas12345@gmail.com

Languages

English (Read, Write & Speak)
Urdu (Read, Write & Speak)
Pashto (Read, Write & Speak)

Experience

Web Developer- 09/2015 to 05/2019
Luna Web Design, Peshawar

Cooperate with designers to create clean interfaces and simple, intuitive interactions and experiences.
Develop project concepts and maintain optimal workflow.
Work with senior developer to manage large, complex design projects for corporate clients. Complete detailed programming and development tasks for front end public and internal websites as well as challenging back-end server code.
Carry out quality assurance tests to discover errors and optimise usability.

Education

Bachelor of Science: Information Technology - 2014.

Certifications

Microsoft Office (certificate): Power Point, Excel, Outlook, Programming Languages: JavaScript, C++, HTML5, CorelDraw, Illustrator, Adobe Photoshop, 3D Animation.

References

Will be furnished on demand.

Job Application or Cover Letter**Cover Letter**

When you apply for a job with a curriculum vitae (CV), it's important to include a cover letter, also known as a covering letter. This letter allows you to make a favorable first impression, using narrative in your own tone of voice to catch the reader's attention and encourage him/her to give a serious review to your attached resume/ CV.

Tailor the Letter to Fit the Organization

The letter should be tailored to respond to specific requirements requested by organisation you are approaching. Don't try to use the same cover letter for every job you apply for. Each letter needs to provide detailed information about

why are you are qualified for the specific job in question, and it should outline the reasons for your interest in the company or organisation.

Use your cover letter to identify the skills or experiences most specific to the job, rather than restating the information in your CV.

What to Include

- The content of your cover letter should be brief and structured. Avoid lengthy repetition of information covered in your CV. Unlike a CV, it is acceptable to write a cover letter in the first person.
- Your letter should address the relevant contact, whose name often appears in the job advertisement. Avoid "Sir" or "Madam" if possible.
- If you are replying to a job ad, say so. Mention the job title, any reference number, and where and when you saw it.
- In some cases, an advertisement will indicate that a more substantial letter is required. Always follow specific instructions and include any information if it is specifically requested. Your current salary is an example.
- Briefly outline your current situation and why you are seeking change. Mention your current or last job, qualifications, and professional and academic training, tailoring your information to make it as relevant as possible to the job applied for.
- Tell the potential employer a little about themselves to demonstrate you have properly read the position description and that you have done some research into the organisation. Also, state why you are interested in them as an employer.
- Succinctly emphasise why an employer may want to meet and employ you. Highlight your transferable skills, achievements, and versatility. Explain what you can contribute and what makes you stand out from your competitors. Mention personality traits relevant to the role applied for.
- Ensure that your CV cover letter flows freely, however, and does not slavishly match, every point on the job description. The reader should be left with an overall impression that you are a potentially valuable addition to the workforce.
- Negative information of any sort should be avoided in your cover letter as well as on your CV.
- Close your letter with a polite expression of interest in further dialogue with the recruiter. Do mention that you would like the opportunity to discuss your suitability further in a personal interview and that you await a response in due course.
- Ensure your letter is neatly and clearly presented with no grammatical or spelling errors.

Cover Letter Sample

To

The Principal

Garrison Academy

Kharian Cantt

Subject: APPLICATION FOR THE POST OF MATH'S TEACHER

Please refer to your advertisement in the national daily on the subject cited above. I would like to be considered for the above position and hope to demonstrate how much I could bring to it. I did MSc in Mathematics from the University of Peshawar. After MSc I completed Teacher Training program from Institute of Education and Research, University of Peshawar.

During teaching Mathematics, I have gained experience of making purposeful and appropriate lesson plans to provide for effective teaching strategies and meet the individual needs of students. I also gained experience to prepare, select and use teaching-learning materials for students (including the use of textbooks, definitions and their related problems, short notes explaining problems, solving steps). I also made e-learning materials for Inter-College Mathematics' competitions.

During three year of working experience in educational environment I have always built up an effective working relationship with my colleagues. I am a motivated, enthusiastic and organised person. I am also a flexible person.

working individually and as a team member. I am a target-oriented individual who likes working in challenging and dynamic environment. I strongly do believe that I have every essential and desired capability for this post.

I would be grateful for the opportunity to demonstrate my capabilities further at interview. I look forward to hearing from you. My CV is attached with the application.

Yours sincerely,

Muhammad Abbas, Peshawar

Oral Communication

With your classmates create a mock interview setting where your partners are supposed to be interviewers and you are potential candidate and is going to be interviewed. Have a conversation where everyone in turns ask you questions about your academic background, your interests, your skills and hobbies. Now, demonstrating your good listening skills, answer their questions with confidence using your reciprocal ability. Once it feels complete, stop the scene and switch sides; then go through it again with the roles reversed. Practice the most probable questions and answers in this mock job interview.

