

Reading

1 Read the social media post. Complete the replies 1–4 with sentences a–d.

- a Prepare some questions.
- b Be polite!
- c Think of real examples.
- d Tell the truth.

2 Read the post again and answer the questions.

Which person ...

- a thinks it's difficult to talk about something that isn't true?
- b gives ideas about what to ask?
- c thinks you shouldn't speak too much?
- d says you need to prepare some questions for the interview?
- e says it's important to talk about your experience?
- f says it's important to be nice?
- g describes something that happened in an interview?

3 Read the post again. Are the sentences true (T) or false (F)?

- 1 It's important to listen to what the interviewer is asking. _____
- 2 You can show that you are friendly by smiling and being polite. _____
- 3 You should always say you've got good qualifications. _____
- 4 It's a good idea to think of questions after the interview. _____
- 5 You should ask about things you want to know about the interviewer's life. _____
- 6 You should use positive adjectives to describe yourself. _____

4 Find words or phrases in the replies with meanings 1–5.

- 1 conversation about things like the weather (2 words, *Jane Harper*)
- 2 certifications you get from school or university (*Gavin Fields*)
- 3 information about something (*Gavin Fields*)
- 4 usual/normal (*Catherine Williams*)
- 5 good (*Joe Mattis*)



Michael Dennis | 1 hr

Hi, everyone. I've got a job interview next week. What can I do to prepare? Thanks!

4 Replies

Jane Harper | 53 mins

1 _____ Make small talk, but don't talk too much. Listen carefully to the questions. Remember to say thank you for the interview and smile and be friendly. Show them that you're a nice person to work with.

Gavin Fields | 48 mins

2 _____ In my last interview I was very nervous and I lied about my qualifications. They knew it wasn't true because I wasn't sure about my answers and I didn't give many details.

Catherine Williams | 41 mins

3 _____ Think of things you want to know about the job a few days before the interview and write them down. If you ask questions, this shows that you're really interested in the job. Good questions to ask are: *What does a typical day look like?* or *What do you like about working for this company?*

Joe Mattis | 32 mins

4 _____ Don't just say 'I'm hard-working', think of things you can say to show it, for example, 'I always finish my work before I go home.' Think of a few different examples which show positive things about you so you can answer their questions quickly.