

**Unit 28**  
**Job Interviews**  
المقابلات الشخصية

**1- Interviewing a Waiter:** (جارسون) نادل

The Sea View Hotel advertised for عن أعلنت some vacant jobs وظائف خالية. One of the applicants أحد مقدمي الطلبات is being interviewed.

**Khaled:** Good morning, sir.

**Manager:** Good morning.

What position مهتم بـ and وظيفة are you interested in?

**Khaled:** I'm interested in a position as a waiter. جارسون

**Manager:** Have you ever worked عملت من قبل as a waiter?

**Khaled:** Yes, I worked as a waiter for three years.

**Manager:** Where was that?

**Khaled:** At the Austin Sheraton in the U.S.A.

**Manager:** Good. That's why your English is good. We have long working hours ساعات عمل طويلة. Would you be able to work in the evening?

**Khaled:** Yes, sir.

**Manager:** What about weekends عطلات نهاية الأسبوع? Could you work on Fridays.

**Khaled:** Certainly, sir.

**Manager:** When would you be able to start?

**Khaled:** Right away فوراً, sir.

**2- Interviewing a Guide:** مرشد

Cairo Travel Services القاهرة للخدمات السياحية advertised أعلن for the vacant job of "guide". Samy is being interviewed for the job.

**Samy:** Good afternoon, sir.

**Manager:** Good afternoon. which job would you like to apply for له تتقدم?

**Samy:** I'd like to apply for the job of tourist guide مرشد سياحي.

**Manager:** I see. Do you have the right qualifications for that job? المؤهلات

**Samy:** Yes, sir. I'm a graduate خريج of the Faculty of Tourism and Hotels. كلية السياحة والفنادق.

**Manager:** Good. And What's your English like?

**Samy:** I speak English fairly well بطريقة جيدة. I used to travel to England in summer holidays. This enabled me هذا مكنتني to practise the language استخدم اللغة.

**Manager:** When would you be able to start work?

**Samy:** In ten days' time خلال عشرة أيام.

**Manager:** How much would you expect to earn - تكسب -  
? تحصل على

**Samy:** 500 Egyptian pounds.

### 3- Interviewing a Typist: ناسخة آلة كاتبة

The Delta Company is in need of number of typists.  
Rasha is being interviewed.

**Rasha:** Good morning, sir.

**Director:** Good morning. You would like ترغبين to work as a typist in our company.

**Rasha:** Yes, I'd like very much to work for your famous مشهور company.

**Director:** What're your qualifications?

**Rasha:** I have the Diploma of Secondary Schools of Commerce. دبلوم المدارس الثانوية التجارية.

**Director:** The most important thing is your speed سرعتك in typing. الكتابة على الآلة الكاتبة.

**Rasha:** I type at the speed of 60 words per minute بسرعة in Arabic and 50 words per minute in English.

**Director:** That's a reasonable speed بسرعة معقولة. With practice بالتمرين you can increase your speed.

**Rasha:** Yes, sir, sure.

**Director:** Well, go downstairs to the secretary's office for a short test. اختبار قصير

**Rasha:** Thanks a lot, sir.

#### **4- Interviewing a Swimming Coach: اختيار مدرب سباحة**

The Hurghada Sheraton Hotel فندق شيراتون الغردقة needs a swimming coach مدرب سباحة. Salem is being interviewed.

**Salem:** Good afternoon, sir.

**Manager:** Good afternoon. You want to fill the vacant job تشغل الوظيفة الخالية of swimming coach مدرب سباحة in our hotel.

**Salem:** Yes, sir. It's an honour for me يكون لى الشرف to work in your hotel.

**Manager:** We need someone with a suitable qualification مؤهل مناسب and English language skills اللغة الإنجليزية.

**Salem:** I'm a graduate خريج of the Faculty of Physical Education كلية التربية الرياضية. I won كسبت the 300-metres swimming contest مسابقة سباحة 300 متر.

**Manager:** What about your English? Most of our customers عملائنا are foreigners. Competence الكفاءة in English is a must. أمر ضرورى/لازم.

**Salem:** I got 550 in the TOEFL examination. I sat for it as a prerequisite أحد متطلبات for the postgraduate studies الدراسات العليا I am currently حالياً doing.

**Manager:** You're suited مناسب for the job. You're the one  
نبحث عنه. we're looking for. أنت الشخص

**5- Interviewing a Babysitter: مقابلة جليسة أطفال**

The Tareks family أسرة طارق advertised for a  
babysitter جليسة أطفال. Both Tarek and his wife work  
during the day. Mona is being interviewed.

**Mrs. Tarek:** What's your name?

**Mona:** Mona Rushdy.

**Mrs. Tarek:** How old are you?

**Mona:** Twenty one.

**Mrs. Tarek:** Do you regularly بانتظام babysit جليسة  
تقوم بعمل  
أطفال?

**Mona:** Yes, I do. How old is your kid طفلكم?

**Mrs. Tarek:** He's 18 months old. He actually فعلا started  
his baby-talk period. فترة استخدام لغة الأطفال

**Mona:** How many hours would you like me to babysit?

**Mrs. Tarek:** Seven hours every day; from 8.00 a.m. till 3  
p.m.

**Mona:** That's fine. Friday excluded باستثناء الجمعة of  
course.

**Mrs Tarek:** Could you start babysitting next Saturday.

**Mona:** Yes, with pleasure.