VOCABULARY AND GRAMMAR

VOCABULARY

Vocabulary

Search the following home related words in a dictionary, identify their part of speech then fill in the blanks.

fireplace bathroom floors garage window garden
outside bedrooms downstairs furniture dining kitchen

I live with my family in a house near the sea. The house is 60 years old and has a big garden with fruit trees and flowers. We have two bedrooms upstairs, where we sleep. The living room is downstairs. The bathroom has a shower and toilet, but no bath. We cook in the kitchen and eat in the dining room. We don't have a garage for the car, so we park it outside the house. We don't have any carpets in the house, we prefer wooden floors. We also have a lot of antique furniture, including chairs and tables. The house is always warm in winter because we have a lovely big fireplace. In summer, the sun shines through the big window in the living room.

GRAMMAR

A. Make passive voice.

1. In this street letters **are delivered** by the postman **at 8** every day. (deliver)
2. This bag **was found** on the bus yesterday night. (find)
3. I'm afraid the dress **cannot be washed** in hot water. (cannot wash)
4. **Has your motorbike been repaired** yet? I'd like to borrow it. (repair)
5. The message **will be sent** tomorrow, I promise. (send)
6. These offices **are being cleaned** now. Be careful, the floors are wet. (clean)
7. This report **would not be finished** in time if you didn't help me. Thank you very much. (not finish)
8. Why is the TV **turned on**? Everyone has gone to bed. (turn on)
9. This building needs renovating. It **has not been reconstructed** since the 1960's. (not reconstruct)
10. Madam you cannot take your bag into the gallery. All bags **must be left** in the cloakroom. (must leave)

11. The engine **was just being tested** when the manager saw it. And he was satisfied with it. (test)
12. I'm sorry, Sir. The last umbrellas **were sold** in the morning. (sell)
13. Where have you been so long? You **would not be allowed** to arrive so late if you worked for me. (not allow)
14. Please, be patient. The plan **will be announced** in two days. (announce)
15. All the halls **are being painted** at the moment. It will take us two three days. (paint)
16. What were we doing at 11 o'clock? We **were being interviewed** by a reporter. (interview)
17. After the window pane **had been replaced** someone smashed the window again. (replace)

B. Complete the conversation with questions in the passive voice.

1. A: There was a storm on the coast last night.
B: **Was anything damaged?** (anything/damage)
A: Yes. Some trees fell on cars. Fortunately, nobody was killed.
2. B: How many cars **were crushed** during the storm? (crush)
A: Three or four.
3. B: **have the trees been removed yet?** (the trees/remove/yet)
A: Yes, they have. But the cars are still there.
4. B: When will the cars **be removed?** (the cars/remove)
A: Tomorrow, I hope.
5. B: **Are the cars badly damaged?** (the cars/badly/damage)
A: Yes, they are. One of them is completely destroyed.
6. B: **Has the removal started yet?** (the removal/start)
A: Yes, It has. When I was there in the morning, one of the cars was just being put onto a lorry.
7. B: You look quite depressed. Was it your car which was completely destroyed?
A: No, it wasn't But... Derek, where **was your car parked** last night? (your car/park)
B: Are you joking? My car had been parked in my garage long before the storm started.

C. Make passive voice

1. I think they make these cars in Japan.
I think **these cars are made** in Japan.
2. You must not drop litter in the street in Singapore.
Litter must not be dropped in the street in Singapore.
3. Someone smashed our window last night.
Our window was smashed by someone last night.
4. They have already mended the TV set. You can collect it.
The TV set has already been mended. You can collect it.
5. People will need more public transport in the near future.
More public transport will be needed by people in the near future.

6. Don't enter the room. They are decorating the walls.
Don't enter the room. **The walls are being decorated by them.**

7. You should not replace the roof at the beginning of winter.
The roof should not be replaced at the beginning of winter.

8. People are spending less money on cars this year.
Less money is being spent by people on cars this year.

9. They had cooked the meal before 10 o'clock.
The meal had been cooked before 10 o'clock.

10. Someone was building the wall when I was there.
The wall being build by someone when I was there.

11. No problem. They sell this food in every shop.
No problem. This food is sold by them in every shop.

12. They delivered more parcels last year because people bought more goods in e-shops.
More parcels were delivered last year because people bought more goods in e-shops.

13. They have not replaced the wheels yet. But they'll let you know as soon as possible.
The wheels have not been replaced yet. But they'll let you know as soon as possible.

Teacher's Guideline:

Explain and revise with the students the rules of change of voice in written and oral discourse.

