

NAME: \_\_\_\_\_

DATE: \_\_\_\_\_

### LISTENING COMPREHENSION

Listen carefully and complete the article with the correct adverb.

**W**e asked personnel officers at companies in New York, Los Angeles, Toronto, Miami, Chicago, and Vancouver: What should job applicants do to have a successful job interview? Here is their advice:

- 1 Dress . Don't dress sloppily. Comb your hair neatly.
- 2 Arrive . Don't be late for your interview. Try to arrive early.
- 3 Shake hands . A firm handshake shows that you are a friendly and confident person.
- 4 Look at the interviewer . Make "eye contact." Smile!
- 5 Listen  to the interviewer. Listen to the questions carefully so you can answer .
- 6 Speak . Don't speak too , and don't speak too  or .
- 7 Answer questions . Tell the truth.
- 8 Speak . Describe your skills and experience . If you don't have experience, you should talk about how you can learn .
- 9 Speak . Show that you really want the job!
- 10 Send a thank-you note . Thank the interviewer for his or her time and express again your interest in the job.

*Some of these tips might not be correct in some cultures—for example, a firm handshake or eye contact. Are these tips correct in different cultures you know? What are other tips for job interviews in these cultures?*