

Preparing for an interview

Before you go to an interview, think about your (1).....
(APPEAR). When you make your (2)..... **(CHOOSE)** of clothes, avoid anything too casual but don't go to the other extreme of wearing items that are so formal you feel (3)..... **(COMFORT)** in them.

Make sure you know the exact (4)..... **(LOCATE)** of the building where the interview will take place. There's nothing worse than (5)..... **(DESPAIR)** trying to find the right place as the time for it to begin rapidly approaches.

Once you reach the f rm's offices, remember that the interview starts there. You never know who you might meet in lifts, corridors or waiting rooms, so try to make a good (6)..... **(IMPRESS)** on everyone.

When you go into the interview room, show you have (7).....
(CONFIDENT) in yourself, and strike an appropriate balance between formality and (8)..... **(FRIEND)**. Bear in mind that people tend to make a (9)..... **(JUDGE)** about someone they have met within a few minutes.