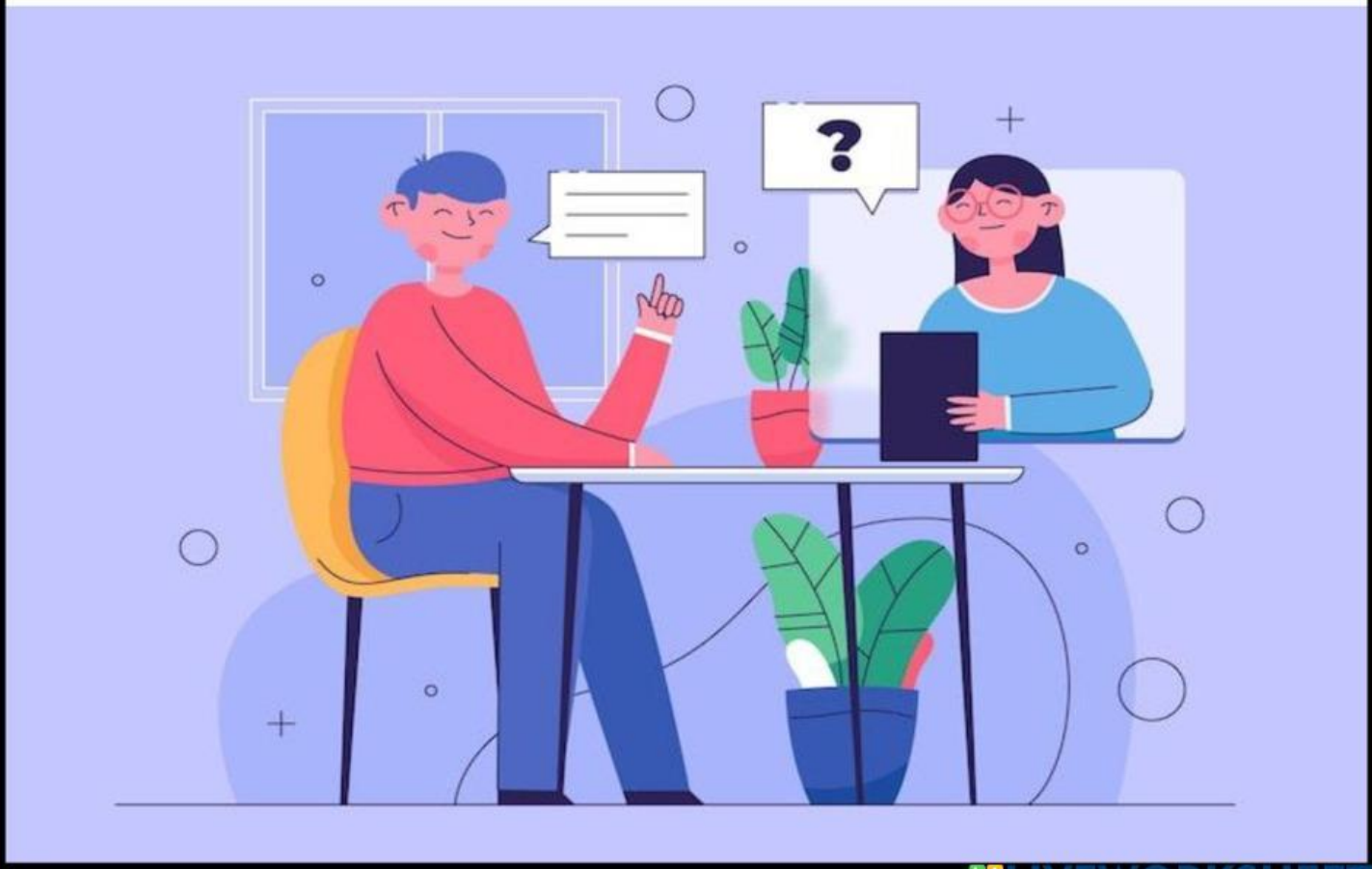
THE IDEAL INTERVIEW

Read the text and choose the correct word.

When you are (0)_____ interviewed, 80 per cent of your mental effort (1)_____ into thinking about what to say and about 20 per cent into how to say it. The interviewer measures you the (2)_____ way round. According (3)_____ one expert, you (4)_____ to practice your role.

(5)_____ of confidence at an interview puts employers off, (6)_____ sit on a chair in front of a mirror before the interview and rearrange yourself (7)_____ you look confident. Make sure you sit up straight and do everything in a (8)_____ way. If you look forced, you will feel tense. Get (9)_____ to listen to your voice. If you are nervous, you are (10)_____ to talk in a dull tone. But if you talk faster (11)_____ you normally do, what comes out is likely to be nonsensical. A good interviewer will (12)_____ open-ended questions, so try and give answers which are clear and precise.



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