READING: MOST COMMON INTERVIEW MISTAKES

Read the article quickly and match the titles to the paragraphs.

A. Criticizing past employers
B. Talking too much
C. Doubts about your CV
D. Bringing a drink with you
E. Ignorance of the company

A job interview is a nerve-racking experience at the best of times, so it's important to prepare for it well. Arriving late is sure to ruin your chances, as is dressing inappropriately. And do not dream of answering your phone during the interview. Read on for five more common blunders and how to avoid making them.

1 _____ This is a highly unprofessional habit, as it suggests a serious inability to manage your time. Surely you could have planned your schedule better to include a coffee stop beforehand? Having a cup in your hand creates the opportunity for distraction: you might fiddle with it or miss a question while taking a sip of coffee. Worse still, its contents may end up on the desk, which will result in the interviewer remembering you for all the wrong reasons.

2 ____ In this age of technology, it is inexcusable not to know anything about your prospective employer. Most company websites these days have an 'About Us' section giving company history, locations, divisions and a mission statement. Do some research before the Big Day and you won't be stumped if the interviewer asks you a question about the place where you, theoretically, want to work.

3 ____ An interview is a professional situation, not a personal one, so the interviewer will not want to hear your life story. While you need to answer all the questions you are asked, your responses should be focused and to the point. Don't get -side-tracked and talk about your home life, your partner and any children you may have - save this for the first day in your new job when you are getting to know your colleagues.

4 _____ It is important to maintain a positive attitude throughout the interview, even when discussing things that have gone wrong. Don't let the interviewer know that you want to leave your current job because you can't stand your boss. Saying unpleasant things about your colleagues is not a good idea, because the interviewer might know them. Also, you will be showing him how you will speak about his company if you leave on bad terms in the future.

5 ____ Not being familiar with your past history of employment creates a very bad impression. It suggests that either you have a very bad memory, or you made up some of the facts. Make sure you know the basic information by heart because the interviewer is sure to ask you about it. If you really do have a bad memory, take a copy to refer to, but do not appear to be reading it out loud.

MATCH THE WORDS WITH THEIR DEFINITIONS. WRITE THE CORRECT LETTER.

1. a stupid or careless mistake.	A. SIP
2. to move or handle (something) with the hands or fingers in a nervous way.	B. GET SIDE TRACKED
3. it makes you forget what you intended to do or say, and start instead doing or talking about a different thing.	C. FIDDLE WITH
4. to be unable to answer a question or solve a problem because it is too difficult:	D. BLUNDER
5. drink (something) by taking small mouthfuls.	E. STUMP

LIVEWORKSHEETS