

**19** Complete the explanations with the correct words. Some letters have been given.

- 1 When someone has no job, they are n l.
- 2 Someone who sells their services to many companies is a f c.
- 3 A job that is available is called a v c c.
- 4 A person who applies for a job is an l n.
- 5 Money you earn that is paid daily or weekly is called g.

### PHRASAL VERBS

EXTENDED

**20** Choose the correct prepositions to complete the online advice comments.

- 1 Always take **on / up** at least one of your candidate's references.
- 2 It's a good idea to check **out / off** a company before your interview so that you know what questions to ask.
- 3 If you feel that you would be happier in another job, you should hand **out / in** your notice.
- 4 Starting **on / up** your own business can involve a lot of hard work.
- 5 Calculate carefully how many extra staff you need to take **on / in** before advertising new positions.
- 6 If you've been made redundant, sign **over / on** immediately to avoid losing benefit.
- 7 It is usually better to negotiate with your boss than to go **for / on** strike.
- 8 If a new employee is taking **over / away** from someone else, make sure they are given all the information they need.

18 Complete the text with the correct words in the box.

offer keep apply date reject do  
covering fill short qualifications  
deadline experience

# JOB INTERVIEW

## IN 12 STEPS

OK. So, you've seen a job you want to (1) \_\_\_\_\_ for. What next? Well, firstly, (2) \_\_\_\_\_ in the application form carefully and if it's online, print it out so that you (3) \_\_\_\_\_ a record of what you've written. Then make sure that your CV is up-to- (4) \_\_\_\_\_, with all your school and college (5) \_\_\_\_\_ and relevant work (6) \_\_\_\_\_. Write a (7) \_\_\_\_\_ letter to send with the CV and the application form and be sure to send them in before the (8) \_\_\_\_\_. If the company is interested in you, they will put you on a (9) \_\_\_\_\_ list and arrange an interview. If you (10) \_\_\_\_\_ well in the interview, they may (11) \_\_\_\_\_ you the job! But think very carefully about the pay and conditions before you accept or (12) \_\_\_\_\_ the offer.