

JOB INTERVIEW

1. Read the text and answer the questions.

A few weeks ago, I saw an **advert** in a newspaper for a job I really wanted. I **filled out** the application form, wrote my **CV** and sent everything off in the post. A few days later I received an email to invite me for an interview. I was so excited, but very **nervous**.

I wanted to look really smart for the interview. I wore a smart **suit** with a white shirt and my shiny, red shoes. I wanted to make a good impression. At the interview they asked me lots of questions. They asked me about my **previous work experience** and skills that I've got for the job. I also had to fill out some paperwork. I was **well-prepared**, so I think it went well. **Afterwards**, the interviewers shook my hand and said, "We'll **be in touch**." I am looking forward to hearing from them!

- a) Where did the woman see the advert? _____
 - b) What did she fill out? _____
 - c) What did she read on an e-mail? _____
 - d) Why was she nervous? _____
 - e) What did she wear for the interview? _____
 - f) What did the interviewers ask her? _____
 - g) Do you think she got the job? Why? _____
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2. Find words and phrases in the text in bold that mean the same as the words

	Words and phrases which mean the same (words in bold)
1. next	
2. ready for the situation	
3. jacket and trousers/ skirt	
4. worried	NERVOUS
5. contact you	
6. past jobs	
7. completed	
8. a notice/ announcement	
9. Curriculum Vitae	

3. There are ten (10) verbs in the past in exercise 1. Identify them and write their infinitive form.

4. Write sentences in the past using the ten (10) verbs from exercise 3.

5. Imagine you are in a job interview. Answer the questions.

- a) Give a brief introduction of yourself.
- b) Why do you want to work here?
- c) What skills, abilities or strengths can you offer our organization?
- d) What are your weaknesses?
- e) What experience do you have for this job?
- f) What do you want to do in the future? In other words, what are some of your goals?
- g) What characteristics do you think are important to have when working with others?