**PREPARE FOR YOUR INTERVIEW – WORKSHEET**

**A. Read the article again and**

**a) make a checklist of the most important things to consider before an interview:**

|  |  |  |
| --- | --- | --- |
| **1.** | e.g. Make a list of the job requirements | ✓ |
| **2.** |  | ✓ |
| **3.** |  | ✓ |
| **4.** |  | ✓ |
| **5.** |  | ✓ |
| **6.** |  | ✓ |
| **7.** |  | ✓ |
| **8.** |  | ✓ |
| **9.** |  | ✓ |
| **10.** |  | ✓ |

**b) Choose the correct answers**

**1. What is the purpose of the text?**

1. to help you prepare for a job interview
2. to help your employer to hire you

**2. According to the text, you should analyze the job**

1. to prove that you want it
2. to see what the company are looking for

**3. Why is proper body language important?**

1. to help you make a positive impression
2. to prevent you from misbehaving

**4. Why do you have to get directions for the interview place?**

1. to find a good parking
2. to arrive on time

**5. During the interview ask your employer questions**

1. to attract his attention
2. to build a nice relationship between the two of you

**B. Match the following words with their definitions on the right:**

|  |  |
| --- | --- |
| 1. requirements | a. a code of polite behaviour among members of a group |
| 2. asset | b. clean, tidy and smart |
| 3. current | c. clothes (of a particular or formal type) |
| 4. attire | d. the things needed, wanted or asked for |
| 5. well-groomed | e. the one who enrolls people as employees, members or soldiers |
| 6. appropriate | f. a critical evaluation |
| 7. etiquette | g. an advantage |
| 8. recruiter | h. a flexible case for papers |
| 9. portfolio | i. suitable, right |
| 10. review | j. of the present time |

**C. Complete the following table**

|  |  |
| --- | --- |
| **VERB** | **NOUN** |
| know |  |
| require |  |
| engage |  |
| describe |  |
|  | certification |
|  | employer |
|  | invitation |
|  | recruiter |
|  | qualification |
|  | impression |