

READING

How to Interview for a Job!

Vocabulary Preview

- Match the words on the left with the meanings on the right.

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| 1. congratulations | <u>E</u> | A. a written record of your education and jobs (Br Eng = CV) |
| 2. apply | _____ | B. acceptable or correct for a certain situation |
| 3. hire | _____ | C. a person who makes a formal request for something |
| 4. applicant | _____ | D. the process of communication using your body |
| 5. resumé | _____ | E. a way to say you are happy for someone's success |
| 6. eye contact | _____ | F. to make a formal written request for something |
| 7. body language | _____ | G. to give somebody a job |
| 8. appropriate | _____ | H. the act of looking directly into another person's eyes |

- Use the above words to complete the sentences. Change the forms of verbs and nouns when necessary.

1. What kind of information should I put on my resumé?
2. Are you going to _____ for that job you were talking about?
3. Really, you're getting married? _____!
4. I can tell by John's _____ that he's angry right now.
5. Do you think the company will _____ you?
6. What is the _____ way to tell your boss you want to quit your job?
7. Making _____ is difficult when you are wearing sunglasses.
8. There were more than a hundred _____ for the job!

- Choose any two of the above words and write your own sentences.

1. _____
2. _____