

- 4 Look at the questions and multiple-choice answers. Read each one carefully and decide which option is correct – A, B or C. Do not write your answers yet. When you have decided, check if you and your partner have selected the same answers.
- a Janine Mesumo's main role is to
 - A advise students who have completed their exams.
 - B give advice on writing a CV.
 - C deal with students' problems.
 - b Why should CVs not include too much information?
 - A Because students do not have time to write very much.
 - B An employer only needs a brief overview.
 - C Students cannot write very good CVs.
 - c What information do some people forget to include in their CV?
 - A contact details
 - B education and qualifications
 - C name
 - d The section after 'Personal details' is usually
 - A Work experience.
 - B Hobbies and interests.
 - C Education and qualifications.
 - e Why do some students worry about their work experience?
 - A because they don't have any
 - B because part-time work is not important
 - C because they work for charities
 - f What should students *not* do in the 'Hobbies and interests' section?
 - A give details about what they like to read
 - B give information about playing an instrument
 - C provide a simple list of things that interest them
 - g The final sections of a CV should include
 - A all the skills already mentioned.
 - B proficiency in languages.
 - C anything not already mentioned.
 - h A referee is someone who
 - A will write positive things about you.
 - B will check the content of your CV.
 - C will help you to write your CV.

3 Look at questions a–h. Then listen again and choose the correct answer for each question, A, B or C.

- a What is the most common feeling that interviewees experience?
- A nervousness
 - B fear
 - C satisfaction
- b Jan's strong advice for people attending an interview is to
- A have all the paperwork.
 - B arrive on time.
 - C travel by taxi.
- c Which of these does Jan *not* advise?
- A Use the internet to prepare.
 - B Try to relax.
 - C Show enthusiasm.
- d What does Jan say is *not* easy to do?
- A enjoy the interview experience
 - B pretend to be someone else
 - C appear nervous
- e Why is being a little anxious a good thing?
- A It helps you to relax.
 - B It will help you to get the job.
 - C It keeps you alert.
- f What can a practice interview help you with?
- A feeling more confident
 - B understanding other interviewees' experiences
 - C knowing what the experts suggest
- g A short interview means
- A something negative has happened.
 - B the interviewer has all the required information.
 - C interviewees should be worried.
- h An online interview is good because
- A the interviewers cannot see you.
 - B it's easier to understand the interviewee.
 - C you do not need to travel anywhere.

