Part 3

Questions 17 – 24

Read the descriptions of some words about work and technology. What is the word for each one? The first letter is already there. There is one space for each other letter in the word.

For questions **17 – 24**, write the words.

17	Typing and driving are examples of these useful everyday abilities to include on your CV.	**p** _ _ _ _ _ _ _ _ skills
18	This is a program that lets you get information from the internet.	**b** _ _ _ _ _ _
19	This person works for another person or a company.	**e** _ _ _ _ _ _ _
20	This is what you know from your studies and experience.	**k** _ _ _ _ _ _ _ _
21	This means to copy a file or program from the internet to a computer or phone.	**d** _ _ _ _ _ _ _
22	This means to cut something from a document or a computer's memory.	**d** _ _ _ _ _
23	To open an app. on a computer, you click on one of these.	**i** _ _ _
24	During this meeting, some people ask you questions and decide whether to give you a job or not.	**i** _ _ _ _ _ _ _ _

LIVEWORKSHEETS

Part 4

Questions 25 – 32

Read the blog about interviews and technology.
Choose the best answer (**A**, **B**, **C** or **D**) for each space.

Interviews and Technology: Happy Together?

If you are looking for a job, I have some advice for you about interviews and technology. For over 20 years, I **(25)** ..... for the same company and I love my job. Over the years, I **(26)** ..... many good interviews, but also a few disasters.

I remember one interview - the candidate **(27)** ..... a good interview. But, once outside the interview room, the candidate **(28)** ..... a friend and then complained about how boring the interviewers were! The candidate was extremely embarrassed when he **(29)** ..... we could hear him, but it was too late.

Have you ever done video interviews? Recently, we have **(30)** ..... to do interviews this way to save time and money. But be careful! One candidate's interview ended early because the battery in his computer was too low. A simple mistake, but a big one!

I **(31)** ..... this blog for more than an hour, but there is still more to say. For now, let me ask: **(32)** ..... learned something about interviews and technology? I hope so, and good luck!

LIVEWORKSHEETS

25	**A**	work	**B**	have been working	**C**	am working	**D**	worked
26	**A**	have seen	**B**	am seeing	**C**	have been seeing	**D**	seeing
27	**A**	has been doing	**B**	is doing	**C**	has done	**D**	did
28	**A**	has phoned	**B**	phoning	**C**	phoned	**D**	phone
29	**A**	is realising	**B**	has realised	**C**	didn't realise	**D**	realised
30	**A**	been trying	**B**	trying	**C**	try	**D**	to try
31	**A**	am writing	**B**	have been writing	**C**	write	**D**	writing
32	**A**	do you	**B**	you have	**C**	have you	**D**	did you

LIVEWORKSHEETS

Part 5

Questions 33 – 40

Here are some sentences about work and technology.
For each question, complete the second sentence so that it means the same as the first.
Use no more than three words.

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33 I started waiting for his email at 1:00 – it's still not here.

I …….. **waiting for his email since 1:00.**

34 It was easy to learn to use my new computer last month.

Last month, I …….. **how to use my new computer – it was easy.**

35 This time, I remembered to turn off my phone before my interview.

This time, I …….. **forget to turn off my phone before my interview.**

36 Technology is very different now from when I was a child.

Technology …….. **changed a lot since I was a child.**

37 I worked in the marketing department once for a few weeks – how about you?

Have …….. **in the marketing department? I did once for a few weeks.**

LIVEWORKSHEETS

38 Louise has gone to Paris – she took the 6 o'clock train last night.

Louise …….. **to Paris last night on the 6 o'clock train.**

39 We first came to live in Rome a few years ago now.

We …….. **living in Rome for a few years now.**

40 His bike needed fixing, and trying to fix it has made him dirty.

He looks dirty because he's …….. **to fix his bike.**

LIVEWORKSHEETS