TN3- UNIT TEST- UNIT 6

PART 1: READING

TIPS FOR

Improving Your Interview

Congratulations! You have a job interview. Here's how to do your best:

- **Prepare** Before the interview, read the job description and think about how your skills, abilities, and experience match the requirements of the position. Decide how you'll explain that information.
- **Dress the part** Although employees of many companies wear casual clothes to work, you should dress formally for an interview. Always wear a suit to look professional.
- **Arrive on time** Make sure to arrive on time or a few minutes early. Most interviewers agree: There's no excuse for being late.
- **Don't be too friendly** An interview is a professional meeting. You should be energetic and enthusiastic, but not informal.
- **Use good communication skills** Listen to questions carefully. Before you give your answer, make sure that it's a correct response to the question.
- **Ask questions** It's important to ask questions in an interview. It shows your interest in the position and in the company. Listen to what is said during the interview and ask for additional information later.
- **Maintain the three Cs** It's OK to feel nervous—inside. But on the outside, you need to stay **C**ool, **C**alm, and **C**onfident. Remember, you can do the job; make sure the interviewer knows it, too.

1. For an interview, dress in a way that expresses your personality.
2. Asking questions in an interview shows you didn't pay attention.
3. You should be polite but not overly friendly in an interview.
4 In an interview, immediately answer any question that's asked.
5. Even if you're nervous, you should try to seem calm and confident.
6. It's all right to be a little late for an interview.

LIVEWORKSHEETS

Part 2: MULTIPLE CHOICE (Choose a,b, or c)

1. If you have experience in a certain activity, you ……..

a. enjoy it.
b. are good at it.
c. have done it before.

2. Talents are abilities that a person ……..

a. was born with.
b. works hard to develop.
c. can use to make money.

3. "Knowledge" means things you _____

a. want to own.
b. have studied.
c. need to learn about.

4. Some examples of skills are ……

a. sleeping and relaxing.
b. beauty and cheerfulness.
c. singing well and running fast.

5. I used to watch too much television, and now I regret it. I ..... more time studying and doing things that matter.

a. should have spent **b.** must have spent **c.** couldn't have spent

6. We're not sure when Mike left. He ..... at 8:30, or it's possible that he left a bit later.

a. must have left **b.** may have left **c.** would have left

7. Brian had two choices when he got out of college. He ..... a job with a large company, but he decided to work for a small one instead, and he's never regretted it.

a. could have taken **b.** should have taken **c.** would have taken

8. I wish you'd come with us because you ..... the movie. It was exactly your kind of show.

a. might have loved **b.** could have loved **c.** would have loved

9. Felicia stopped painting at an early age. She ..... a huge success, but now we'll never know.

a. couldn't have been **b.** should have been **c.** might have been

10. Kim can't find her wallet anywhere. She..... it at one of the stores she shopped at today.

a. must have left **b.** would have left **c.** should have left

LIVEWORKSHEETS

11. There was plenty of room in the car, so they ..... me ride with them.
a. would have let **b.** could have let **c.** may have let

12 The test was easy, and I studied hard for it, so I ..... well.
a. must have done **b.** might have done **c.** couldn't have done

PART 3: FINDING MISTAKES

1. They must (have) (see) that movie. ……

2. You (would) (have) (like) this book. ……

3. Everyone (thought) you (would) (are) a big success. ……..

4. He (shouldn't) (have) (took) that class. ……..

5. I (was) going (play) on the tennis team, but I broke my arm. ……

PART 4: MATCHING: Match each word with the correct definition.

..... 1 make up one's mind	a decide to do something else
..... 2 keep something in mind	b remember something
..... 3 be on one's mind	c think of something
..... 4 settle on	d decide to do something after considering conflicting choices
..... 5 change one's mind	e ask someone about something
..... 6 pick someone's brain	f make a final decision that won't change

PART 5: FILL BLANKS:

1. I wanted to be an engineer, but my t_ _ _ _ _ changed.
2. She wanted to stop studying at this school, but we t _ _ _ _ _ her out of it.
3. Their parents thought he would be a designer, but he didn't because he didn't m _ _ _ the requirements.
4. We were sure Bill and Stella would get divorced, but they didn't because they c_ _ _ _ _ _ their mind.
5. I have a teaching certificate and I have taught English for 10 years, so I have two q_____

LIVEWORKSHEETS