# READING

## Email from HR department

To: Grace Yang
Date: 6 September
Subject: Invitation to job interview

Dear Grace,

Thank you for your application for the position of sales manager.

We would like to invite you for an interview at 10 a.m. on Monday 21 September at our offices at The Shard, 32 London Bridge Street, London.

You will meet with our head of sales, Susan Park, and the interview will last for about 45 minutes. During this time, you will have the opportunity to find out more about the position and learn more about our company.

Please bring your CV and references to the interview. You will also need to show a form of ID at reception to receive a visitor's pass. Please ask for me as soon as you arrive.

If you have any questions or if you wish to reschedule, please call me on 555-1234 or email me by 12 September.

I look forward to meeting you.

Best regards,

Anna Green
Human Resources Assistant

Circle the best answer.

1. What job did Grace apply for?
   a. Head of sales
   b. Sales manager
   c. Sales assistant
   d. Human resource assistant
2. When is the job interview?
   a. 6 September
   b. 12 September
   c. 21 September
   d. 22 September
3. How long will the interview take?
   a. Under an hour
   b. Just over an hour
   c. Over two hours
   d. A day
4. What does Grace need to bring to the interview?
   a. Her CV
   b. Her references
   c. Her ID
   d. All of the above
5. Who should Grace ask for at reception?
   a. The reception manager
   b. Susan Park
   c. Anna Green
   d. Grace Yang
6. What can Grace do if she wants to change the interview date?
   a. Go to the reception on 12 September
   b. Call Anna Green on 10 September
   c. Email Anna Green on 15 September
   d. Meet Susan Park for a coffee on 21 September

LIVEWORKSHEETS

# LISTENING

## Part 1. Conversation between friends

You will listen to the dialog between two friends. Make sure to look through the questions before you listen to it for the first time.

1.1 Girls would like to watch a movie.

True
False

1.2 A girl went to see three movies this week.

True
False

1.3 A girl was very busy last week.

True
False

1.4 Sports are fun

True
False

1.5 A girl doesn't like shopping.

True
False

1.6 A girl has to watch money until the end of the week.

True
False

1.7 There is a new restaurant down the mall.

True
False

1.8 Girls are going to go window-shopping before dinner.

True
False

1.9 They would like to play some outdoor games.

True
False

1.10 Bowling is a great inside air-conditioned game

True
False

LIVEWORKSHEETS

## Part 2. Toxic people.

You will listen to the piece of podcast with the recommendations how to work with toxic people. Look through the questions before listening to the audio.

Look at the questions below. You need to mark as TRUE only those statements that are in the audio. Questions are NOT about your opinion :) If you think that it wasn't mentioned in the task, mark the statement as a FALSE one.

2.1 If the person is angry talking to you, you are the reason.

True
False

2.2 Difficult people are usually self-confident.

True
False

2.3 Working with difficult people you should make them less anxious.

True
False

2.4 You should repeat what people have said to you.

True
False

2.5 You should respond the same way you were spoken to,

True
False

2.5 It's a good idea directly but gently ask a person to change something in their behavior.

True
False

2.7 You can threaten to inform the supervisor.

True
Fale

2.8 Ask a person whether he or she has personal problems.

True
False

2.9 Give a person a chance to speak.

True
Fale

2.10 It's important to remain logical and calm.

True
False

LIVEWORKSHEETS