TN 3.3
Q2- U6

Mark

Student's Name: _____ Date: _____
Teacher's Name: _____

Part I) Listening

Listen to the conversation. Then write Yes or No to answer each question.

1. Did Alan leave the office at 5:30? _____
2. Did Alan answer the phone? _____
3. Did they make a reservation at the restaurant? _____

Grammar

Read each sentence. Decide if it is correctly written or not. Then write Correct or Incorrect for each one.

1. I was going to play on the tennis team, but I broke my arm. _____
2. You would have like this book. _____
3. Everyone thought you would be a big success. _____
4. He shouldn't have took that class. _____

Choose the correct ending for each sentence. Write A, B or C on the line.

1. If you have experience in a certain activity, you _____
   a. enjoy it.
   b. are good at it.
   c. have done it before.
2. Talents are abilities that a person _____
   a. was born with.
   b. works hard to develop.
   c. can use to make money.
3. "Knowledge" means things you _____
   a. want to own.
   b. have studied.
   c. need to learn about.

LIVEWORKSHEETS

4. Some examples of skills are _____

a. sleeping and relaxing.
b. beauty and cheerfulness.
c. singing well and running fast.

Choose the answer that correctly completes each sentence. Write A, B, or C on the line.

1. I used to watch too much television, and now I regret it. I _____ more time studying and doing things that matter.

a. should have spent **b. must not have spent** **c. couldn't have spent¡**

2. We're not sure when Mike left. He _____ at 8:30, or it's possible that he left a bit later.

a. must have left **b. may have left** **c. would have left**

3. Brian had two choices when he got out of college. He _____ a job with a large company, but he decided to work for a small one instead, and he's never regretted it.

a. could have taken **b. should have taken** **c. would have taken**

4. I wish you'd come with us because you _____ the movie. It was exactly your kind of show.

a. might have loved **b. could have loved** **c. would have loved**

5. Felicia stopped painting at an early age. She _____ a huge success, but now we'll never know.

a. couldn't have been **b. should have been** **c. might have been**

Reading

Read the article. Then write T for true or F for false.

1. Even if you're nervous, you should try to seem calm and confident. _____
2. Asking questions in an interview shows you didn't pay attention. _____
3. You should be polite but not overly friendly in an interview. _____
4. In an interview, immediately answer any question that's asked. _____

LIVEWORKSHEETS

5. For an interview, dress in a way that expresses your personality. _____

TIPS FOR

Improving Your Interview

Congratulations! You have a job interview. Here's how to do your best:

- **Prepare** Before the interview, read the job description and think about how your skills, abilities, and experience match the requirements of the position. Decide how you'll explain that information.
- **Dress the part** Although employees of many companies wear casual clothes to work, you should dress formally for an interview. Always wear a suit to look professional.
- **Arrive on time** Make sure to arrive on time or a few minutes early. Most interviewers agree: There's no excuse for being late.
- **Don't be too friendly** An interview is a professional meeting. You should be energetic and enthusiastic, but not informal.
- **Use good communication skills** Listen to questions carefully. Before you give your answer, make sure that it's a correct response to the question.
- **Ask questions** It's important to ask questions in an interview. It shows your interest in the position and in the company. Listen to what is said during the interview and ask for additional information later.
- **Maintain the three Cs** It's OK to feel nervous—inside. But on the outside, you need to stay **C**ool, **C**alm, and **C**onfident. Remember, you can do the job; make sure the interviewer knows it, too.

Writing

Write about your job skills, abilities, experience, and/or knowledge. You can discuss the job you have now or a future job. Write a paragraph.

LIVEWORKSHEETS