

English for Tourism

Lesson 26 – A job interview (continued)

Pelajaran 26: Wawancara Pekerjaan (lanjutan)

L1 Juni Tampi: “Bahasa Inggris Pariwisata”
Eng: “English for Tourism”

L1: Pelajaran ke-26. Wawancara Pekerjaan.
Eng: Lesson 26. A Job Interview.

L1: Halo, Saya Juni Tampi dari Radio Australia, Seksi Indonesia.

Dalam pelajaran ini, anda akan mendengar bagian terakhir wawancara pekerjaan. Kita juga akan belajar tentang pertanyaan yang teoritis serta pertanyaan yang dapat ditanyakan oleh pelamar dalam suatu wawancara pekerjaan.

Tetapi sebelum kita lanjutkan, mari kita dengarkan lagi bagian pertama percakapan Wawancara Pekerjaan.

Justine: Come in, Bob. I'm Justine Asker, the manager. You can call me Justine.

Bob: Pleased to meet you.

Justine: Sit down. Firstly, Bob, can I ask which job you are applying for?

Bob: I'm applying for the receptionist position.

Justine: I see that you have a Diploma in Hospitality. Have you done any front desk work before?

Bob: I have work experience in front desk. You have my supervisor's report there. This will be my first paid position.

Justine: And why do you want to work at the Plaza Hotel?

Bob: Because it has a great reputation; not just for its service but as a good place to work.

Justine: I'm glad to hear it.

Justine: Bob, what strengths do you think you would bring to the job?

Bob: Oh, ah. I am patient and I've been told I put clients at ease.

Justine: Uh huh. And what do you see as your weaknesses?

Bob: Do you mean, what am I not so good at?

Justine: Yes.

Bob: Well, I understand English much better than I speak it at the moment. But I study at home and I look forward to learning more on the job.

Justine: Excellent.

- L1:** Sekarang coba perhatikan kata-kata dan ungkapan baru dalam percakapan selanjutnya dengan terjemahannya.
- Justine:** Now, Bob, I'm going to ask you a hypothetical question. Would you compromise your own safety for the comfort of your guests?
- L1:** Sekarang, Bob, saya ingin mengajukan pertanyaan yang teoritis. Apakah anda bersedia mengorbankan keselamatan sendiri demi kenyamanan tamu?
- Bob:** Do you mean, like the Legendary Leo, who jumped into shark infested waters to save a guest's hat?
- L1:** Maksudnya, seperti Leo yang jagoan itu, terjun ke laut yang penuh dengan ikan hiu untuk mengambilkan topi seorang tamu?
- Justine:** Something like that.
- L1:** Seperti itulah.
- Bob:** If I must.
- L1:** Kalau memang harus.
- Justine:** I don't think you would be expected to show that level of enthusiasm, Bob. Leo was an exceptional worker, but very impetuous.
- L1:** Saya rasa anda tidak akan diminta untuk menunjukkan kenekadan seperti itu, Bob. Leo adalah karyawan yang istimewa, tetapi sering kurang berpikir panjang.
- Bob:** In that case, I would make sure I know the health and safety requirements associated with my position and follow hotel procedures.
- L1:** Dalam hal ini, saya akan pelajari peraturan kesehatan dan keselamatan yang berkaitan dengan posisi saya dan akan mengikuti prosedur hotel.
- Justine:** Very good.
- L1:** Bagus sekali.
- L1:** Justine mengajukan "hypothetical question", pertanyaan yang teoritis atau pengandaian. Pelamar kerja ditanya apa yang akan dilakukannya seandainya muncul situasi yang serius. Kadang-kadang dalam wawancara, pertanyaan yang diajukan bisa lebih rinci lagi dari yang diajukan Justine disini. Bob melakukan kekeliruan dengan pertama memberi jawaban yang dikiranya diinginkan oleh pewawancara. Tetapi sebenarnya yang ingin diketahui pewawancara adalah apakah ia akan bertindak bijaksana dalam situasi yang kritis. Bob kemudian memberikan jawaban yang tepat.

