* **Have you ever attended a job interview? Discuss the following questions:**

- What was the worst thing about it?

- What difficult questions were you asked?

- Why do you think you were successful, or unsuccessful?

- If you could go through the interview again, what would you do differently?

- In an interview, do you always have to be completely honest?

- What impression do you try to give in an interview?

* **Do you know the basics for appearance and body language at an interview? For each one, select the correct missing word from the options below:**

1. Make sure your clothes are clean, but \_\_\_\_\_\_\_\_ wear obvious logos or designer names.

a. do

b. don’t

c. must

2. Don’t use \_\_\_\_\_\_\_\_\_\_ much deodorant or perfume!

a. to

b. too

c. two

3. Don’t wear too much jewellery. Interviewers don’t \_\_\_\_\_\_ like rings!

a. never

b. sometimes

c. usually

4. Wear \_\_\_\_\_\_\_ that are smart, but comfortable.

a. cloths

b. clothes

c. covers

5. Arrive well \_\_\_\_\_\_\_\_\_\_ the interview time.

a. before

b. after

c. later than

6. Make eye \_\_\_\_\_\_\_\_ with the interviewer when you are introduced.

a. contactation

b. contiction

c. contact

7. Give a firm handshake, and make sure you \_\_\_\_\_\_\_\_\_\_\_!

a. snarl

b. smile

c. snigger

8. Don’t \_\_\_\_\_\_\_\_. This will distract the interviewer from what you’re saying.

a. fidget

b. figgit

c. fijit

9. Don’t appear over-confident, for example by leaning too far back in your chair, but do

try to \_\_\_\_\_\_\_\_\_\_.

a. relax

b. relapse

c. collapse

* **Can you match the common interview question with the suitable response from the list below?**

1. Why did you choose this company?

2. What are your strengths/weaknesses?

3. How would your friends describe you?

4. What is your greatest achievement?

5. How well do you work in a team?

6. Where will you be in 5 years?

A. People say I’m sociable, organized, and decisive.

B. My aim is to have a position in the Management Team.

C. I have excellent time management, but I can be impatient for results.

D. Because I think I will find the work environment both challenging and rewarding.

E. I always support my colleagues and believe we should work towards a common goal.

F. Leading the University football team to the national Championships.

* **Can you match the definitions with the correct phrase?**

1. Chances of future success in your career

2. The direction you hope your career will take

3. A change you make in order to progress

4. Time when you are not employed, perhaps when travelling or looking after

children

5. A series of promotions towards more senior positions

A. career move

B. career break

C. career prospects

D. career ladder

E. career plan