

# How to ...

## take part in an interview

**4 A**  **3.06** | Listen to an interview. What job is the person applying for?

**B**  **3.06** | Listen again and complete the questions with one word in each gap.

- 1 Can you \_\_\_\_\_ me a bit about yourself?
- 2 Where should I \_\_\_\_\_?
- 3 Why are you \_\_\_\_\_ today?
- 4 Are you \_\_\_\_\_ why I am interested in the position of ... ?
- 5 What would you \_\_\_\_\_ to this role?
- 6 Is there anything you \_\_\_\_\_ improve?
- 7 How do you \_\_\_\_\_?
- 8 What is your biggest \_\_\_\_\_?
- 9 Can you tell me about a time you had to \_\_\_\_\_ with a difficult situation?
- 10 Do you \_\_\_\_\_ at work?

## SPEAKING

**5 A**  **3.07** | Complete the interview with the words in the box. Then listen and check.

motivates offer research role  
skills strength team weakness

- A: Why are you interested in this job?  
B: I've done some <sup>1</sup> \_\_\_\_\_ about the company, and it looks like a great place to work.  
A: What can you bring to this <sup>2</sup> \_\_\_\_\_?  
B: Are you asking about my <sup>3</sup> \_\_\_\_\_?  
A: Yes, and your experience.  
B: Well, I have a lot to <sup>4</sup> \_\_\_\_\_. I have more than ten years' experience of working in retail. I'm very flexible and responsible. I love working in a <sup>5</sup> \_\_\_\_\_, but I can also work independently.  
A: What is your main <sup>6</sup> \_\_\_\_\_?  
B: Customer service. I'm very good at listening to customers and dealing with difficult situations.  
A: What is your biggest <sup>7</sup> \_\_\_\_\_?  
B: Sometimes I'm not very good at taking negative feedback.  
A: What <sup>8</sup> \_\_\_\_\_ you?  
B: It's important for me to have new challenges. I'm enthusiastic about learning new skills.

**B**  **3.08** | You are B in Ex 5A. Listen and speak after the beep. Record the conversation if you can.

**C** Listen to your recording and compare it with Ex 5A.