Ingat bahwa setiap posisi mempunyai peraturannya sendiri dan setiap hotel atau perusahaan mempunyai prosedur keselamatan dan tata caranya sendiri. Anda tidak diharapkan untuk mengetahuinya pada waktu wawancara. Cukup untuk mengatakan bahwa anda akan mempelajarinya sehingga siap menghadapi segala situasi.

Coba dengarkan bagaimana Bob mengatakannya:

Bob: In that case, I would make sure I know the health and safety requirements associated with my position and follow hotel procedures.

L1: Dalam hal ini, saya akan pelajari peraturan kesehatan dan keselamatan yang berkaitan dengan posisi saya dan akan mengikuti prosedur hotel.

L1: Mari kita berlatih.
Coba dengarkan dan ulangi.

Eng: I would make sure.
I would make sure I know.
The health and safety requirements.
I would make sure I know the health and safety requirements.

I would follow.
I would follow hotel procedures.

L1: Sekarang coba dengarkan kembali percakapan tadi. Anda akan diberi waktu untuk mengulang setiap kalimat Bob.

Justine: Now, Bob, I'm going to ask you a hypothetical question. Would you compromise your own safety for the comfort of your guests?

Bob: Do you mean, like the Legendary Leo...

Bob: ... who jumped into shark infested waters...

Bob: ... to save a guest's hat?

Justine: Something like that.

Bob: If I must.

Justine: I don't think you would be expected to show that level of enthusiasm, Bob. Leo was an exceptional worker, but very impetuous.

Bob: In that case,

Bob: I would make sure I know ...

Bob: ... the health and safety requirements...

Bob: ... associated with my position

Bob: ...and follow hotel procedures.

Justine: Very good.

L1: Anda sedang mendengarkan 'BAHASA INGGRIS PARIWISATA' dari Radio Australia.

Eng: Lesson 26. A Job Interview.

L1: Pelajaran ke-26. Wawancara Pekerjaan.

L1: Perhatikan kata-kata dan ungkapan baru dalam percakapan selanjutnya dengan terjemahannya....

Justine: Now, is there anything you would like to ask me?

L1: Sekarang, ada yang ingin anda tanyakan?

Bob: Yes, I was wondering if anyone has heard what happened to Leo?

L1: Ya, saya ingin tahu bagaimana ceritanya Leo?

Justine: I mean questions relating to this position, Bob.

L1: Maksud saya, pertanyaan yang berkaitan dengan posisi ini, Bob.

Bob: Oh, of course. Um... Yes, I would like to know if the hours of duty are flexible.

L1: Oh, ya. Um...Ya, saya ingin tahu apakah jam kerjanya fleksibel.

Justine: Yes, we have three shifts, and there is also overtime work available when we're very busy.

L1: Ya, ada tiga shift, dan juga ada kerja lembur kalau kita sedang sibuk.

Bob: That's good.

L1: Bagus.

Justine: I'm very impressed with your qualifications Bob. We'll ring you and let you know the outcome tomorrow morning.

L1: Saya terkesan dengan kualifikasi anda, Bob. Kami akan beritahu hasilnya lewat tilpun besok pagi.

Bob: Thank you. Goodbye.

L1: Terima kasih. Goodbye.

Justine: See you later.

L1: Sampai jumpa.

L1: Pewawancara seringkali menanyakan apakah anda ada pertanyaan, dan sebaiknya anda sudah menyiapkannya. Ini menunjukkan bahwa anda berminat. Namun ingat bahwa anda sebaiknya tidak menanyakan tentang gaji. Ini sesuatu yang sebaiknya anda cari tahu sendiri sebelum wawancara. Pertanyaan tentang jam kerja atau berapa jumlah staff dengan siapa anda akan bekerja, boleh diajukan.

Bob mengajukan pertanyaan-pertanyaan ini dengan diawali: "I was wondering if...", Saya ingin tahu apakah... dan "I would like to know ..." Saya ingin tahu.

Mari kita berlatih.
Coba dengarkan dan ulangi.

Eng: I was wondering if...
I was wondering if the hours are flexible.
I would like to know...
I would like to know if the hours are flexible.

L1: Sekarang mari kita dengarkan kembali bagian terakhir percakapan. Anda akan diberi waktu untuk mengulang setiap kalimat Bob.

Justine: Now, is there anything you would like to ask me?

