

Using discourse markers:
separating main points
from details

- 3  02 Listen and number David's main points in the order he talks about them. Notice how discourse markers (e.g. *OK*), pauses and changes in tone of voice show that he is moving on to the next point. Write down any discourse markers you hear.

Main points

- a Get together your paperwork ____
- b Use relaxation techniques ____
- c Look your best 1
- d Check out the route ____
- e Do your homework ____

Tips

- Investing in a (1) ____ will help you to organise it.
- Imagine you're a (2) ____ even before the interview begins.
- Ensure that your clothes are both (3) ____ and comfortable.
- A (4) ____ beforehand is recommended.
- Time spent on (5) ____ is never wasted.

Listening for specific
information

- 4a Look at David's tips. Think of the type of word which will go in each gap. Use the exact words if you can remember them.
- b  03 Listen again and complete the tips with 1–3 words or check your answers. The speaker will not say the sentences in exactly the way that they appear on the page, but the words you need to write down are always in the audioscript.

Sentence completion
(Part 2)

- 5a Read information from the second part of the talk below and predict what kinds of word are missing.
- b  04 You will hear part of an interview in which business manager David Thomas is talking about how to make a good impression at interviews. For questions 1–4, complete the sentences with a word or short phrase. (Note: in the exam there will be 8 questions.)

Making a good impression at interviews

David says that it's important for interviewees to smile and establish (1) ____ when first meeting the interview panel.

David recommends that interviewees focus on their (2) ____ when seated.

David advises interviewees not to speak in excess of (3) ____ when answering a question.

In David's opinion, if interviewees lack (4) ____ when they speak, then interviewers will start to lose interest in what candidates are saying.