

A. Vocabulary practice:

Choose A, B, C or D that best completes each unfinished sentence or substitutes the underlined part

1. I am so _____ that I cannot say anything, but keep silent.
A. nerve B. nervous C. nervously D. nervousness
2. _____ speaking, I do not really like my present job.
A. Honest B. Honesty C. Honestly D. Dishonest
3. Her job was so _____ that she decided to quit it.
A. interesting B. satisfactory C. stressful D. wonderful
4. A letter of _____ is sometimes really necessary for you in a job interview.
A. recommend B. recommended C. recommender D. recommendation
5. Some days of rest may help to _____ the pressure of work.
A. reduce B. lower C. chop D. crease
6. Not all teenagers are well _____ for their future job when they are at high school.
A. interested B. satisfied C. concerned D. prepared
7. Qualifications and _____ are two most important factors that help you get a good job.
A. politeness B. experience C. attention D. impression
8. Before the interview, you have to send a letter of application and your résumé to the company.
A. recommendation B. reference C. curriculum vitae D. photograph
9. I have just been called _____ a job interview. I am so nervous.

A. for B. in C. over D. with

10. Knowing your skills and strengths is _____ important part of the job search process.

A. a B. an C. the D. Ø

11. What do I have to bring _____ me to the interview.

A. with B. upon C. in D. along

12. Knowing your skills and strengths is _____ important part of the job search process.

A. a B. an C. the D. Ø

13. Many children are under such a high _____ of learning that they do not feel happy at school.

A. recommendation B. interview C. pressure D.

concentration

14. She likes meeting people and travelling so she wants to apply for a _____ of a receptionist or tourist guide.

A. location B. position C. site D. word

15. She often reads newspapers and look through the Situations _____ columns every day, but up to now she has not found any job yet.

A. Article B. Space C. Vacant D. Spot

16. To my _____, I was not offered the job.

A. happiness B. dream C. joy D.

disappointment

17. Many people will be out of _____ if the factory is closed.

A. work B. career C. profession D. job

18. Doctors have to assume _____ for human life.

A. responsible B. responsibly C. responsibility D.
responsibles

19. _____ is increasing, which results from economic crisis.

A. Employment B. Unemployment C. Employ D.
Unemployed

20. He was offered the job thanks to his _____ performance during his job interview.

A. impress B. impression C. impressive D.
impressively

21. Good preparations _____ your job interview is a must.

A. with B. upon C. in D. for

22. When being interviewed, you should **concentrate on** what the interviewer is saying or asking you.

A. be related to B. be interested in
C. pay all attention to D. express interest to

23. If you are _____ for a particular job, someone asks you questions about yourself to find out if you suitable for it.

A. paid B. chosen C. interviewed D.
recommended

24. You should show the interviewer that you are really keen _____ the job you have applied.

A. in B. for C. on D. over

25. It is _____ to fail a job interview, but try again.

A. disappoint B. disappointing C. disappointedly D.
disappointment

26. To prepare for your job interview, you should **jot** down your qualifications and experience as well as some important information about yourself.
- A. draw B. place C. put D. write
27. His work involves helping students to find temporary _____ during their summer vacation.
- A. decision B. employment C. choice D. selection
28. You should ask the interviewer some questions about the job to show your _____ and keenness.
- A. anger B. thrill C. amazement D. interest
29. He was refused because he had no _____ experience related to _____ job he applied.
- A. a / the B. an / Ø C. the / a D. Ø / the
30. The interviewer gave his consent to John's _____ for work and promised to give him a job.
- A. keen B. keenly C. keener D. keenness