

## GUIDELINE FOR ORAL INTERVIEW

Your goal in the oral interview is to demonstrate your knowledge and skills in Japanese you have learned so far. Your performance will be evaluated on a 10-point scale with respect to the following:

- a. listening comprehension
- b. grammatical accuracy
- c. completeness of sentence structures (Speak in complete sentences.)
- d. appropriateness of word choices and styles
- e. extensiveness of vocabulary and grammatical structures
- f. fluency

The interview will last about 20 minutes per person. Only the first 10 minutes will be used for determining your grade for the oral interview. Your performance in the second 10 minutes of the interview will NOT affect your grade in any way and is used only to locate your overall Japanese language proficiency on the OPI-scale (Novice - Intermediate - Advanced - Superior). This is similar to the first interview you had prior to the LBAT program. You may be asked of something you have no idea how to answer, but don't worry.

In the first 10 minutes of the interview, the following topics will be covered.

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### **1. Job Interview**

You are applying for one of the following companies: IBM-Japan, Coca Cola, & Citbank. Choose a company you would like to be employed by. In the job interview, you will probably be asked about the following. (You start by saying *はじめまして*.)

- major
- specialty
- reason for choosing this company
- hobbies (Use potentials in your answers.)
- extracurricular activities
- If you enter this company, what specific job would you like to perform? (In your answer, you need to include some of the following structures: *V つもり / V たい / V ようとおもう*)
  - Sometimes you may be asked to do certain types of jobs even though you are not specifically trained for them. What do you think of such practices? (Sample answer: *わたしはどんなしごとでも … つもりです。*)
  - In Japan, some women quit work after getting married. What do you think of this?

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2a or 2b/c:

#### **2a. Making a phone call**

Please call Division Manager Kobayashi of Panasonic. If she is not there, leave the following messages.

- The time for tomorrow's meeting was changed from 2:00 to 3:00.
- I heard that Division Manager Kobayashi wants to have our new product catalogues.
- Please allow us to send those catalogues to her.

#### **2b. Receiving a phone call**

Please answer the phone and take appropriate actions. (Your boss, Division Manager Kobayashi is away from her seat. She is in a meeting and scheduled to be back at 5:00.) Make sure you use appropriate level of politeness when you refer to your in-group or out-group members.

2c. Work reports

Division Manager Kobayashi has just returned to her seat. Please tell her the message. Make sure you use expressions to inform other's words and proper styles.

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3. Arranging a welcome party. You will be presented with one of the situations similar to those listed below.

Situation 1: I'm planning a welcome party for Ms/Mr. Han, a newly hired employee of this company. Since he/she does not yet speak Japanese well and I do not speak English, please be a translator for me.

You = Translator, TA = Ms/Mr. Han, Teacher = 木村課長

先生： ーさんの歓迎会をしようと思っているとってください。

You : We are thinking of giving you a welcome party.

TA : Oh, for me? Thank you.

先生： 木曜日の晩、あいているかどうか、きいてください。

You : Are you free on Thursday evening?

TA : I'm supposed to go to the airport to meet Mr. Brown of IBM on Thursday evening.

You : 木曜日の晩は、IBMのブラウンさんをむかえに空港までいくことになっているそうです。

先生： じゃあ、いつがあいているか、きいてください。

You : When are you free?

TA : If it's Friday evening, I have no plan.

You : 金曜日の晩だったら、べつに予定は入っていないそうです。

先生： ああ、そうですか。じゃ、7時に「ことぶき」をよやくしますから、あけておいてくださいとってください。

You : He/She will make a reservation at Kotobuki at seven, so please keep that evening open.

TA : All right.

Or,

Situation 2: My name is Mr/Ms. Brown. I'm planning a welcome party for Ms/Mr. Kimura, a newly hired employee of this company. Since he/she does not speak English well and I do not speak Japanese, please be a translator for me.

You=Translator, TA = 木村, Teacher = Mr/Ms. Brown

先生: Please tell him/her that we're thinking of giving him/her a welcome party.

You: 木村さんの歓迎会をしようと思っています/思っているそうです。

TA: え?わたしの?

先生: Please ask him/her if Thursday evening is open.

You: 木曜日の晩、あいてますか。

TA: あ、木曜日の晩は東京工業の田中さんを空港までむかえに行くことになっているんです。

You: He/She is supposed to go to the airport to meet Mr./Ms. Tanaka of Tokyo Kogyo Thursday evening.

先生: Then, could you ask him/her when he/she she is free?

You: いつ、あいてますか/いつがいいですか。

TA: 金曜日の晩だったら、べつに予定は入っていませんけど...

You: If it is Friday evening, he/she does not have any particular plan.

先生: Oh, really? Then, I'm going to make a reservation at 8 at Kobobuki, so could you tell him/her to keep that evening open?

You: 8時に「ことぶき」をよやくしておくそうですから、あけておいてくださいますか。

TA: はい、わかりました。

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4. You are a sales rep of a U.S. company. You are visiting a company in Japan to seek a sales partner. Please briefly describe your product.

Bring visual aids (the picture of your product, consumer guide, etc.).

In your product descriptions, you need to include the following structures:

causative (e.g., Start by saying せつめいさせていただきます).

combined sentences (e.g., A くて/N で/V て、S し、V たら、S ので、V てから、S と、 etc.)

sentence modifiers

potential

passive

comparison statements

We may ask you further questions (e.g., capabilities of the product, prices, plans in case of trouble, etc.). To answer these questions, you may need to use the following.

conditional / provisional / S と

In case of a problem...(ばあい、とき)

## List of Structures

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The more you use these structures, the better.

### Major structures

Permission: V てもいい / V なくてもいい

Sentence modifiers

Potential

Causative

Passive

Nominalizers: S の / S こと

V つもり / よてい (intention, plan)

Quotative: S という / S って / S とのこと / etc.

Verbals of giving:

(V-te) kureru/kudasaru

(V-te) ageru/sasiageru

Verbals of receiving:

(V-te) morau/itadaku

V-te simau

V-te aru

V-te oku

V-te miru

V-tai/V-tagaru/V-te moraitai/V-te hosii

### Transitive-Intransitive verbals

#### Sentence connection

Gerund (and)

V-te kara (after V-ing)

Provisional (provided/suppose)

Conditional (if/when)

S ので = S から (because S)

S と (if/when)

S し (S and what's more)

S ところ (just/when/while S)

S とき (when S)

S ばかり (just/only S)

S ばあい (in case S)

S しだい (the result is that S)

#### Sentence extensions

S そうだ (hearsay)

Stem-そうだ (appearance)

S ようだ (It seems)

### Comparisons

より (もっと)

ほど

いちばん

### Minor structures:

#### Verbals of communication:

いう／もうす／(もうし) つたえる  
／うけたまわる／おっしゃる／etc.

#### Verbals of thinking:

おもう／かんがえる

V ようにする／なる／いう／きこえる

(make, become, tell, is heard in such a way that S)

N について (の)

N によって

N による

N として (は)

X というより／X というと？

X を Y にする／なる

V yoo (ka) to omou

V-(r)eba to omou/V-tara to omou

X ya Y

V-kata (how to V)

せいで／おかげで

やっと／とうとう