▪ Job interviewing: basics



<u>Exercise 1</u>. Here are some tips relating to your appearance and body language. For each one select the correct missing word from the options below:

1. Make sure your clothes are clean, but _____ wear obvious logos or designer names.

a. do
b. don't
c. must

2. Don't use _____ much deodorant or perfume!

a. to
b. too
c. two

3. Don't wear too much jewellery. Interviewers don't _____ like rings!

a. never
b. sometimes
c. usually

4. Wear _____ that are smart, but comfortable.

a. cloths
b. clothes
c. covers

5. Arrive well _____ the interview time.

a. before
b. after
c. later than

6. Make eye _____ with the interviewer when you are introduced.

a. contactation
b. contiction
c. contact

7. Give a firm handshake, and make sure you _____!

a. snarl
b. smile
c. snigger

8. Don't _____. This will distract the interviewer from what you're saying.

a. fidget
b. figgit
c. fijit

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

a. relax
b. relapse
c. collapse

Exercise 2. Work in groups. Take turns to carry out the interview:

Student A:

You are applying for the position of a manager at a famous manufacturing company. You have exactly five minutes to find out if it is the right job for you. Prepare questions on the five features of character which you consider the most important.

Student B:

You are the chair of the manufacturing company. You have exactly five minutes to find out whether the candidate you are interviewing is the right person for the job. Prepare questions on the candidate's experience, character and qualifications.