**READING**

**How to Interview for a Job!**

**Vocabulary Preview**

**1. Match the words on the left with the meanings on the right.**

1. congratulations 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

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

**applicant - resumé - congratulations - apply - hire - eye contact - body language - appropriate**

1. What kind of information should I put on my \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_?

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!

**3. Choose any of the above words and write your own sentences.**

**LISTENING**

**4. Answer the following questions.**

1. When did he apply for several jobs?
2. What did he find?
3. When is the job interview?
4. Did he get the job?
5. Is he the only candidate for the job?
6. How many pieces of advice for a job interview does the speaker mention?

**5. Listen and complete with the words from the box. Change the forms of the verbs and nouns when necessary.**

|  |
| --- |
| want - interview - apply - find - should - invite - excite - hire - must |

Congratulations! You’ve ………1 for several jobs in the past few weeks, and you just …………. 2 an email in your inbox …………. 3 you to your first job interview next Tuesday. That’s great! But don’t get too ………………..4 . . . the job isn’t yours yet! You still have to attend an interview before you get ……………….. 5 . And almost certainly there will be many other people ………………… 6 for the same job! Here, then, are eight important things that you ……… 7 know about interviewing – so that you can get that job you’ve always ………….. 8.

**6. Think about different suggestions for a job interview.**

|  |  |
| --- | --- |
| **BEFORE THE INTERVIEW** |  |
| **DURING THE INTERVIEW** |  |

**7. How Much Do You Understand? • Complete the statements. Match 1-6 with A-F.**

1. Getting a job interview A. information about the company.

2. You should find out B. resumé to give to all your interviewers.

3. You can practice for the C. questions and thank them later by email.

4. Look nice at the interview by D. interview with a friend.

5. Bring extra copies of your E. doesn’t mean that you have a job yet.

6. Ask your interviewers F. wearing nice clothes and by smiling.

**8. Discuss • Discuss the following questions with your classmates.**

1. Have you ever been to a job interview? Yes? Describe your experience.

2. What job do you have now? / What job would you like to have? Why?

3. How might an online interview be different from a face-to-face interview?

4. The article suggests eight important things you should know about interviewing for a job. What three other things can you think of?

**9. Choose the correct option.**

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

**WRITING**

**10. In addition to these eight important things you should know about interviewing for a job, what other job interview advice can you think of?**

1. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

2. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

3. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_