

NAME: _____

DATE: _____

READING

How to Interview for a Job!

Vocabulary Preview

- Match the words on the left with the meanings on the right. Write the letters

- | | | |
|--------------------|----------|--|
| 1. congratulations | <u>E</u> | A. a written record of your education and jobs (Br Eng = CV) |
| 2. apply | _____ | B. acceptable or correct for a certain situation |
| 3. hire | _____ | C. a person who makes a formal request for something |
| 4. applicant | _____ | D. the process of communication using your body |
| 5. resumé | _____ | E. a way to say you are happy for someone's success |
| 6. eye contact | _____ | F. to make a formal written request for something |
| 7. body language | _____ | G. to give somebody a job |
| 8. appropriate | _____ | H. the act of looking directly into another person's eyes |

- Use the above words to complete the sentences. Change the forms of verbs and nouns when necessary.

1. What kind of information should I put on my resumé?
2. Are you going to _____ for that job you were talking about?
3. Really, you're getting married? _____!
4. I can tell by John's _____ that he's angry right now.
5. Do you think the company will _____ you?
6. What is the _____ way to tell your boss you want to quit your job?
7. Making _____ is difficult when you are wearing sunglasses.
8. There were more than a hundred _____ for the job!

●

NAME: _____

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READING

Topic: Jobs and Work

How to Interview for a Job!

Congratulations!¹ You've **applied**² for several jobs in the past few weeks, and you just found an email in your inbox inviting you to your first job interview next Tuesday. That's great! But don't get too excited . . . the job isn't yours yet! You still have to attend an interview before you get **hired**³. And almost certainly there will be many other people interviewing for the same job! Here, then, are eight important things that you should know about interviewing – so that you can get that job you've always wanted.

1. First, go online and find out as much as you can about the company and the position that you are applying for. This is important because you want a job that is right for you. For example, you might not really want the job if you have to work on weekends or late at night. As well, it shows the interviewers that you are a serious **candidate**⁴ – someone who may stay with the company for a long time.
2. Before the interview, prepare a list of questions that you think the interviewers may ask you. Then, practice answering them, perhaps with a friend.
3. Dress well for the interview. However, this doesn't mean that you have to arrive for the interview wearing a suit and tie, especially, for example, if you are interviewing for a job as a waiter or a waitress.
4. Arrive a few minutes early. Arriving late for an interview is never a good thing.
5. There may be two or three interviewers, and it's always very polite to give each of them a printed copy of your **résumé**⁵. Bring several copies of your résumé with you.
6. Smile, be friendly, and be confident. Use good **eye contact**⁶ and **body language**⁷. Remember to relax, because, if you feel nervous, you will look and sound nervous.
7. Prepare a few **thoughtful**⁸ questions to ask your interviewers. Make sure to avoid asking questions like, "How many holidays will I get?"
8. Finally, email your interviewers (after a day or two) and thank them for their time.

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Grammar Practice

How to Interview for a Job!

Congratulations! (1)_____ applied for several jobs in the past few weeks, and you just found an email in your inbox inviting you to (2)_____ first job interview next Tuesday. That's great! But don't get too excited . . . the job isn't yours yet! You still have to attend (3)_____ interview before you get hired. And almost certainly (4)_____ will be many other people interviewing for the same job! Here, then, are eight important things that you should know about interviewing – so that you (5)_____ get that job you've always wanted.

First, go online and find out (6)_____ you can about the company and the position that you are applying for. This is important (7)_____ you want a job that is right for you. (8)_____, you might not really want the job if you have to work on weekends or late (9)_____. As well, it shows the interviewers that you are a serious applicant – someone who may stay with the company for a long time.

Before the interview, prepare a list (10)_____ that you think the interviewers may ask you. Then, practice answering them, perhaps with a friend.

Dress well for the interview. However, this (11)_____ mean that you have to arrive for the interview wearing a suit and tie, especially, for example, if you are (12)_____ for a job as a waiter or a waitress.

1.

- (A) Your
- (B) You're
- (C) You've

2.

- (A) your
- (B) you're
- (C) yours

3.

- (A) an
- (B) and
- (C) a

4.

- (A) their
- (B) there
- (C) they're

5.

- (A) are
- (B) can
- (C) were

6.

- (A) much as
- (B) is much as
- (C) as much as

7.

- (A) so
- (B) but
- (C) because

8.

- (A) For Example
- (B) Example
- (C) An example

9.

- (A) night
- (B) at night
- (C) in night

10.

- (A) many questions
- (B) of questions
- (C) questions

11.

- (A) doesn't
- (B) not
- (C) isn't

12.

- (A) interview
- (B) interviews
- (C) interviewing