

Dialogue Workout # 56

1.

A: Do you know how to repair radios and TVs?

B: Yes, I do. I've been repairing them for a long time.

A: Could you tell me exactly how long?

B: I've been repairing them since 1996.

A: Well, you've had a lot of experience.

B: I enjoy working with electronic equipment.

2.

A: Do you know how to operate a floor waxer?

B: Yes, I do. I've been operating one for quite a while.

A: And have you had other janitorial experience?

B: Yes, I've had several years experience as a janitor.

A: That sounds good. Could you please fill out this application?

B: I'd be glad to.

3.

A: Are you familiar with our regulations?

B: No, I'm not. I haven't worked at this hospital before.

A: Have you been attending a nurse's training program?

B: Yes. I have been taking a nurse's training course at City College.

A: Are you willing to work nights?

B: Yes, I am. I've worked nights in other jobs.

4.

A: I'd like to apply for the driver job.

B: Well, we're accepting applications now.

A: I haven't had a lot of experience as a driver, but I can drive, and I have a valid California Driver's License.

B: That's okay. Previous experience isn't necessary.

A: I have very good driving record

B: That's good. And are you willing to work on the weekend?

5.

A: Have you taken care of the elderly before?

B: No, I haven't taken care of elderly people, but I have experience with children.

A: Taking care of the elderly requires patience.

B: I believe I have a lot of patience and skill.

A: Are you familiar with first aid procedures?

B: Yes, I am. I've had training in first aid techniques.

6.

A: We're looking for a stock clerk.

B: I'm interested in applying for that job.

A: Have you worked as a stock clerk before?

B: No, I haven't, but I'm sure I could learn quickly.

A: This job doesn't require experience. But you have to be willing to learn new skills.

B: I'm very interested in learning new skills.

7.

A: Here's an application form. Have you filled one out before?

B: I haven't filled one out before.

A: Well, you need to list your previous jobs. The most recent job is first.

B: I understand.

A: Here, you will list the schools you attended.

B: I see. What about references?

8.

A: You can use teachers or landlords as references.

B: I understand.

A: Anybody who can vouch for your character.

B: What about my previous employers?

A: Yes, a previous employer would be an excellent reference.

B: I can ask her to write a letter of recommendation.

9.

A: Are you currently employed?

B: Yes, I am. I work at Busvan Furniture Company.

A: What is your position there exactly?

B: I'm a salesman. I'm also a bookkeeper.

A: Have you been working there for a long time?

B: Yes, I've been working there for the past five years.

10.

A: Are you currently employed?

B: No, not at the moment. My last job was at the Hartford Insurance Company.

A: What was your position there?

B: I was a receptionist. I worked there for five years.

A: What have you been doing since you left Hartford?

B: I've been attending City College and acquiring computer skills there.

Dialogue Workout # 57

1.
A: Can you tell me a little more about the position?
B: Certainly. I'll try to answer any questions you have.
A: I'd like to know the lab technician's responsibilities.
B: The lab technician performs medical tests.
A: I see.
B: Also, you will have to take blood samples from patients.
2.
A: Do you think you could handle those responsibilities?
B: Definitely. In my present job, I've been performing medical tests and taking blood samples from patients.
A: Have you worked in a hospital this large before?
B: No, I haven't. Currently, I work in a small clinic.
A: You understand that your work schedule might change.
B: Yes, I understand that. It's okay with me.
3.
A: Could you explain a little more about what we'll be doing?
B: Sure. We'll be spending a lot of time with prep work.
A: Prep work? What does that mean?
B: Before we begin painting, we have to do a lot of sanding and spackling.
A: I see. Thank you for explaining that.
B: We'll be spending a lot of time on the scaffold.
4.
A: Do you think you can handle that kind of work?
B: Sure. I did a lot of prep work in my previous job.
A: But you said you didn't know what prep work was.
B: In my previous job, I spoke my native language.
A: I see. You did prep work, but you have a different word for it in your language.
B: That's right. I actually have quite a bit of experience doing that kind of work.
5.
A: Could you tell me the responsibilities of the chef in this restaurant?
B: Yes, the chef has to supervise the kitchen staff.
A: You mean the chef is responsible for everything that happens in the kitchen.
B: That's right. But I'm sure you'll be able to handle it.
A: Yes, I'm sure too. Although I worked in a smaller restaurant, I had to manage the entire kitchen.
B: We're very glad to have you on board.

