Reading

A | Read and listen.

Interview don'ts

You've sent in your résumé. Now it's time for the interview. What can you do to make sure you get the job? Here is a list of the top five mistakes people make during interviews and how to avoid them.

1. Not making eye contact

When people are nervous, they don't make eye contact. If you don't, it makes you seem like you don't have much self-confidence. Sit up and look your interviewer in the eye.

2. Not preparing for the interview

You should be able to talk about anything on your résumé. You should also do some research about the company.

3. Not asking questions

When you don't ask questions, interviewers think that you aren't interested in the job.

4. Not dressing for the job you want

You don't have to wear a suit to every interview, but you should dress professionally. It is never OK to wear jeans and sneakers to an interview.

5. Saying bad things about your former boss

Even if your former boss was really mean, you shouldn't say bad things about him or her. Employers will worry that you might say the same about them. It just makes you look unprofessional.



B | Read the sentences. Write *T* (true) or *F* (false).

1 ___ You shouldn't make eye contact.
2 ___ You should prepare for the interview.
3 ___ You should ask questions.
4 ___ You should always wear a suit.
5 ___ You shouldn't say bad things about your former boss.

Listening

A | Listen. What positions are they interviewing for? Match.

a Software Developer **b** Marketing Associate **c** Youth Program Coordinator **d** Financial Analyst

1 ___



2 ___



3 ___



4 ___



B | Listen again. Match the sentence parts.

1	____ Dylan has...	**a**	worked as an intern since June.
2	____ Mei has...	**b**	worked in hotel management since she graduated last year.
3	____ Yusuf has...	**c**	volunteered at a local Youth Center for five years.
4	____ Rishika has...	**d**	worked part-time at an export company since she finished high school.

LIVEWORKSHEETS