

Fragment

Angielski dla zapracowanych

Business English Część 1

Conversation one "Getting information on the phone"

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(HR - Human Resources Officer; M - Mr Makowski)

Listen.

/a phone ringing/

- HR - Good morning, NSC, Jobs & Careers. How can I help you?
- M - Good morning. I'm calling about the job advert I saw in a newspaper. The one for the vacancy of Sales Manager...
- HR - Oh, yes. What would you like to know?
- M - First of all, could you tell me something about the responsibilities?
- HR - Generally speaking, you'll be responsible for leading and managing a sales team in Belgium and France. You'll also be obliged to attend regular Sales Meetings, exhibitions and conferences, and deliver presentations as requested.
- M - Does this mean travelling a lot?
- HR - Yes, you'll be expected to travel extensively and stay overnight in hotels on a regular basis.
- M - I see. And what is the required education?
- HR - Well, you should have a Bachelor's Degree in Marketing or Business.
- M - And what about languages? Do I have to speak Dutch?
- HR - No, it's not obligatory. However, your English should be fluent in speaking and writing, and you should have some working knowledge of French.
- M - I understand. Anything else I should know?
- HR - There are also some computer skills required, like the ability to use word processors and spreadsheets. And you have to have considerable knowledge of our products.
- M - What is the experience level?
- HR - Minimum of three years of first line management experience and 5-7 years of previous sales experience with a documented track record. You'll find all the details on our website pages: www.nsc.com.
- M - Thank you. One more thing, please. What is the recruitment procedure?
- HR - First you should submit your CV and a covering letter...

DIM Nauka i Multimedia

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Fragment

- M - Can I do it online?
 HR - Naturally, there's a special form to be filled in.
 M - How long will I have to wait for the reply?
 HR - The preliminary selection of candidates takes up to two weeks. We will respond to selected applications only.
 M - I understand. And if I am selected?
 HR - You'll be invited to an interview in our regional office in Brussels.
 M - Thank you very much. You've been most helpful.
 HR - My pleasure. Goodbye, sir.

GLOSSARY

- I'm calling about the job offer.** – *Dzwonię w sprawie ogłoszenia o pracę.*
the vacancy of Sales Manager – *posada dyrektora handlowego*
to be responsible for – *być odpowiedzialnym za*
to be obliged to – *być zobowiązanym do*
to attend a meeting – *uczestniczyć w spotkaniu*
to deliver a presentation – *przedstawić prezentację*
Does this mean travelling a lot? – *Czy to oznacza, że trzeba dużo podróżować?*
to be expected to travel – *oczekiwać od kogoś, że będzie podróżować*
to stay overnight – *nocować*
on a regular basis – *regularnie*
required education – *wymagane wykształcenie*
Bachelor's Degree in Marketing – *tytuł licencjata w dziedzinie Zarządzania*
it's not obligatory – *to nie jest obowiązkowe*
to be fluent in speaking – *mówić płynnie*
to have a working knowledge of French – *znać francuski na poziomie podstawowym*
Anything else I should know? – *Czy powinienem jeszcze o czymś wiedzieć?*
the ability to use spreadsheets – *umiejętność obsługi arkuszy kalkulacyjnych*
first line management experience – *doświadczenie w pracy na samodzielnym stanowisku kierowniczym*
previous sales experience – *wcześniejsze doświadczenie handlowe*
a documented track record – *udokumentowane osiągnięcia*
to submit a CV and a covering letter – *przedłożyć życiorys i list motywacyjny*
Can I do it online? – *Czy mogę to zrobić przez Internet?*
How long will I have to wait for a reply? – *Jak długo będę musiał czekać na odpowiedź?*
the preliminary selection – *wstępna selekcja*
to be invited to an interview – *być zaproszonym na rozmowę kwalifikacyjną*
You've been most helpful. – *Był pan bardzo pomocny.*