6.
A: I'm sorry to have to tell you, this factory is closing.
B: That's bad news. I've worked here for six years.
A: Yes, and you're one of our best workers.
B: Does this mean we will all be laid off?
A: That's right. We are opening a new factory in Seattle.
B: I don't know if I can get another factory job.
7.
A: Would you be willing to relocate to Seattle?
B: I don't know if I can do that. I have children in school here.
A: If you could move to Seattle, we would like you to work for us again.
B: This is a difficult decision. My wife works as a nurse.
A: I know it's a difficult decision. I suggest you talk it over with your family.
B: All right, I'll discuss it with them and I'll talk to you again in a couple of days.
8.
A: Did you talk it over with your family?
B: Yes, I did. The children don't like the idea. They will have to leave their friends.
A: That's true. It's always difficult to move.
B: On the other hand, I have a good position with the company.
A: You have a lot of seniority and good benefits.
B: We decided to move to Seattle in spite of the difficulties.
9.
A: I heard that Tom Wallace is moving to Seattle.
B: That's right. He really didn't have any choice.
A: I heard that his factory closed.
B: Yes, and anyone unwilling to move to Seattle got laid off.
A: I'll miss Tom and I'll miss his family.
B: We'll have to keep in touch with him by email.
10.
A: Tom, you're relocating to Seattle. That's a big move.
B: Yes, it is. And I'm a little nervous about it.
A: How come?
B: I've never been to Seattle, and no one in my family has been there either.
A: I hope you have a good raincoat and an umbrella, Tom.
B: I know. It rains a lot in Seattle. I'll need to be prepared.

Dialogue Workout # 58

1.
A: Are you applying for a job as a stock clerk?
B: That's right. I understand there's some ordering involved. What are the other duties?
A: You'll be taking inventory and also doing some billing.
B: About how much billing work is there?
A: About two hours a day. Sound interesting?
B: Yes, it does. What is the work schedule?
2.
A: Monday through Friday, from 4:00 pm to midnight.
B: Is there any overtime work?
A: Yes, there is. About once or twice a month.
B: A little overtime is no problem for me. Could you tell me something about the fringe benefits?
A: Employees get one sick day a month and ten vacation days a year.
B: I'm really interested. May I have an application?
3.
A: You're interested in the shipping clerk job. Is that right?
B: That's right. I'm presently working for Exxon as a service station attendant.
A: How long have you had that job?
B: About a year and a half. I got it when I moved to San Francisco.
A: What are your responsibilities there?
B: I have to pump gas, wash windshields, change oil, and change tires.
4.
A: Everyone who works in this factory must observe safety regulations.
B: What are the safety regulations here?
A: For one thing, you must wear an apron because you are working with chemicals.
B: I understand. What else?
A: You must wear ear protectors because the machines make loud noises.
B: That's okay. I wore an apron and ear protectors in my last job.
5.
A: I started work yesterday. Today, my ears hurt.
B: I know why. You didn't wear your ear protectors.
A: You're right. I should have worn my ear protectors.
B: Bob has been working here for a week. Today, his shirt has a hole in it.
A: He hasn't been wearing his apron.
B: Exactly. He should have been wearing his apron.

