

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 <sup>1</sup> \_\_\_\_\_. Of course, to be able to do this, they also need to come up with good ideas and that means having <sup>2</sup> \_\_\_\_\_ thinking skills as well.

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

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

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*)