VOCABULARY interview advice

1 Match 1–8 with a)–h) to make advice.

1 Don't avoid eye
2 The most important thing is to be
3 Make sure you show
4 You must arrive on
5 Shake hands
6 Make sure you dress
7 Don't always answer
8 Before the interview, do

a) some research about the company.
b) briefly. Try to give a full response.
c) smartly. Maybe wear a suit.
d) contact. Look at them during the interview.
e) enthusiasm. Smile and ask questions.
f) firmly with your interviewers.
g) prepared. Think about what they will ask you.
h) time. Don't be late!

FUNCTION talking about yourself

2A Add the vowels to complete the conversations.

Conversation 1

A: C__ __ld I __sk a q__ __st__ __n?
B: Sure. Go ahead.
A: Will this type of project become common?
B: In my __p__n__ __n, architecture will become more environmentally friendly.

Conversation 2

A: Th__r__ __r__ a c__ __pl__ __ __ th__ngs I'd l__k__ t__ __sk __b__ __ __.
B: OK.
A: How do you see your future in our company?
B: F__r me, th__ m__st __mp__rt__nt th__ng is to keep developing and learning the job.

Conversation 3

A: I h__v__ a q__ __ry.
B: Yes? Go ahead.
A: A lot of people criticised you because of the cuts in funding for education. Did you ever think about resigning from the government?
B: One th__ng I'd l__k__ t__ s__y is th__t compared to other governments, we invested a lot of money in education.

Conversation 4

A: Earlier, you mentioned your latest film. C__n I __sk you __b__ __t th__t?
B: Yes, of course.
A: Was it difficult not being the star?
B: I'd h__v__ t__ s__y 'yes'. In my last four films I always had the biggest part.

B Match pictures A–D with conversations 1–4 in Exercise 2A.



LEARN TO use two-word responses

3 Circle the correct option to complete the conversations.

1 A: Is it OK if I check my emails?
B: _____. That's fine.
a) Go ahead b) That's right c) I understand

2 A: Are you interested in free medical insurance?
B: _____. How do I sign up?
a) You're correct b) Yes, definitely c) No problem

3 A: My dog is ill, so I can't come to work today.
B: _____. Will you be in tomorrow?
a) You're correct b) Please continue c) I see

4 A: Hi, Nazir. I'm going to be about fifteen minutes late.
B: _____. There's no hurry.
a) Yes, definitely b) That's right c) No problem

5 A: I can't travel in June – my wife's expecting a baby.
B: _____. We'll make sure there's no travel until at least August.
a) I understand b) Go ahead c) You're welcome

6 A: Do you live at 106 West Smith Road?
B: Yes. _____.
a) That's right b) No problem c) You're welcome

7 A: So the answer is probably 15,997.
B: _____. But how did you reach the answer?
a) You're correct b) No problem c) Go ahead

8 A: Thank you so much for letting me use your motorbike.
B: _____. Did you have fun?
a) Yes, definitely b) I see c) You're welcome

9 A: Excuse the interruption. I'm just showing Mr Liu the classrooms. _____.
B: Oh, OK. So, students, turn to page 33.
a) I see b) You're welcome c) Please continue

10 A: Are you able to work next weekend?
B: _____. We need to finish the project, don't we?
a) Go ahead b) Of course c) I understand

LIVEWORKSHEETS