Bob: Yes, I was wondering if anyone has heard what happened to Leo?

Justine: I mean questions relating to this position, Bob.

Bob: Oh, of course. Um... Yes, I would like to know if the hours of duty are flexible.

Justine: Yes, we have three shifts, and there is also overtime work available when we're very busy.

Bob: That's good.

Justine: I'm very impressed with your qualifications Bob. We'll ring you and let you know the outcome tomorrow morning.

Bob: Thank you. Goodbye.

Justine: See you later.

L1: Sekarang mari kita dengarkan seluruh percakapan dari Pelajaran ke-25 dan 26:

Justine: Come in, Bob. I'm Justine Asker, the manager. You can call me Justine.

Bob: Pleased to meet you.

Justine: Sit down. Firstly, Bob, can I ask which job you are applying for?

- Bob:** I'm applying for the receptionist position.
- Justine:** I see that you have a Diploma in Hospitality. Have you done any front desk work before?
- Bob:** I have work experience in front desk. You have my supervisor's report there. This will be my first paid position.
- Justine:** And why do you want to work at the Plaza Hotel?
- Bob:** Because it has a great reputation; not just for its service but as a good place to work.
- Justine:** I'm glad to hear it. Bob, what strengths do you think you would bring to the job?
- Bob:** Oh, ah. I am patient and I've been told I put clients at ease.
- Justine:** Uh huh. And what do you see as your weaknesses?
- Bob:** Do you mean, what am I not so good at?
- Justine:** Yes.
- Bob:** Well, I understand English much better than I speak it at the moment. But I study at home and I look forward to learning more on the job.
- Justine:** Excellent. Now, Bob, I'm going to ask you a hypothetical question. Would you compromise your own safety for the comfort of your guests?
- Bob:** Do you mean, like the Legendary Leo, who jumped into shark infested waters to save a guest's hat?
- Justine:** Something like that.
- Bob:** If I must.
- Justine:** I don't think you would be expected to show that level of enthusiasm, Bob. Leo was an exceptional worker, but very impetuous.
- Bob:** In that case, I would make sure I know the health and safety requirements associated with my position and follow hotel procedures.
- Justine:** Very good.
- Justine:** Now, is there anything you would like to ask me?
- Bob:** Yes, I was wondering if anyone has heard what happened to Leo?
- Justine:** I mean questions relating to this position, Bob.
- Bob:** Oh, of course. Um... Yes, I would like to know if the hours of duty are flexible.
- Justine:** Yes, we have three shifts, and there is also overtime work available when we're very busy.
- Bob:** That's good.
- Justine:** I'm very impressed with your qualifications Bob. We'll ring you and let you know the outcome tomorrow morning.
- Bob:** Thank you. Goodbye.
- Justine:** See you later.
- L1:** Anda boleh ikut senang bahwa Bob diterima bekerja di Plaza Hotel dan juga Leo akan membawa pulang isteri dari Melbourne. Namanya Mai dan ia sabar,



ramah, dan sama sekali tidak lekas berubah pikiran! Kebetulan ia berasal dari daerah yang sama dengan Leo, tetapi mereka bertemu waktu sama-sama belajar perhotelan di Melbourne.

Berikut inilah latihan terakhir untuk anda pelajari dan praktekkan untuk membantu anda mengingat pelajaran ini.

Eng: Follow procedures
Follow procedures
Follow procedures, sir!

Health and safety
Health and safety
Health and safety first!

Eng: Follow procedures
Follow procedures
Follow procedures, sir!

Health and safety
Health and safety
Health and safety first!

L1: Demikianlah pelajaran terakhir dalam kursus bahasa Inggris Dasar yang terdiri dari 26 bagian ini.

BAHASA INGGRIS PARIWISATA dirancang oleh Paul Learmonth dan ditulis oleh Maggie Power dari bagian Inovasi Riset dan Pengajaran dari Adult Multicultural Education Services; Lembaga Pengajaran Bahasa terbesar di Australia.

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Dan jangan lupa untuk membuka situs internet kami, radioaustralia.net.au/indon atau situs internet Adult multicultural Education Services ames.net.au

Saya Juni Tampi mengucapkan "Semoga berkarir!"