Name _____ Class _____ No_____



Job Interview Tips

In today's fast-moving and dynamic economy, the job market has never been more 1._____Even if you have all the right qualifications, it can still be 2. _____ to get through the interview stage. So in this article, we outline some effective methods for making a good impression and achieving interview success.

1. Prepare answers for commonly asked questions

Job interviews will probably be different each time, but in most cases, the interviewer will ask some common questions which you can prepare for Questions that are commonly asked include the following: Tell us about yourself. Why do you want to work here? What are your strengths and 3_____ an example of how you 4. _____ to a difficult situation? Can you give us?



2. Give yourself time to think

Sometimes you might 5._____ a question that you hadn't prepared for. In this case, you will probably need some time to think. If you just sit there thinking in silence, it will make the conversation awkward. So, instead, say something like: "That's a great question!" or "Let me think about that." If you can do this and answer the question effectively, it will show you are 6_____ of thinking on the spot.

3. Be positive

Overall, you want to show that you are a positive person who can work well even under difficult 7._____ Try not to complain about your past or previous work experiences. Focus on the good things and what you learned from hardship.

Directions: choose the correct word to complete in the blanks.

1. a. dreadful	b. competitive	c. suspicious	d. capable
2. a. deliberate	b. ideal	c. priceless	d. tough
3. a. selections	b. weaknesses	c. committed	d. perspectives
4. a. responded	b. occurred	c. committed	d. betrayed
5. a. abandon	b. determined	c. encounter	d. capture
6. a. cope	b. remarkable	c. capable	d. astonishing
7. a. institutions	b. intentions	C. destinations	d. circumstances



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