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NOTE: DO NOT look at the questions on the next page until after you listen. Get a pen and a piece of paper and get ready to take notes.

Questions

1. Why does the student call the librarian?

- A. He wants a job at the library.
- B. He needs help navigating the library's website.
- C. He is asking for a letter of recommendation.
- D. He needs to know when his borrowed books are due.

2. How many letters of recommendation does the job require?

- A. Four.
- B. Zero
- C. One or two
- D. Three.

3. Why does the student think he needs the librarian's letter?

- A. To make up for his lack of work experience.
- B. To stand out from the crowd.
- C. To help him overcome his bad grades.

D. To enhance his already stellar skills and experience.

4. Which of the following reasons does the librarian NOT give when she declines to help the student?

A. She doesn't have direct experience with Grants as a student.

B. She didn't work closely enough with him on the project to know what he did.

C. She thinks he is a bad worker and actually doesn't recommend him for any job.

D. None of the above.

5. What does the librarian offer to help the student instead?

A. The librarian offers the student another job.

B. The librarian tells the student about another professor who would probably write Grant a letter.

C. The librarian gives the student some resource materials from the career center.

D. The librarian does not help the student at all.

Answer

C

C

A

C

A

Dictation Practice

Librarian: Hello, (1)_____, how can I help you?

Student: Hi, Karen. Ummm, this is Grant. We worked on the same film festival before.

Librarian: I see. I do remember you, Grant.

Student: Great! So, I was hoping (2)_____. I'm applying for a job with (3)_____.

Librarian: A letter of recommendation....let me see. I have a couple of questions I'd like to ask you first.

Student: Okay, no problem. Go ahead.

Librarian: (4)_____ does the job you're applying for require?

Student: Applicants normally just need one letter, but (5)_____, so I think (6)_____ for that.

Librarian: I see.

Student: And I already got a letter of recommendation from Professor Robert, you remember? He was (7)_____ I too.

Librarian: Well, I'm sorry to say that I don't think I can write a letter of recommendation for you.

Student: What, really?

Librarian: (8)_____ in the festival, so I wouldn't be able to accurately write about your strengths, responsibilities, anything.

Student: Oh man....come on. I don't have (9)_____. And you know I did a good job!

Librarian: As I indicated, I'm really not sure how good of a job you did. When looking for people to write letters of recommendation for you, it's important that (10)_____ with the student and are (11)_____.

Student: It takes that much work?

Librarian: It does. And it hurts your chances of getting the job when you have someone write a letter for you when they actually shouldn't. So it's nothing personal and I am sorry, Grant. I can, however, (12)_____.

Student: Wait, so you're saying no but (13)_____?

Librarian: I am. Your responsibility would be to find (14)_____.

Student: That doesn't sound like it has much to do with the job I wanted.

Librarian: Although it isn't a job (15)_____, it is still relevant to film. It could give you (16)_____ get other jobs, like the one you want right now, in the future.

Student: Really?

Librarian: Absolutely. You mentioned you need the extra letter of recommendation because (17)_____, right? Taking this job would give you the experience and then you wouldn't need an extra letter in the future.

Student: Yeah... maybe I am just trying to jump up too far, too fast.

Librarian: Also, I'm not sure what the hours of the job you're looking into are, but the one I'm offering would be shifts from (18)_____, so it easily fits around a school schedule.

Student I mean, I do have time for that. (19)_____really nicely, actually. I just really
:
wanted this job (20)_____.

Librarian: Alright. I don't want to push it, but remember, this job is better than no job and this is the best
I can offer you. So let me know if you change your mind and are interested in
(21)_____.

Student Okay, I'll think it over some I guess and I'll let you know.
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Librarian: Okay! Let me know. Goodbye.

Student Bye.
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Transcript

Librarian: Hello, you've reached Karen the librarian, how can I help you?

Student: Hi, Karen. Ummm, this is Grant. We worked on the same film festival before.

Librarian: I see. I do remember you, Grant.

Student: Great! So, I was hoping you could write me a letter of recommendation. I'm applying for a job with the film company.

Librarian: A letter of recommendation....let me see. I have a couple of questions I'd like to ask you first.

Student: Okay, no problem. Go ahead.

Librarian: How many letters of recommendation does the job you're applying for require?

Student: Applicants normally just need one letter, but I don't have a lot of work experience, so I think I need two letters to help make up for that.

Librarian: I see.

Student And I already got a letter of recommendation from Professor Robert, you remember? He was involved with the film festival too.

Librarian: Well, I'm sorry to say that I don't think I can write a letter of recommendation for you.

Student What, really?

Librarian: We didn't actually work on the same tasks in the festival, so I wouldn't be able to accurately write about your strengths, responsibilities, anything.

Student Oh man....come on. I don't have anyone else who can write one for me. And you know I did a good job!

Librarian: As I indicated, I'm really not sure how good of a job you did. When looking for people to write letters of recommendation for you, it's important that those writers have direct experience with the student and are qualified to write extensively about their skills.

Student It takes that much work?

Librarian: It does. And it hurts your chances of getting the job when you have someone write a letter for you when they actually shouldn't. So it's nothing personal and I am sorry, Grant. I can, however, offer you a library assistant position.

Student Wait, so you're saying no but you're offering me another job?

Librarian: I am. Your responsibility would be to find photography materials for students and professors.

Student: That doesn't sound like it has much to do with the job I wanted.

Librarian: Although it isn't a job involving film editing directly, it is still relevant to film. It could give you vital experience to help you get other jobs, like the one you want right now, in the future.

Student: Really?

Librarian: Absolutely. You mentioned you need the extra letter of recommendation because you lack the experience, right? Taking this job would give you the experience and then you wouldn't need an extra letter in the future.

Student: Yeah... maybe I am just trying to jump up too far, too fast.

Librarian: Also, I'm not sure what the hours of the job you're looking into are, but the one I'm offering would be shifts from 6pm-9pm on weekdays, so it easily fits around a school schedule.

Student: I mean, I do have time for that. That fits my schedule really nicely, actually. I just really wanted this job in the film studio more.

Librarian: Alright. I don't want to push it, but remember, this job is better than no job and this is the best I can offer you. So let me know if you change your mind and are interested in taking up the position.

Student Okay, I'll think it over some I guess and I'll let you know.

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Librarian: Okay! Let me know. Goodbye.

n:

Student Bye.

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