

## 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

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

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

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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.