

## 1 LOOKING AT LANGUAGE

Match the formal words in sentences 1–10 with the informal words in the list.

answer begin buy check fill in  
finish follow say see show

- 1 My colleague was dismissed because she didn't **adhere to** the terms of her contract. *follow*
- 2 Please **state** your preference for a telephone or face-to-face interview. \_\_\_\_\_
- 3 The next training course will **commence** on 1st June. \_\_\_\_\_
- 4 The receptionist asked me to **complete** an application form. \_\_\_\_\_
- 5 These figures **demonstrate** the problems facing the company. \_\_\_\_\_
- 6 Customers are advised to retain their receipt when they **purchase** an item. \_\_\_\_\_
- 7 The candidate gave no **response** when he was asked about his experience. \_\_\_\_\_
- 8 My contract will **terminate** at the end of the year. \_\_\_\_\_
- 9 They called the candidate's referee to **verify** his story. \_\_\_\_\_
- 10 We **view** your prospects of promotion as very probable. \_\_\_\_\_

## 2 VOCABULARY FROM THE INTERVIEW

Match the **bold** word or phrase with the correct definition.

- 1 Get them to talk about **their background**.  
a their personal details  
b their education, experience, and interests
- 2 They're able to **settle down** and begin the interview.  
a take a seat  
b feel comfortable
- 3 It's important to **engage with** the candidate.  
a establish a connection with  
b agree with
- 4 Do you **carry on** the interview or do you finish it there?  
a start again  
b continue
- 5 In today's **recruitment** environment...  
a finding people for a job  
b looking for a job

## 3 THE CONVERSATION

Complete the sentences with one word, using repetition or an adverb to add emphasis.



- 1 It's a terrible *terrible* idea to go to an interview when you're feeling hungry.
- 2 I've \_\_\_\_\_ you this before more than once.
- 3 I felt really \_\_\_\_\_ silly when I realized I'd locked my keys in the house.
- 4 You \_\_\_\_\_ told me you would be here by 11.00.
- 5 Can you make me a cup of tea? I've had a \_\_\_\_\_ bad day.
- 6 It's a wonderful \_\_\_\_\_ film. You really should go and see it.

## 4 VOCABULARY FROM THE CONVERSATION

Complete the sentences with a word from the list.

caught potentially slightly white willing

- 1 I sometimes *slightly* exaggerate when I talk about my experience.
- 2 You might find yourself in a \_\_\_\_\_ difficult situation.
- 3 Nobody will worry if you tell a couple of \_\_\_\_\_ lies.
- 4 You could get \_\_\_\_\_ out if they ask you questions about something on your CV.
- 5 You need to show that you are \_\_\_\_\_ to learn.

# Can you remember...? 1

## GRAMMAR & VOCABULARY

- a Complete the second sentence so that it means the same as the first sentence. Use the word in brackets. Contractions are one word.



- My husband and I both love animals. (so)  
I love animals and so does  
my husband.
- I'm sure I sent you a message last night. (did)  
I did send you  
a message last night.
- Whose is this phone? (belong)  
Who \_\_\_\_\_  
\_\_\_\_\_ to?
- What was wrong with the hotel you stayed in? (like)  
Why \_\_\_\_\_ the  
hotel you stayed in?
- Where did you get that book from? (gave)  
\_\_\_\_\_ that book?
- How much is petrol in your country? (costs)  
Do you know \_\_\_\_\_  
\_\_\_\_\_ in your country?
- Do you have any vacancies at the moment? (whether)  
Can you \_\_\_\_\_  
\_\_\_\_\_ any vacancies at the  
moment?
- I'm just checking you'll pick me up from work tonight. (you)  
You will pick me up from work tonight, \_\_\_\_\_  
\_\_\_\_\_?
- My friends and I can't afford to go on holiday this year. (neither)  
I can't afford to go on holiday this year and  
\_\_\_\_\_.
- I'm sure Tom knows about the meeting – he mentioned it yesterday. (does)  
Tom \_\_\_\_\_  
\_\_\_\_\_ – he mentioned it  
yesterday.

- b Read the text. Circle a, b, or c.



During the 1960s and 70s, many stories were told of ships and aircraft disappearing mysteriously in a region of the Atlantic Ocean known as the Bermuda Triangle. People asked, '1 \_\_\_\_\_ is causing these boats and planes to disappear?', and several 2 \_\_\_\_\_ reasons were given to explain the mystery. Some writers wondered 3 \_\_\_\_\_ aliens had established an underwater base and were hijacking aircraft to study their crew. Others said that enormous waves might be hitting vessels, causing them to sink without a 4 \_\_\_\_\_. However, nobody asked the question of whether there really 5 \_\_\_\_\_ any mystery to explain.

Journalist Larry Kusche was the first person to do this. He asked questions about the mysterious disappearances which previous writers 6 \_\_\_\_\_. These writers had simply collected stories that had already been written and repeated them in their own way. Kusche found many mistakes in their stories: in some cases, there was no record of the ships and planes that were said to have been lost, and in others, they had disappeared during 7 \_\_\_\_\_ bad storms. Kusche pointed out that it was logical that more accidents would occur in the busy Bermuda Triangle than in more 8 \_\_\_\_\_ areas such as the South Pacific because the more ships there are in an area, the 9 \_\_\_\_\_ it is for one of them to sink.

In the end, Kusche concluded that the explanation for the Bermuda Triangle 10 \_\_\_\_\_ was neither aliens nor massive waves, but the lack of research done by writers in search of a sensational story.

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|---------------|-----------------|-----------------|
| 1 a How       | b What          | c Which         |
| 2 a foreign   | b extraordinary | c absent-minded |
| 3 a how       | b whether       | c where         |
| 4 a mark      | b sign          | c trace         |
| 5 a is        | b has           | c was           |
| 6 a didn't    | b hadn't        | c weren't       |
| 7 a rather    | b quite         | c extremely     |
| 8 a congested | b far           | c remote        |
| 9 a likely    | b more likely   | c most likely   |
| 10 a puzzle   | b quiz          | c story         |