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