3 VOCABULARY working out meaning from context

a Complete the sentences with the words and phrases in the list.

foolproof geek good-natured rivalry
gut feeling job seekers light-hearted response
the point of work-life balance

1 Josh is a computer geek, so he's been applying for jobs in IT.
2 If someone tries to annoy me, I prefer to give a _____ rather than get angry.
3 My colleague and I enjoy a _____ over who meets our monthly targets first.
4 Great news for _____: more than 50% of UK companies intend to hire new staff this year.
5 I have a _____ that this interview will go very badly.
6 I don't see _____ some interview questions – they seem quite ridiculous.
7 It can be difficult to get the right _____, especially if you have a position of responsibility in a company.
8 This article gives five _____ tips on how to be successful at a job interview.

b Read the article quickly. Match the **bold** words in the highlighted phrases to definitions 1–8.

1 (*adj.*) extremely useful
invaluable
2 (*adj.*) done very carefully, with attention to detail
_____
3 (*adj.*) possible
_____
4 (*phrasal verb*) be noticeable because of being different
_____
5 (*verb*) sit in a lazy way, with your shoulders bent forwards
_____
6 (*phrase*) avoid
_____
7 (*adj.*) real; true
_____
8 (*verb*) keep touching something because you are nervous
_____

Important interview tips

Your CV has got you in the door; now it's time to convince the interviewer you're the best person for the job.

Research the company

Do your homework so you don't give the impression you're looking for any old job. Search the internet and read not only the company's website, but also any news stories that come up. Make a list of points you could discuss at the interview and questions you could ask. You want your **potential** future employer to believe that you have a **genuine** interest in working for the organization.

Look the part

The company's dress code should give you an idea of what to wear at the interview, but in most cases, you will be expected to look smart. However, it is not only your clothes you must watch. Think about your body language: do you usually **slouch** or sit up straight in a chair, or do you sometimes **fiddle** with a pen? Practise before the day so that you have time to replace any bad habits with positive body language.

Mind your manners

When you get to the interview venue, make sure you greet everyone you meet, including the people in the lift. Offer the interviewer a warm greeting and say 'please' and 'thank you' when appropriate. Not only do you want to show that you would be an **invaluable** team member, but you also want the interviewer to choose you over another candidate who may be equally qualified for the job.

Give real examples

You won't be the first candidate the interviewer has met, so you need to **stand out** from the competition. When you are asked about your abilities and experience, **steer clear** of typical answers such as 'I have great communication skills' or 'I'm a people person'. Instead give real examples of situations where you have demonstrated these qualities and brought about a positive result.

Ask the right questions

Towards the end of the interview, you will be invited to ask your own questions about the job. You'll have that list you made beforehand, but the points on it may already have been covered. Even if the interviewer has been very **thorough**, you must ask a few questions. This is where your initial research about the company will come in handy.

