

I. Instructions: Match words or phrases 1 to 10 with comments a to j.

1. Apply for a job
2. Practical skills
3. Job interview
4. Business contacts
5. CV
6. Knowledge
7. Employer
8. Career
9. Grades
10. Team

A
They asked me a lot of difficult questions.

B
He knows a lot of people in banking.

C
I've learnt so much on this course.

D
That woman owns the company where I work.

E
I wrote to more than 20 companies.

F
These are more important than qualifications in my job.

G
I got good scores on my tests.

H
Mark's been an engineer all his working life.

I
I work quite closely with four other people.

J
You must include your qualifications, work experience,



II. Select the statements are true for you and write why they are true.

1. I'm not really interested in a career in business.
2. I haven't got a lot of experience to put on my CV.
3. I'd prefer to be an employee in a large organisation.
4. I haven't applied for many jobs in my life.
5. I think practical skills are more important than qualifications.
6. I have a lot of business contacts.
7. I don't think I am good at job interviews.
8. I'd love to be in charge of a team.

