

## 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.