

A Complete the text with the words and phrases in the box.

communication skills creative people
pressure reliable teamwork time management



TIPS FOR A SUCCESSFUL INTERVIEW

I've interviewed hundreds of people over the years. So, what do I look out for when I'm employing new staff?

Well, firstly, I'm looking for people who can get their ideas across to others effectively; in other words, people who have good ¹ _____. Of course, to be able to do this, they also need to come up with good ideas and that means having ² _____ thinking skills as well.

Anyone with both of these qualities will probably work well with others and be good at ³ _____, which is very important. Of course, all companies want their employees to have ⁴ _____ skills, not only with colleagues, but with clients, too.

Finally, if people aren't ⁵ _____ or aren't able to work well under ⁶ _____, then they don't make good employees. To be good at ⁷ _____ is as much a skill as anything else.



LIVEWORKSHEETS

B Complete the second sentence so that it has a similar meaning to the first sentence, using the word given. Write between two and five words.

- 1 Were you a careers advisor?
_____ be a careers advisor? (*use*)
- 2 We didn't go on holiday when I was young.
We _____ go on holiday when I was young. (*never*)
- 3 She enjoyed their trips to the seaside as a child.
She _____ their trips to the seaside as a child. (*used*)

- 4 The whole team used to meet to discuss the day's business.

The whole team _____ to discuss the day's business. (*would*)

- 5 Darren didn't have good communication skills back then.
Darren _____ good communication skills. (*to*)
- 6 Sonja worked at a holiday resort when she was a student.
Sonja _____ at a holiday resort when she was a student. (*work*)