

VOCABULARY interview advice

1 Match 1–8 with a)–h) to make advice.

- 1 Don't avoid eye
 - 2 The most important thing is to be
 - 3 Make sure you show
 - 4 You must arrive on
 - 5 Shake hands
 - 6 Make sure you dress
 - 7 Don't always answer
 - 8 Before the interview, do
- a) some research about the company.
 - b) briefly. Try to give a full response.
 - c) smartly. Maybe wear a suit.
 - d) contact. Look at them during the interview.
 - e) enthusiasm. Smile and ask questions.
 - f) firmly with your interviewers.
 - g) prepared. Think about what they will ask you.
 - h) time. Don't be late!

FUNCTION talking about yourself

2A Add the vowels to complete the conversations.

Conversation 1

- A: C _ _ _ l d I _ _ s k a q _ _ s t _ _ n ?
 B: Sure. Go ahead.
 A: Will this type of project become common?
 B: In my _ p _ n _ _ n, architecture will become more environmentally friendly.

Conversation 2

- A: Th _ _ _ r _ _ a c _ _ p l _ _ _ _ t h _ _ n g s I ' d l _ _ k t _ _ s k _ _ b _ _ _ .
 B: OK.
 A: How do you see your future in our company?
 B: F _ _ r me, th _ _ m _ _ s t _ _ m p _ _ r t _ _ n t t h _ _ n g is to keep developing and learning the job.

Conversation 3

- A: I h _ _ v _ _ a q _ _ _ r y .
 B: Yes? Go ahead.
 A: A lot of people criticised you because of the cuts in funding for education. Did you ever think about resigning from the government?
 B: One t h _ _ n g I ' d l _ _ k t _ _ s _ _ y is t h _ _ t compared to other governments, we invested a lot of money in education.

Conversation 4

- A: Earlier, you mentioned your latest film. C _ _ n I _ _ s k y o u _ _ b _ _ _ t t h _ _ t ?
 B: Yes, of course.
 A: Was it difficult not being the star?
 B: I ' d h _ _ v _ _ t _ _ s _ _ y ' y e s ' . In my last four films I always had the biggest part.

B Match pictures A–D with conversations 1–4 in Exercise 2A.



LEARN TO use two-word responses

3 Circle the correct option to complete the conversations.

- 1 A: Is it OK if I check my emails?
 B: _____. That's fine.
 a) Go ahead b) That's right c) I understand
- 2 A: Are you interested in free medical insurance?
 B: _____. How do I sign up?
 a) You're correct b) Yes, definitely c) No problem
- 3 A: My dog is ill, so I can't come to work today.
 B: _____. Will you be in tomorrow?
 a) You're correct b) Please continue c) I see
- 4 A: Hi, Nazir. I'm going to be about fifteen minutes late.
 B: _____. There's no hurry.
 a) Yes, definitely b) That's right c) No problem
- 5 A: I can't travel in June – my wife's expecting a baby.
 B: _____. We'll make sure there's no travel until at least August.
 a) I understand b) Go ahead c) You're welcome
- 6 A: Do you live at 106 West Smith Road?
 B: Yes. _____.
 a) That's right b) No problem c) You're welcome
- 7 A: So the answer is probably 15,997.
 B: _____. But how did you reach the answer?
 a) You're correct b) No problem c) Go ahead
- 8 A: Thank you so much for letting me use your motorbike.
 B: _____. Did you have fun?
 a) Yes, definitely b) I see c) You're welcome
- 9 A: Excuse the interruption. I'm just showing Mr Liu the classrooms. _____.
 B: Oh, OK. So, students, turn to page 33.
 a) I see b) You're welcome c) Please continue
- 10 A: Are you able to work next weekend?
 B: _____. We need to finish the project, don't we?
 a) Go ahead b) Of course c) I understand