Course 5. Unit 1 (2). **Surname Name Group**

Task 1. Complete the sentences with the words in the box, which can be helpful in describing your personal characteristics during a job interview. In some cases, you should think about how to change the word in the box if we talk about skills.

decisive, flexible, reliable, organised, persuasive, indecisive,

unreliable, creative, disorganised, uncreative

1. - "I take pride in being _____. My colleagues often count on me to meet deadlines and deliver high-quality work consistently."
2. "_____ is one of my strengths. I often approach challenges with fresh perspectives and generate innovative solutions."
3. "Being _____is one of my strengths. I adapt easily to changing circumstances and am open to taking on new tasks or roles when needed."
4. "My _____ skills help me manage complex projects efficiently. I use tools and strategies to keep tasks on track and ensure nothing falls through the cracks."
5. "I have strong _____ skills, which have proven valuable in client interactions and negotiations. I can effectively communicate ideas and influence decisions."
6. "At times, I may appear _____, especially when presented with multiple options. However, I take my time to analyze choices thoroughly to make the best decision."
7. "Although I've faced instances of being _____ in the past, I've undertaken measures to become more dependable and meet expectations consistently."
8. "I'll admit that I can be _____ in my personal life, but I've developed strong organizational skills in a professional setting to compensate for this."
9. "I consider myself _____decisive because I have a track record of making well-thought-out decisions under pressure, even in challenging situations."
10. "I acknowledge that some may perceive me as _____, but I strive to contribute to projects by offering a different perspective and leveraging my strengths in other areas."

Task 2. Complete the sentences with the most appropriate word. Pay attention to the PREPOSITIONS.

holds / graduated / read / awarded / completed / obtained / with /

1. After four years of hard work, I _____from one of the top universities in the country with a degree in business management.

3. Having _____her PhD in Linguistics, she is now a leading expert in syntax and language acquisition.

4. He graduated _____a degree in Computer Science and landed his dream job at a tech company in Silicon Valley.

LIVEWORKSHEETS

5. As a successful entrepreneur, he _____ an MBA from Harvard Business School and uses his knowledge to mentor young startup founders.

6. With her strong academic background and impressive resume, she _____ a highly competitive scholarship that supported her research project abroad.

7. After years of academic excellence, Maria was finally _____ a scholarship to attend Harvard University in the fall.

8. Jackson has been passionate about nature since he was young, which is why he decided to _____Biology at Cambridge University.

Task 3. Complete the extracts from the conversations with the most appropriate word:

DEALING, GIVEN , TALKED, PLANNED , WORKED, APPLIED, CONVINCED

1) "I understand that your company is a leader in the industry and has a reputation for excellence. I was _____ the chance to work for a similar company in the past, where I _____ and executed successful marketing campaigns that increased sales and brand awareness. "
2) "In my previous job, I _____ for a small start-up _____ with digital marketing. I _____ for the position as a marketing assistant, but quickly proved myself and was promoted to Marketing Manager within six months. During my time there, I _____ to clients and partners to _____ their needs and developed marketing strategies that aligned with their goals."
3) "This allowed me to create messaging that resonated with them and drove engagement. I _____ the boss of the company that this approach will be just as effective in reaching their target audience and achieving their business goals."

Task 4. Read the job advertisements and answer the questions.

Are you looking for a new challenge in your career? Do you want to work for a company that values innovation, teamwork and dedication? If so, then we have the perfect opportunity for you.

We are a leading technology company seeking a highly motivated individual to join our team as a software engineer. As a software engineer, you will be responsible for developing and maintaining software applications that meet the needs of our clients. You will work closely with other members of our team to ensure that our software meets the highest standards of quality and performance.

To be considered for this position, you should have a degree in computer science or a related field, as well as experience in software development. You should be proficient in programming languages such as Java, Python, or C++, and have experience with software development tools such as Git, JIRA, and Jenkins. Additionally, you should have excellent problem-solving skills, be able to work independently and as part of a team, and have excellent communication skills.

LIVEWORKSHEETS

In return for your skills and expertise, we offer a competitive salary and benefits package, including health insurance, retirement savings plan, and paid time off. We also offer opportunities for professional development and growth within the company.

If you are interested in this exciting opportunity, please submit your resume and cover letter outlining your qualifications and experience. We look forward to hearing from you and potentially having you join our dynamic team!

1. What is the company looking for?
A. A software engineer
B. A marketing specialist
C. A customer service representative
D. A financial analyst

2. What will the software engineer be responsible for?
A. Developing and maintaining software applications
B. Managing the company's finances
C. Conducting market research
D. Providing customer support

3. What qualifications are required for the position?
A. A degree in computer science or a related field
B. Experience in software development
C. Proficiency in programming languages such as Java, Python, or C++
D. All of the above

4. **What skills and qualifications are necessary for a candidate to be considered for the software engineer position?**

A. Fluency in multiple foreign languages

B.A degree in marketing

C. Strong problem-solving skills and proficiency in programming languages

D. Knowledge of environmental engineering

5. What benefits does the company offer?
A. Free gym memberships

B. Weekly pizza parties

C. Health insurance, retirement savings plan, and paid time off

D. Unlimited vacation days

6. What opportunities does the company offer?
A. Professional development
B. Growth within the company
C. Opportunities to travel
D. All of the above

7. How can you apply for the position?
A. Submit your resume and cover letter
B. Call the company's HR department
C. Send an email to the company's CEO
D. Apply through a recruitment agency

LIVEWORKSHEETS