Text 3

Read the text. Answer the questions on your mark sheet.

Interviews: top tips

Employment consultant Sara Patel has some advice to help you get ready for that all-important interview.

Before the interview: She says "A friend of mine gets offered every job she goes for. Why? Because she always knows everything there is to know about the company. She has done her research, and you must too." Look at the company website and decide why you want to work for them.

At the interview: The golden rule is to **be on time,** even if it means getting up very early to be sure of getting there. Dress smartly. You're not going to get that ideal job if you go to the interview in jeans and trainers even if they are your best.

It is important not to panic. If you don't understand a question, be honest and ask for it to be repeated or explained, rather than giving a poor answer. If your mind goes blank, take some deep breaths to give yourself more time to compose your answer.

Body language is very important at interviews. Looking at the floor all the time makes you look untrustworthy and too shy. Don't cross your arms or wag your finger as this will make you look arrogant. Keep your hands gently in your lap. This will help you to avoid twitching, picking and scratching – all instant job losers! Sit still in your chair, lean forward slightly so that you look interested and attentive. Practise in front of a mirror at home or, even better, video yourself.

21. **What should you do before the interview?**
    a. You should find out how to get there.
    b. You should find out about the company.
    c. You should decide if you want the job.

22. **Which expression below means the same as 'be on time'?**
    a. Be polite.
    b. Be confident.
    c. Be punctual.

23. **What is Sara's advice about clothes?**
    a. Wear your best jeans and trainers.
    b. Wear smart clothes.
    c. It doesn't matter what you wear.

24. **What should you do if you can't answer a question?**
    a. Take deep breaths.
    b. Repeat the question.
    c. Give an answer anyway.

25. **What should you not do, according to Sara?**
    a. Look at the floor.
    b. Sit still.
    c. Practice at home.

LIVEWORKSHEETS