

A Complete the text with the words and phrases in the box.

communication skills creative people
pressure reliable teamwork time management



TIPS FOR A SUCCESSFUL INTERVIEW

I've interviewed hundreds of people over the years. So, what do I look out for when I'm employing new staff?

Well, firstly, I'm looking for people who can get their ideas across to others effectively; in other words, people who have good ¹ . Of course, to be able to do this, they also need to come up with good ideas and that means having ² thinking skills as well.

Anyone with both of these qualities will probably work well with others and be good at ³ , which is very important. Of course, all companies want their employees to have ⁴ skills, not only with colleagues, but with **clients**, too.

Finally, if people aren't ⁵ or aren't able to work well under ⁶ , then they don't make good employees. To be good at ⁷ is as much a skill as anything else.

LIVEWORKSHEETS

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B Complete the second sentence so that it has a similar meaning to the first sentence, using the word given. Write between two and five words.

1 Were you a careers advisor?

_____ be a careers advisor? (use)

2 We didn't go on holiday when I was young.

We _____ go on holiday when I was young. (never)

3 She enjoyed their trips to the seaside as a child.

She _____ their trips to the seaside as a child. (used)

4 The whole team used to meet to discuss the day's business.

The whole team _____ to discuss the day's business. (would)

5 Darren didn't have good communication skills back then.

Darren _____ good communication skills. (to)

6 Sonja worked at a holiday resort when she was a student.

Sonja _____ at a holiday resort when she was a student. (work)

 **LIVEWORKSHEETS**