Listening

Match the definitions to the underlined phrases in the text.

Host: What would you say is the most important thing people should do to prepare for a job interview?

Jonathan: Well, thinking through your answers and doing plenty of research about the business and the position you're applying for go without saying – ultimately there's nothing more you can do about the direction the interview itself might take. I think cultivating self-assurance plays a very big role – this will help you act as if you're confident when answering questions, though clearly without going overboard or pretending you can do things you can't! […]
It's important not to dwell on your mistakes, but learn from them. And the odd slip is not the end of the world. We're all human after all. That said, willingness to admit your missteps is very important and will be appreciated by the interviewer. And while confidence is important, avoid being self-aggrandising or boastful. […]
I think it's important to keep things in proportion. Every interview is important and it's natural to be nervous – indeed I think for most people having no nerves is unrealistic and striving to do so could even be potentially detrimental.

1. go overboard
2. go without saying
3. nothingf more you can do abour sth
4. play a very big role
5. dwell on your mistakes
6. not the end of the world
7. be human after all
8. admit your missteps

a) To do too much or try too hard to impress
b) To concentrate too much on your errors
c) Out of control or ability to influence
d) To be naturally prome to errors
e) Not as big a problem as you may think
f) To be very self-evident or obvious
g) To acknowledge the mistakes you make
h) To have a significant impact on something

/10

Vocabulary

2 Complete the sentences with the correct prepositions.

1 I saw the internship as a way of breaking _____ the job market.

2 The sooner you learn to stand up _____ yourself, the better. You don't want to be pushed around all your life.

3 When you're doing something you believe in, it makes sense to press _____ despite all difficulties.

/3

LIVEWORKSHEETS

3 Complete the sentences with the words from the box. There are more words than you need.

entry-level	guts	menial	minimum	potential	rapport

1 He did several _____ jobs to support himself while writing his novel.

2 'Fight for 15' is a movement in the USA that demands a _____ wage of $15 an hour.

3 He claims to have a great _____ with all his employees.

4 You need to have the _____ to try something new that may or may not succeed.

5 You expect a(n) _____ job to be relatively poorly paid; nowadays, however, it's too often unpaid.

/5

Grammar

4 Complete the sentences with the correct forms of the verbs in brackets.

1 _____ (work) with children is fun, but it can also be very tiring.

2 I detest _____ (ask) personal questions at work by people who are not my personal friends.

3 I can't help _____ (notice) that the management are treating us worse and worse.

4 On _____ (tell) the news, she phoned her husband.

5 Unfortunately, _____ (use) the Internet at work for social purposes is very common nowadays.

/5

5 Use the correct forms of the words in brackets and any additional words to complete the sentences.

1 I am concerned about _____ (he / work) so hard. He might damage his health.

2 He finally _____ (succeed / promote) to Senior Executive.

3 Mary's parents didn't approve of _____ (she / choose) a career in the special forces.

4 I do appreciate _____ (you / use) your free time to help me with this translation.

5 _____ (not / have) any work experience is seen as a disadvantage even when you're only twenty-four.

/5

LIVEWORKSHEETS

Language in Focus

6 Complete the sentences with the correct prepositions.

1 I think _____ the long run I'm going to like this job better than my previous one.

2 I tried negotiating a better salary, but _____ no avail.

3 The part of the computer system that holds confidential data is accessed _____ means of a series of passwords.

4 I felt totally _____ sea; I didn't have a clue how the situation should be dealt with.

5 She tried to adapt to her new workplace, but all her efforts were _____ vain; she hated everything about it.

/5

9 Complete the text with words formed from the words in brackets.

QUALITIES WHICH HELP YOU SUCCEED

What personal qualities can help you succeed in life? First, it's good to enter life with a certain amount of [1]_____ (SELF-ASSURED). While it's not true that belief in yourself makes everything possible – if you're not [2]_____ (MUSIC), no amount of faith will make you a concert pianist – it can certainly help you achieve those things which are possible. Another useful quality is [3]_____ (TENACIOUS), which will prevent you from abandoning your life goals too easily when you encounter obstacles. In such difficult situations [4]_____ (RESOURCEFUL) is also an advantage: that's the skill of coming up with [5]_____ (CREATE) and sometimes unconventional solutions. In today's rapidly changing world, [6]_____ (ADAPTABLE) is also important. And don't forget knowledge: while you don't have to get top marks in all school subjects, a special area of [7]_____ (COMPETENT), something that you're very good at, is of great value.

/7

10 Complete the text with one word in each gap.

HOW TO GET AHEAD

Looking for some career advice? I always say if you're struggling to get ahead and want to do more in life than simply work for [1]_____ every day from 9 to 5, sign up for a vocational course of study. While [2]_____ guaranteeing you a foot on the first rung of the [3]_____, it is an invaluable way to gain insight [4]_____ what's happening in a specific field and may, by [5]_____ of the fact that you are doing something to enhance your career, be seen in the long run by future employers as a sign of someone who wants to develop. Trust me – it'll prove to be a shrewd investment in time.

/5

LIVEWORKSHEETS