

JOB INTERVIEW

This page includes interactive exercises to help you shine at the job interview, practice vocabulary and improve your listening and reading skills



EXERCISE 1

Listen and fill in the missing letters in the words given below.



adv__rti__ement



me__ __ani__



e__perien__e



__uali__ication



__esu__e



i__ter__iew

We need someone responsible for the job

Sir your search ends here! In my previous job whenever something went wrong, everybody said I was responsible!



EXERCISE 2

Here are some tips for preparing for the job interview. Read the text below and select the best option.

If you have _____ the interview stage, your CV must have been _____! The company now wants to know more about you. But there is still more work to do if you want to get that job! Make sure you have _____ the company as thoroughly as possible - use the Internet, company reports, recruitment literature etc. _____ yourself of why you applied to this company. Make a list of the skills, experience, and interests you can _____ the organisation. Finally, try to _____ the questions you will be expected to answer - imagine you are the interviewer!

EXERCISE 3

Here are some interview tips relating to your appearance and body language. Choose the best option.

1. Make sure your clothes are clean, but _____ wear obvious logos or designer names.
 - a) do
 - b) don't
 - c) must
2. Don't use _____ much deodorant or perfume!
 - a) to
 - b) too
 - c) two
3. Don't wear too much jewellery. Interviewers don't _____ like nose rings!

- a) never
 - b) sometimes
 - c) usually
4. Wear _____ that are smart, but comfortable.
- a) cloths
 - b) clothes
 - c) covers
5. Arrive well _____ the interview time.
- a) before
 - b) after
 - c) later than
6. Make eye _____ with the interviewer when you are introduced.
- a) contactation
 - b) contract
 - c) contact
7. Give a firm handshake, and make sure you _____!
- a) snore
 - b) smile
 - c) snigger
8. Don't appear over-confident, for example by leaning too far back in your chair, but do try to _____.
- a) relax
 - b) relapse
 - c) collapse

EXERCISE 4

Match the common interview questions with the suitable responses.

1. Why did you choose this company?

2. What are your strengths/weaknesses?

3. How would your friends describe you?

4. What is your greatest achievement?

5. How well do you work in a team?

6. Where will you be in 5 years?

A. People say I'm sociable, organised, and decisive

B. My aim is to have a position in the Management Team

C. I have excellent time management, but I can be impatient for results

D. Because I think I'll find the work environment both challenging and rewarding

E. I always support my colleagues and believe we should work towards a common goal

F. Leading the University football team to the national Championships

Do what you
love
what you do