

1 LOOKING AT LANGUAGE

Match the formal words in sentences 1–10 with the informal words in the list.

answer begin buy check fill in
finish follow say see show

- 1 My colleague was dismissed because she didn't **adhere to** the terms of her contract. *follow*
- 2 Please **state** your preference for a telephone or face-to-face interview. _____
- 3 The next training course will **commence** on 1st June. _____
- 4 The receptionist asked me to **complete** an application form. _____
- 5 These figures **demonstrate** the problems facing the company. _____
- 6 Customers are advised to retain their receipt when they **purchase** an item. _____
- 7 The candidate gave no **response** when he was asked about his experience. _____
- 8 My contract will **terminate** at the end of the year. _____
- 9 They called the candidate's referee to **verify** his story. _____
- 10 We **view** your prospects of promotion as very probable. _____

2 VOCABULARY FROM THE INTERVIEW

Match the **bold** word or phrase with the correct definition.

- 1 Get them to talk about **their background**.
a their personal details
b their education, experience, and interests
- 2 They're able to **settle down** and begin the interview.
a take a seat
b feel comfortable
- 3 It's important to **engage with** the candidate.
a establish a connection with
b agree with
- 4 Do you **carry on** the interview or do you finish it there?
a start again
b continue
- 5 In today's **recruitment** environment...
a finding people for a job
b looking for a job

3 THE CONVERSATION

Complete the sentences with one word, using repetition or an adverb to add emphasis.



- 1 It's a terrible *terrible* idea to go to an interview when you're feeling hungry.
- 2 I've _____ you this before more than once.
- 3 I felt really _____ silly when I realized I'd locked my keys in the house.
- 4 You _____ told me you would be here by 11.00.
- 5 Can you make me a cup of tea? I've had a _____ bad day.
- 6 It's a wonderful _____ film. You really should go and see it.

4 VOCABULARY FROM THE CONVERSATION

Complete the sentences with a word from the list.

caught potentially slightly white willing

- 1 I sometimes *slightly* exaggerate when I talk about my experience.
- 2 You might find yourself in a _____ difficult situation.
- 3 Nobody will worry if you tell a couple of _____ lies.
- 4 You could get _____ out if they ask you questions about something on your CV.
- 5 You need to show that you are _____ to learn.

Can you remember...? 1

GRAMMAR & VOCABULARY

- a Complete the second sentence so that it means the same as the first sentence. Use the word in brackets. Contractions are one word.



- 1 My husband and I both love animals. (so)
I love animals and so does
my husband.
- 2 I'm sure I sent you a message last night. (did)
I did send you
a message last night.
- 3 Whose is this phone? (belong)
Who _____
_____ to?
- 4 What was wrong with the hotel you stayed in? (like)
Why _____ the
hotel you stayed in?
- 5 Where did you get that book from? (gave)
_____ that book?
- 6 How much is petrol in your country? (costs)
Do you know _____
_____ in your country?
- 7 Do you have any vacancies at the moment? (whether)
Can you _____
_____ any vacancies at the
moment?
- 8 I'm just checking you'll pick me up from work tonight. (you)
You will pick me up from work tonight, _____
_____?
- 9 My friends and I can't afford to go on holiday this year. (neither)
I can't afford to go on holiday this year and
_____.
- 10 I'm sure Tom knows about the meeting – he mentioned it yesterday. (does)
Tom _____
_____ – he mentioned it
yesterday.

- b Read the text. Circle a, b, or c.



The Bermuda Triangle

During the 1960s and 70s, many stories were told of ships and aircraft disappearing mysteriously in a region of the Atlantic Ocean known as the Bermuda Triangle. People asked, '1 _____ is causing these boats and planes to disappear?', and several 2 _____ reasons were given to explain the mystery. Some writers wondered 3 _____ aliens had established an underwater base and were hijacking aircraft to study their crew. Others said that enormous waves might be hitting vessels, causing them to sink without a 4 _____. However, nobody asked the question of whether there really 5 _____ any mystery to explain.

Journalist Larry Kusche was the first person to do this. He asked questions about the mysterious disappearances which previous writers 6 _____. These writers had simply collected stories that had already been written and repeated them in their own way. Kusche found many mistakes in their stories: in some cases, there was no record of the ships and planes that were said to have been lost, and in others, they had disappeared during 7 _____ bad storms. Kusche pointed out that it was logical that more accidents would occur in the busy Bermuda Triangle than in more 8 _____ areas such as the South Pacific because the more ships there are in an area, the 9 _____ it is for one of them to sink.

In the end, Kusche concluded that the explanation for the Bermuda Triangle 10 _____ was neither aliens nor massive waves, but the lack of research done by writers in search of a sensational story.

- | | | |
|---------------|-----------------|-----------------|
| 1 a How | b What | c Which |
| 2 a foreign | b extraordinary | c absent-minded |
| 3 a how | b whether | c where |
| 4 a mark | b sign | c trace |
| 5 a is | b has | c was |
| 6 a didn't | b hadn't | c weren't |
| 7 a rather | b quite | c extremely |
| 8 a congested | b far | c remote |
| 9 a likely | b more likely | c most likely |
| 10 a puzzle | b quiz | c story |