

## Worksheet Week 7

### Part 1: preparing for the interview

nerve-wracking
impressive
effective
researched
demonstrate
to predict

admirable
to do what is meant to be done well
it makes you feel nervous, scared
show
to guess
found out a lot of information about something

Interviews can be nerve-wracking and preparation is very important. You will be better equipped to answer questions and you will walk in to the interview feeling more confident. Here are some tips for preparing for an interview. Read the text below and select the best option from the drop-down menu of words.

If you have gained/ treached/ arrived/ achieved \_\_\_\_\_ the interview stage, your CV and letter of application must have been effective/ important/ impressive/ significant \_\_\_\_\_.! The company now wants to know more about you. But there is still more work to do if you want to get that job! Make sure you have researched/ inquired / discovered / examined \_\_\_\_\_ the company as thoroughly as possible - use the Internet, company reports, recruitment literature etc. remember / remind / imagine / summarise \_\_\_\_\_ yourself of why you applied to this company. Make a list of the skills, experience, and interests you can show / present / offer / demonstrate \_\_\_\_\_ the organisation. Finally, try to ask / suggest / give / predict \_\_\_\_\_ the questions you will be expected to answer - imagine you are the interviewer!

### Part 2 : Interview tips

logos
designer names
eye contact
fidget

to make small movements with your hands or feet
when you look at someone directly in the eyes
pictures or designs which symbolise a particular company.
famous and expensive fashion brands

Here are some tips relating to your appearance and body language. For each one select the correct missing word from the options

Make sure your clothes are clean, but \_\_\_\_\_ wear obvious logos or designer names. Make eye \_\_\_\_\_ with the interviewer when you are introduced.

1. do 2. don't 3. must

1. contactation 2. contiction 3. contact

Don't use \_\_\_\_\_ much deodorant or perfume!

Give a firm handshake, and make sure you \_\_\_\_\_!

1. to 2. too 3. two

1. snarl 2. smile 3. snigger

Don't wear too much jewellery. Interviewers don't \_\_\_\_\_ like nose rings! Don't \_\_\_\_\_. This will distract the interviewer from what you're saying.

1. never 2. sometimes 3. usually

1. fidget 2. figgit 3. fijit

Wear \_\_\_\_\_ that are smart, but comfortable.

Don't appear over-confident, for example by leaning too far back in your chair, but do try to \_\_\_\_\_.

1. cloths 2. clothes 3. covers

1. relax 2. relapse 3. collapse

Arrive well \_\_\_\_\_ the interview time.

1. before 2. after 3. later than

### Part 3 FAQ

an achievement
to be sociable
decisive
my aim
to be impatient
common goal

what I want to do/achieve
something good that you have managed to do
to dislike having to wait
an aim or objective shared with other people
good at making decisions quickly
to enjoy being with people

Match the common interview question on the left with the suitable response from the list on the right.

1. Why did you choose this company?	A. People say I'm sociable, organised, and decisive.
2. What are your strengths/weaknesses?	B. My aim is to have a position in the Management Team.
3. How would your friends describe you?	C. I have excellent time management, but I can be impatient for results.
4. What is your greatest achievement?	D. Because I think I will find the work environment both challenging and rewarding.
5. How well do you work in a team?	E. I always support my colleagues and believe we should work towards a common goal.
6. Where will you be in 5 years?	F. Leading the University football team to the national Championships.

#### **Part 4 Responding positively**

Match the words on the left to the words on the right to make 'power phrases' for interviews. (NOTE: words on the right can't be used twice)

showing
presenting
solving
controlling
achieving
motivating
meeting
creating

colleagues
initiative
ideas
objectives
deadlines
budgets
problems
information

#### **Part 5 : Vocabulary check**

The words in the column on the right are phrases that use the word career. For each definition on the left, match it to the correct phrase on the right:

Chances of future success in your career
The direction you hope your career will take
A change you make in order to progress
Time when you are not employed ( ex : travelling/taking care of children)
A series of promotions towards more senior positions

career move
career break
career prospects
career ladder
career plan

#### **Part 6 : oral comprehension**

- What is taking place ?  
a) a lunch   b) a party   c) an interview   d) a telephone sale
- What is the woman's D.O.B. ?  
a) Babcock   b) Barbara   c) April É', 1942   d) 50 words a minute
- What is the woman's surname ?  
a) Babara   b) Babcock   c) Carlyle   d) Reynolds
- What does the woman want to do in the company ?  
a) work on an assembly line   b) work in the garden   c) work in the nurse's office   d) work in the administrative office
- What is the woman not good at ?  
a) typing fast   b) writing fast   c) speaking another language   d) using computers
- Why does the woman want to work for the company ?  
a) she knows someone who already works there.   b) They pay a high salary.  
c) she likes typing.   d) She wants to work for a well-known company.
- What kind of company does she have an interview with ?  
a) aeronautic   b) catering   c) construction   d) automobile