

Questions 20–25

For each question, choose the correct answer.

You will hear an interview with a woman called Florence Adams, who helps people with job interviews.

20 What does Florence say about starting preparation for a job interview?

- A** Find out more about the company first.
- B** Decide whether you would be happy to work in another country.
- C** Ask people in the local area about the company.

21 Florence feels it is very important that

- A** the job is good for your career plans.
- B** you focus on why you want to work for the company.
- C** you only take the job if you really want it.

22 If you don't have much experience in an area, Florence suggests

- A** asking if the company can help.
- B** not talking about these areas.
- C** still arguing you are perfect for the job.

23 What does Florence say about asking questions?

- A** They should focus on what you will be responsible for doing in the job.
- B** You should wait to be invited to ask questions.
- C** They can tell employers more about you as a person.

24 Florence suggests

- A** reading some example interview questions available on the internet.
- B** getting help from other people before the interview.
- C** preparing answers for the interview.

25 What does Florence say you should do when you walk into the room?

- A** Find a chair to sit down.
- B** Focus on the floor or ceiling to help you relax.
- C** Act as if you are happy to be there.