

# THE IDEAL INTERVIEW

Read the text and choose the correct word.

When you are (0)\_\_\_\_\_ interviewed, 80 per cent of your mental effort (1)\_\_\_\_\_ into thinking about what to say and about 20 per cent into how to say it. The interviewer measures you the (2)\_\_\_\_\_ way round. According (3)\_\_\_\_\_ one expert, you (4)\_\_\_\_\_ to practice your role.

(5)\_\_\_\_\_ of confidence at an interview puts employers off, (6)\_\_\_\_\_ sit on a chair in front of a mirror before the interview and rearrange yourself (7)\_\_\_\_\_ you look confident. Make sure you sit up straight and do everything in a (8)\_\_\_\_\_ way. If you look forced, you will feel tense. Get (9)\_\_\_\_\_ to listen to your voice. If you are nervous, you are (10)\_\_\_\_\_ to talk in a dull tone. But if you talk faster (11)\_\_\_\_\_ you normally do, what comes out is likely to be nonsensical. A good interviewer will (12)\_\_\_\_\_ open-ended questions, so try and give answers which are clear and precise.

