READING

Part 5 Incomplete Sentences

Choose the word that best completes the sentence.

10. So many well-qualified people _____ for the position that we won't be able to make a decision for several weeks.
    (A) apply (C) applicant
    (B) application (D) applied

11. As the interview continued, the applicant's _____ began to decline.
    (A) confidently (C) confidence
    (B) confident (D) confidential

12. The applicant's unique _____ enabled her to have almost any job that she wanted.
    (A) expertise (C) expertly
    (B) experts (D) expert

13. She spoke without _____, expressing self-confidence and projecting that she had a firm handle on the information.
    (A) hesitant (C) hesitatingly
    (B) hesitate (D) hesitation

14. During an interview, it is important to _____ your weaknesses in a way that shows you are working to improve them.
    (A) presentation (C) presentable
    (B) present (D) presenting

15. Her handshake had always felt like a dead fish and it was taken as a sign of a _____ character.
    (A) weak (C) weakness
    (B) weakly (D) weakening

Part 6 Text Completion

When you go on a job interview, the most important thing to remember is to present yourself well. Before you go, prepare yourself by dressing neatly and professionally. When you arrive, enter the interview room __16__. Look the interviewer in the eye when you shake hands. When you talk about yourself, do not be shy about your abilities. You are there to prove that you can do the job. Explain your work and educational background briefly and discuss the skills you have developed through experience. __17__ to point out areas in which you have expertise. The worst thing you can do is discuss your experience weakly. Remember, if you believe in yourself, other people will, too. Don't forget to __18__ the interview with a thank-you note before a week has passed.

16. (A) confident
    (B) confidently
    (C) confide
    (D) confidence

17. (A) No hesitation
    (B) Not hesitating
    (C) Don't hesitate
    (D) Doesn't hesitate

18. (A) call in
    (B) apply to
    (C) be ready for
    (D) follow up

LIVEWORKSHEETS

Part 7 Reading Comprehension

Questions 19–23 refer to the following letter.

Matilda Moreno,
Human Resources Director
Milestone Marketing, Inc.
1476 Honeycutt Avenue
Riverdale

Dear Ms. Moreno,

I am writing in response to your ad in last Sunday's newspaper. I am interested in applying for the marketing research assistant position. I have the background and abilities you are looking for. I have recently graduated from a four-year university program with a degree in Marketing. My work experience includes three months working as an intern for a local marketing firm, so I have on-the-job marketing experience in addition to my university training. I have also worked for the past two years as a part-time office manager while going to school. My experience at this job allowed me to develop important managerial and organizational skills.

I currently live in Deerfield but am interested in relocating to Riverdale. I will be visiting Riverdale during the first week of next month and am ready to come in for an interview any time during that week.

I am enclosing my résumé and three letters of reference. Please don't hesitate to contact me if you have any questions or need further information. I believe I am a good match for your company, and I am confident that I can do the job. I look forward to hearing from you.

Sincerely,

Samuel Rutherford

19. What kind of job is Mr. Rutherford looking for?
    (A) Office manager.
    (B) Human resources director.
    (C) Marketing research assistant.
    (D) Newspaper reporter.

20. When does he want to have an interview?
    (A) Sunday.
    (B) Next week.
    (C) Next month.
    (D) In three months.

21. What does he include with this letter?
    (A) A copy of his university degree.
    (B) Three reference books.
    (C) A job description.
    (D) His résumé.

22. The word *background* in line 2 is closest in meaning to
    (A) experience
    (B) location
    (C) position
    (D) age

23. The word *confident* in line 13 is closest in meaning to
    (A) afraid
    (B) lucky
    (C) glad
    (D) sure

LIVEWORKSHEETS