

## The credit scrunch

### Teacher's notes

#### Aim

To identify common chunks of language in a job description, then recycle these to write interview questions

#### What

Talking about experience, skills and knowledge  
Recognizing and remembering lexical sets or chunks

#### Interaction

Group work

#### 1:1

The student recognizes the important words him/herself, then makes a list of interview questions

#### When to use

With or any time after task 3 on page 39

#### What you need

One job description for each group

#### Preparation

Photocopy the job description to provide one for each group.

#### Here's how

1. Divide the class into pairs or groups of three.
2. Hold up the job description in front of the class. Tell the students only that it is a description from a recruitment agency for a job and that you will give one copy to each group. Ask them to write down all the important words that they see, i. e. nouns, phrases rather than articles, conjunctions or quantifiers. Then screw the article up into a tight ball so that only some of the text is visible.
3. When they look at you quizzically, give each group a screwed up ball. Tell the students not to open it and to look for the important words – but stick to the words and text chunks that are visible. Chances are that the groups will write down sets of words.
4. Once all groups have a list, ask them to write general interview questions using their words and phrases.
5. Ask each group member to ask other students their questions. Give them five minutes to do this.
6. Ask the groups to reform and share the responses that they got.

## The credit crunch

### Friendly BANK *seeks* CREDIT MANAGER

- ➔ In this position you will be responsible for leading, guiding and running your local branch of Volksdorf Bank. By promoting the financial products already offered by the bank, as well as marketing new financial packages as they become available, you will ensure that the excellent standards and service that we pride ourselves on, continue to go from strength to strength.
- ➔ As Credit Manager, it is up to you to identify current market demands and use your initiative to generate new custom at the same time as well as guarantee the exceptional customer service that earns our bank its reputation as the *friendly* bank.
- ➔ Working closely together with head office, you will monitor sales targets, write summaries of local business trends regarding loans and mortgages, and report on the number and activity of customer accounts at our quarterly board meetings.
- ➔ We're counting on you to build long-lasting relationships with existing clients as well as build the client base – you will advise customers on their financial transactions and resolve any problems they may have regarding their deposits, withdrawals and corporate transactions.
- ➔ As head of staff at your branch, you will supervise the recruitment process of new staff, guiding employees from the moment they are taken on through training. You will support and mentor your team, make recommendations for regular training and input sessions and oversee individual development so that your branch works effectively together.
- ➔ You will be offered a generous salary package and the opportunity for promotion to wider regional responsibility for several branches is high. Opportunities arise regularly from branch to branch as well as within the different departments at our head office (finance, training, planning and human resources) although these are more specialized and require further training.
- ➔ As a branch manager you might be expected to relocate to other areas in Germany, so you will increase your career prospects if you are prepared to be flexible and mobile.