

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 firm'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.