

Sequencing Exercise

Exercises 1: Read the passage “*How to Prepare for a Job Interview*” and choose the best answer for each question based on the reading.

1. What should you do first when preparing for a job interview?

- A. Prepare answers to common questions
- B. Arrive early at the interview
- C. Research the company and the position
- D. Choose professional clothes

2. What comes after researching the company?

- A. Choosing professional clothes
- B. Practicing in front of a mirror
- C. Preparing answers to common questions
- D. Arriving early

3. Which step involves selecting what to wear?

- A. First
- B. Then
- C. After that
- D. Finally

4. What should you do after choosing your clothes?

- A. Prepare answers
- B. Practice with a friend or in front of a mirror
- C. Research the company
- D. Arrive 10 minutes early

5. What is the final step mentioned in the passage?

- A. Choose clothes
- B. Prepare answers
- C. Arrive at the interview early
- D. Practice with a friend

6. What is the first thing you should do to make a good first impression?

- A. Practice speaking loudly
- B. Wear clean and appropriate clothes
- C. Ask many questions
- D. Bring a gift

7. Why is eye contact important when meeting someone?

- A. It shows that you are rich
- B. It helps you read their mind
- C. It shows confidence and friendliness
- D. It makes people nervous

8. What should you say when you meet someone for the first time?

- A. Just smile without speaking
- B. Only ask for their name
- C. Say your name and the reason for the meeting
- D. Talk about the weather

9. What should you do during the conversation?

- A. Interrupt often to show excitement
- B. Stay silent and only nod
- C. Listen carefully and show interest
- D. Change the topic quickly

10. What is the last step to make a good impression?

- A. Leave without saying anything
- B. Ask for their phone number
- C. Thank the person politely
- D. Offer a handshake again and again

Exercise 2: Fill in the Blanks

After that ▪ First ▪ Finally ▪ Next ▪ Then

Making a good first impression is important in professional situations. Here are the steps to follow: 1. _____, dress appropriately for the occasion. 2. _____, smile and make eye contact. 3. _____, greet the person with a handshake and introduce yourself. 4. _____, listen carefully and show interest in the conversation. 5. _____, thank the person for their time.

After ▪ First ▪ Finally ▪ Next ▪ Then

_____, turn on your computer.	_____, open your email.
_____ that, log in with your	_____, write your message.
username and password.	_____, click "send."

Exercise 3: Rearrange the steps to show the correct sequence of making a cup of tea.

เรียงลำดับขั้นตอนการชงชาให้ถูกต้อง

Pour hot water into the cup.

Add a tea bag.

Drink and enjoy.

Boil the water.

Let the tea steep for a few minutes.

Exercises 4: Read the passage “*How to Make a Good First Impression*” and choose the best answer for each question based on the reading.

1. What is the first step in making a good impression?

A. Listen carefully

B. Dress properly

C. Greet people

D. Thanks audiences

2. Which step can you leave a lasting impression?

A. Show interest

B. Introduce yourself

C. Firm handshake

D. Make eye contact

3. Why do you have to make a good impression?

A. Create positive image

B. Avoid work conflicts

C. Increase sales

D. Make friends

4. What should you do before introducing yourself?

A. Thanks interviewers

B. Speak confidentially

C. Ask interviewee's name

D. Smile and make eye contact

5. Why do you have to listen carefully?

A. To interrupt the conversation

B. To create positive impression

C. To show you intelligence

D. To make eye contact

Exercises 5: Read the passage “*How to Launch a New Product Online*” and choose the best answer for each question based on the reading.

1. What is the first step in launching a product online?
 - A. Build a website
 - B. Post regular updates
 - C. Promote the product
 - D. Understand your target customers
2. Which step involves planning the use of Facebook or Instagram?
 - A. Researching customers
 - B. Creating a marketing plan
 - C. Checking the results
 - D. Building a product page
3. What does 'build a strong online presence' mean in the text?
 - A. Buying products online
 - B. Posting a lot of content
 - C. Creating a clear and professional product page
 - D. Using only Facebook to advertise
4. What should you do after promoting your product?
 - A. Stop all campaigns
 - B. Wait for customer feedback only
 - C. Track the performance with analytics
 - D. Reduce the price
5. Why is it important to check the results at the end?
 - A. To compare with other businesses
 - B. To create new websites
 - C. To improve your strategy next time
 - D. To sell more to friends and family

Exercise 6: Fill in the blank by choosing from these lists of sequencing words.

after ▪ after that ▪ afterwards ▪ finally ▪ first ▪ followed by ▪ initially
next ▪ later ▪ later on ▪ subsequently ▪ to go on to ▪ then ▪ when

1. _____ she graduated from university, she started her own business.
2. I finished my homework, and _____ I watched TV for an hour.
3. He worked as a teacher for five years, _____ time as a school principal.
4. We visited the museum, and _____ we had lunch at a nearby restaurant.
5. She wrote her first novel at the age of 25, and _____ she wrote five more books.
6. _____ I get home, I'll call you immediately.
7. The company started as a small shop, but it _____ become a multinational corporation.
8. I didn't like vegetables as a child, but _____ I developed a taste for them.
9. He gave a presentation, and _____ he answered questions from the audience.
10. _____ hearing the news, she immediately called her family.
11. _____, we need to prepare all the ingredients before we start cooking.
12. She _____ wanted to be a doctor, but she changed her mind and became a teacher instead.
13. We'll discuss the budget _____, and then we'll talk about the timeline.
14. _____, I would like to thank everyone for attending this meeting.
15. He completed his undergraduate degree, and _____ he pursued a master's degree.