Judge a man by his questions rather than by his answers.
Voltaire, 18th century French author, humanist, rationalist, & satirist

1A Questions and answers

1 GRAMMAR question formation

a Right (✓) or wrong (✗)? Correct the mistakes in the highlighted phrases.

1 A You have ever been to Greece? ✗ *Have you ever been*
B Yes, a couple of times.

2 A Why didn't you tell me the truth? ✓
B Because I thought you'd be angry.

3 A Where you usually go on holiday?
_____
B We usually go to Portugal.

4 A Haven't you done the homework?
_____
B No, I haven't, I'm sorry.

5 A What did happen at the meeting yesterday?
_____
B We discussed the sales figures, all very boring really.

6 A Who is Jack going out with?
_____
B He's going out with his best friend's sister.

7 A How long time have you been learning English?
_____
B For about three years.

8 A Whose jacket did you borrow for the wedding?
_____
B My dad's. It was a bit big for me.

9 A Excuse me. Can you tell me where are the toilets?
_____
B They're down the stairs on the right.

10 A For who are you waiting?
_____
B I'm waiting for my brother.

b Write indirect questions.

1 'Where does Natalie live?'
I wonder *where Natalie lives*.

2 'Where is the lift?'
Could you tell me _____?

3 'Where did we park the car?'
I can't remember _____.

4 'Are there any tickets left for the concert tonight?'
Do you know _____?

5 'What time does the match start?'
Can you tell me _____?

6 'When's Sally's birthday?'
Can you remember _____?

c Write the questions.

1 when / your brother / pass / his driving test
When did your brother pass his driving test?

2 who / cook / in your family
_____?

3 how long / you / spend / in Brazil last summer
_____?

4 you know / who / go / to the party tonight
_____?

5 you remember / where / I / leave / my keys
_____?

6 what / make / you angry
_____?

7 who / drink / the milk / I / leave / in the fridge
_____?

8 how long / it / take / to get to London from here
_____?

2 READING & VOCABULARY

a 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**

b Look at the **highlighted** words and phrases in the text and try to work out their meaning. Then match them to definitions 1–10.

1 that cannot be forgiven _____
2 connected with what is being discussed _____
3 making you very nervous or worried _____
4 stupid mistakes _____
5 be unable to answer a question _____
6 from memory _____
7 start talking about something less important _____
8 drinking a very small amount of liquid at a time _____
9 dislike very much _____
10 play with something because you are nervous _____

Most common interview mistakes

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.

3 PRONUNCIATION friendly intonation

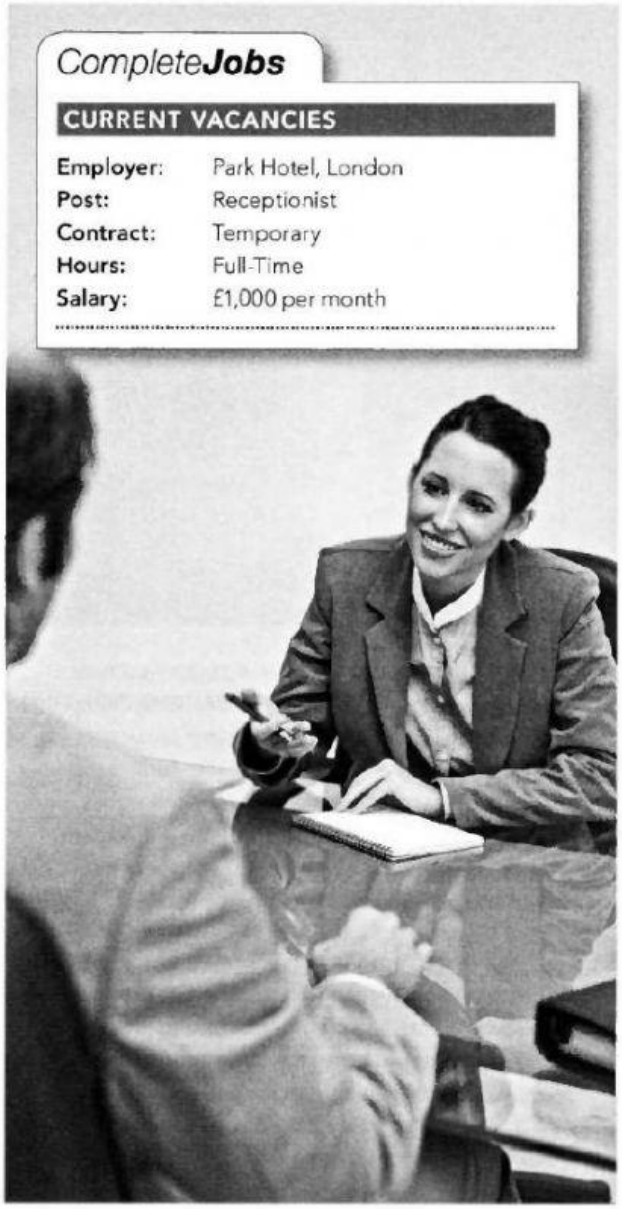
a iChecker Listen and complete the questions.

1 *What kind of music* _____ do you like listening to?
2 _____ did you go to?
3 _____ work experience?
4 _____ for the future?
5 _____ abroad?
6 _____ do you speak?

b Listen and repeat. Copy the rhythm.

4 LISTENING

a iChecker Read the job advert and listen to an interview for the job. Is the applicant successful or unsuccessful?



b Listen again and look at the list of common interview mistakes. Circle the mistake that the applicant makes.

1 bringing a drink
2 talking too much
3 criticizing past employers
4 ignorance of the company
5 doubts about his CV

c Listen again and complete the sentences.

1 Stephen Bridges went to the interview by _____ and _____.
2 He wants a temporary job because he's going abroad in _____.
3 Stephen has a degree in _____.
4 He worked in a _____ for _____.
5 He can speak _____ foreign languages.
6 Most of the Asian guests come from _____.
7 In his previous job, Stephen didn't have to _____.
8 Stephen thinks he has the _____ for the job.

d Listen again with the audio script on p.69 and try to guess the meaning of any words you don't know. Then check in your dictionary.

USEFUL WORDS AND PHRASES

Learn these words and phrases.

approach (n) /ə'prəʊtʃ/
bizarre /bɪ'zɑː/
job candidate /dʒɒb 'kændɪdət/
crush (sb or sth) /krʌʃ/
demanding /dɪ'mɑːndɪŋ/
flustered (adj) /'flʌstəd/
job-seekers /dʒɒb 'siːkəz/
rather than /'rɑːðə ðæn/
recruitment agency /rɪ'kruːtmənt 'eɪdʒənsi/
think on your feet /θɪŋk ɒn jɔː fiːt/