

**Questions 20–25**

For each question, choose the correct answer.

You will hear an interview with a woman called Florence Adams, who helps people with job interviews.

- 20** What does Florence say about starting preparation for a job interview?
- A** Find out more about the company first.
 - B** Decide whether you would be happy to work in another country.
 - C** Ask people in the local area about the company.
- 21** Florence feels it is very important that
- A** the job is good for your career plans.
 - B** you focus on why you want to work for the company.
 - C** you only take the job if you really want it.
- 22** If you don't have much experience in an area, Florence suggests
- A** asking if the company can help.
 - B** not talking about these areas.
 - C** still arguing you are perfect for the job.
- 23** What does Florence say about asking questions?
- A** They should focus on what you will be responsible for doing in the job.
 - B** You should wait to be invited to ask questions.
 - C** They can tell employers more about you as a person.
- 24** Florence suggests
- A** reading some example interview questions available on the internet.
 - B** getting help from other people before the interview.
 - C** preparing answers for the interview.
- 25** What does Florence say you should do when you walk into the room?
- A** Find a chair to sit down.
 - B** Focus on the floor or ceiling to help you relax.
 - C** Act as if you are happy to be there.