Body language: How to behave during the job interview



1.Read the text and match the headings to the paragraphs.

1. Your body language
2. The first meeting
3. What type of person are you?
4. What to do with your hands
5. Pay attention to time!

a) _____

Your body language can show what kind of person you are. It can show if you are a busy or a quiet type and it helps give an impression of whether you are speaking truthfully or not. It can show how enthusiastic you are and if you are a nice person, someone who will take his or her work seriously, but also someone who has a sense of humour. Through becoming more aware of your body language, you can definitely increase your chances of getting a job.

b) _____

An interview for a job is seen as a very important appointment, and arriving even a little late for your job interview is therefore absolutely unacceptable. Missing the bus or getting stuck in a traffic jam are poor excuses. It's much better to arrive much too early than even a little too late!

c) _____

When you arrive, give your name at reception and you will probably be asked to take a seat. After a while someone will come to lead you to the interview area. Do not jump up immediately and offer this person a handshake. It is better to let the other person take the lead. Shake hands firmly, but not too powerfully and look straight at the other person. After this you will be introduced to the (other) members of the application committee. With each greeting look directly at the other person, and say your name.

d) _____

Try to show that you are relaxed. You can do this by sitting up straight with your back against the back of the chair. If you slouch, it might give the impression that you are not interested in the job. Sitting on the edge of your chair can come across as being a little tense and you might come across as looking uncomfortable.

e) _____

During a job interview, don't fold your arms. If you do this, you might look defensive. It is better to let your hands lie loosely in your lap or place them on the armrests of the chair.

Read the article again and decide if the statements are true or false:

1. Body language can help to show if you are telling the truth.
2. A traffic jam is not a good reason for being late.
3. You should offer your hand first when shaking hands.
4. Do not look at the other person when you shake hands.
5. Sit on the edge of the chair during the interview.
6. It is not a good idea to fold your arms during the interview.

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Find a word/phrase in the text which has a similar meaning to the following:

1. when you are excited and interested in something (paragraph 1).
2. when you can see when something is funny and can laugh at things (paragraph 1).
3. not good enough/unsatisfactory (paragraph 2).
4. to sit down (paragraph 3).
5. to go first (paragraph 3).
6. not relaxed because you are worried about something (paragraph 4).
7. when you act in a way that you expect somebody to criticize you (paragraph 5).



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