6.
A: Has anyone seen my safety glasses?
B: I haven't seen them. Could you have left them by the coffee machine?
A: No, I looked there. I must have left them home.
B: That's all right. I have an extra pair. You're welcome to borrow them.
A: Thanks very much. I'll return them to you after my shift.
B: That's okay. I don't need them today.
7.
A: I shouldn't have taken this job. The work is too dangerous.
B: Maybe you would be happier in an office job.
A: The working conditions in an office are better than here
B: But do you have typing and filing skills?
A: I've never used a computer, but I'm sure I could learn how.
B: I suggest you take a computer class at Mission Campus.
8.
A: I'm worried about Julio. He's never this late to work.
B: That's right. He must have missed the bus.
A: I can't think of another explanation. If he were sick, he would notify us.
B: He might be sick and be unable to contact us.
A: That's a possibility. I think we should call his home and check up on him.
B: He's a very reliable employee. I'm sure something has come up.
9.
A: Julio just called to say he's quitting.
B: That's terrible news. He's one of our best employees.
A: He says he can't stand working here anymore.
B: I'm going to call him. Maybe I can talk him into staying.
A: I don't think you can. I think he's made up his mind.
B: I don't know any factory that has better working conditions than this one.
10.
A: Julio. You have been working here for six years.
B: I know. They were the worst six years of my life.
A: Why do you say that? I thought you loved this job.
B: It is the most dangerous factory in San Francisco.
A: It isn't dangerous if you're careful. And you're always careful. You always observe safety regulations.
B: I've decided I need a change. This office job opening came up, and I jumped at the opportunity.

Dialogue Workout # 59

1.
A: I see you don't have any experience in word processing.
B: That's true. But I've been taking computer classes for the past year.
A: Why do you want to leave your present job?
B: I feel that my present job is too dangerous. I don't like the working conditions there.
A: I'd like to check your references. Do you mind if I call your supervisor?
B: Not at all. Her phone number is on my application.

2.
A: You don't have any experience in electronics.
B: True, but I've been taking electronics classes for two years.
A: Why are you interested in a career in electronics?
B: I've always wanted to get into electronics.
A: Because you lack experience, your starting salary will be low.
B: I understand that I will start at the bottom of the pay scale.

3.
A: I'm Sandra Thompson. I'm starting work here today.
B: I don't have your name in my file. Who hired you?
A: Mr. Parsons interviewed me. He told me to report to work today.
B: The supervisor hasn't arrived yet. Please have a seat.
A: Am I supposed to fill out any forms?
B: Yes, this is the company's insurance policy. You will need to name a beneficiary. And this is the W2 form.

4.
A: Ms. Thompson, have you written the letters yet?
B: Not yet. I'm writing them now. I'm just getting acquainted with your computer program.
A: Have you made the phone calls I asked you to make?
B: Not yet. I plan to make them later this afternoon.
A: That's all right. This is your first day. Have you had a cup of coffee?
B: No, I haven't had any coffee. I haven't had any time.

5.
A: Have the prices been marked on the items yet?
B: They haven't been marked yet. I'm doing it now.
A: How about the shelves? Have they been stocked?
B: Yes, they have. I've already stocked all of the shelves.
A: Have the floors been cleaned yet?
B: Yes, I've already cleaned and polished the floors.

6.
A: I would like to apply for the computer technician job.
B: How much experience do you have in this field?
A: I haven't finished the training program yet.
B: I'm sorry, I can't help you. When you finish the training program, I'll be able to offer you a job.
A: After I complete the training, I'll come back.
B: When you come back, I'll give you an application.

7.
A: I'm interested in a job as a secretary.
B: Have you completed the clerical training program yet?
A: Yes, I've already completed the training.
B: Do you know how to use Word Perfect?
A: No, I didn't learn how to use Word Perfect, but I can type 65 words per minute.
B: I can't help you right now. If you knew how to use Word Perfect, I would send you for an interview.

8.
A: You've been hired. How did you find your new job?
B: I went to the employment agency. I knew they had listings.
A: Did they contact the employer for you?
B: Yes, they did. They also faxed my resume to him.
A: That must have been very convenient for you.
B: It was very convenient. It saved me hours of work and lots of shoe leather.

9.
A: I was interviewed for a good position yesterday.
B: You were? How did you hear about the position?
A: I heard about it at the job fair. I talked to the company's representatives. They liked my resume.
B: Do you have a pretty good chance to land that job?
A: I think I have as good a chance as anyone applying.
B: I definitely think they should hire you. I know you're very competent.

10.
A: I was fired from my job yesterday, but that's okay.
B: Why do you think you were fired?
A: I didn't like my supervisor, and I made it clear to him.
B: Oh, I don't think you should have done that.
A: I had to do something. He was mistreating some of the employees.
B: But don't you think it would have been better to report his actions to the employer?
A: I don't think that would have helped. The employer is the supervisor's father.