

Vocabulary

1 ★ Match the words to form phrases. Then, complete the sentences.

1	dream	A	vacancies
2	careers	B	work
3	job	C	language
4	volunteer	D	job
5	body	E	skills
6	computer	F	handshake
7	firm	G	centre

- 1 Most jobs these days require some
- 2 Make sure you greet the manager with a
- 3 Sorry, the company has no at the moment.
- 4 Karen's CV includes all her at the local animal shelter.
- 5 Why don't you go to the to see what jobs are available.
- 6 Watch your and sit confidently.
- 7 Being an actress is Mary's

2 ★ Fill in: *match, work, communicate, accept, support, lean, apply, maintain*.

- 1 Part-time work in a shop helps you learn how to with customers.
- 2 Make sure to eye contact during an interview.
- 3 Carl doesn't want to at a fast-food restaurant during the summer.
- 4 During a job interview give reasons and examples to your answers.
- 5 Mary wants to for a job at the bank.
- 6 forward and listen carefully.
- 7 Janet doesn't criticism easily.
- 8 This questionnaire helps you your personality with a career.