Extra Training

Use of English
Task 2172

Choose the correct item.

JOB INTERVIEW

The reality of an interview is never as bad as your fears. For some (1)_____, people imagine the interviewer is going to jump on every tiny mistake they (2) _____.

In truth, the interviewer is as (3) _____ for the meeting to go well as you are. It is what (4) _____ his or her job enjoyable.

The secret of a good interview is preparing for it.

What you wear is always important as it creates the first impression. So (5) _____ neatly, but comfortably. Make (6) _____ that you can deal with anything you are (7)_____.

Prepare for questions that are certain to come up, for example:

Why do you want to take this place?

What is the most important (8) _____ a good employee should have?

Apart from this job, what other careers have you (9) _____?

What are your interests and hobbies?

Answer the questions fully and precisely. (10) _____, if one of your interests is reading, be prepared to (11) _____ about the sort of books you like.

(12) _____, do not learn all your answers you have prepared (13) _____ heart. The interviewer wants to meet a human (14) _____, not a robot.

Remember, the interviewer is genuinely interested in you, so the more you relax and are yourself, the more (15) _____ you are to succeed.



LIVEWORKSHEETS