

## 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

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

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

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