3 **VOCABULARY** understanding idioms and phrasal verbs

a **Complete the sentences with the idioms and phrasal verbs in the list.**

~~do the trick~~ have something up your sleeve move on play ball print off stick at

1 If you need something for your papers, a document folder should do the trick.
2 In a group interview, it's important to _____ and interact with the other candidates.
3 I found it hard to learn a new language, but I managed to _____ it until I achieved my goal.
4 It's useful to think about your strengths and weaknesses in order to _____ if you are asked about them.
5 After I had done the same job for five years, I felt it was time to _____.
6 Make sure you _____ a copy of your CV to take to the interview with you.

b **Read the article quickly. Match the bold idioms and phrasal verbs to definitions 1–8.**

1 (*phrasal verb*) choose somebody carefully from a group of people
pick out
2 (*idiom*) wear clothes suitable for a particular role
_____
3 (*idiom*) be useful
_____
4 (*phrasal verb*) be noticeable because of being different
_____
5 (*idiom*) find out all you need to know
_____
6 (*phrasal verb*) be mentioned or discussed
_____
7 (*idiom*) avoid
_____
8 (*phrasal verb*) make or prepare something
_____

Important interview tips

Your CV has got you in the door; now it's time to convince the interviewer you're the best person for the job.

Research the company

Do your homework so you don't give the impression you're looking for any old job. Search the internet and read not only the company's website, but also any news stories that **come up**. Make a list of points you could discuss at the interview and questions you could ask. You want your potential future employer to believe that you have a genuine interest in working for the organization.

Dress smartly

The company's dress code should give you an idea of what to wear at the interview, but in most cases, you will be expected to **look the part**. However, it is not only your clothes you must watch. Think about your body language: do you usually slouch or sit up straight in a chair, or do you sometimes fiddle with a pen? Practise before the day so that you have time to replace any bad habits with positive body language.

Mind your manners

When you get to the interview venue, make sure you greet everyone you meet, including the people in the lift. Offer the interviewer a warm greeting and say 'please' and 'thank you' when appropriate. Not only do you want to show that you would be an invaluable team member, but you also want the interviewer to **pick** you **out** when there may be other candidates who are equally qualified for the job.

Give real examples

You won't be the first candidate the interviewer has met, so you need to **stand out** from the competition. When you are asked about your abilities and experience, **steer clear** of typical answers such as 'I have great communication skills' or 'I'm a people person'. Instead, give real examples of situations where you have demonstrated these qualities and brought about a positive result.

Ask the right questions

Towards the end of the interview, you will be invited to ask your own questions about the job. You'll have that list you **put together** beforehand, but the points on it may already have been covered. Even if the interviewer has been very thorough, you must ask a few questions. This is where your initial research about the company will **come in handy**.



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