

Reading

1 Read the social media post. Complete the replies 1–4 with sentences a–d.

- a Prepare some questions.
- b Be polite!
- c Think of real examples.
- d Tell the truth.

2 Read the post again and answer the questions.

Which person ...

- a thinks it's difficult to talk about something that isn't true?
- b gives ideas about what to ask?
- c thinks you shouldn't speak too much?
- d says you need to prepare some questions for the interview?
- e says it's important to talk about your experience?
- f says it's important to be nice?
- g describes something that happened in an interview?

3 Read the post again. Are the sentences true (T) or false (F)?

- 1 It's important to listen to what the interviewer is asking. _____
- 2 You can show that you are friendly by smiling and being polite. _____
- 3 You should always say you've got good qualifications. _____
- 4 It's a good idea to think of questions after the interview. _____
- 5 You should ask about things you want to know about the interviewer's life. _____
- 6 You should use positive adjectives to describe yourself. _____

4 Find words or phrases in the replies with meanings 1–5.

- 1 conversation about things like the weather (2 words, *Jane Harper*)
- 2 certifications you get from school or university (*Gavin Fields*)
- 3 information about something (*Gavin Fields*)
- 4 usual/normal (*Catherine Williams*)
- 5 good (*Joe Mattis*)



Michael Dennis | 1 hr

Hi, everyone. I've got a job interview next week. What can I do to prepare? Thanks!

4 Replies

Jane Harper | 53 mins

1 Make small talk, but don't talk too much. Listen carefully to the questions. Remember to say thank you for the interview and smile and be friendly. Show them that you're a nice person to work with.

Gavin Fields | 48 mins

2 In my last interview I was very nervous and I lied about my qualifications. They knew it wasn't true because I wasn't sure about my answers and I didn't give many details.

Catherine Williams | 41 mins

3 Think of things you want to know about the job a few days before the interview and write them down. If you ask questions, this shows that you're really interested in the job. Good questions to ask are: *What does a typical day look like?* or *What do you like about working for this company?*

Joe Mattis | 32 mins

4 Don't just say 'I'm hard-working', think of things you can say to show it, for example, 'I always finish my work before I go home.' Think of a few different examples which show positive things about you so you can answer their questions quickly.