

Complete these dialogue

Interviewer: Let's talk about your previous job.

Could you describe 1 _____
(what were your responsibilities?)

Michelle : Well, my duties included answering the phone, dealing
with customers and organising meetings for the director.

Interviewer: And can you tell us 2 _____
(why did you quit?)

Michelle: Well, after 5 years in the same company,
I felt that I was ready for a different challenge.

Interviewer: Could you tell us 3 _____
(why would you like to work for our company?)

Michelle: Yes. Your company is well-known all over the world.

Interviewer: Hmm. I'd like to know 4. _____
(what are your weaknesses?)

Michelle: Well, I am a perfectionist, and sometimes this can be a
problem. But I'm working on it.

Interviewer: OK. Please let us know 5 _____
(can you start next week?)