**Student’s Worksheet 1**

**Exercise 1**

**Look at the text below. Complete each gap using one word only.**

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| **Top Tips for getting the job you want** |
| **Before you apply**Start with your CV. Check that **1**. \_\_\_\_\_ is up-to-date, detailed and relevant for the job you are applying for.Be honest. If you’ve been out of work for a while, explain why and what you did during **2.** \_\_\_\_\_\_ time. Do your research. Learn about the position you are applying for. What does **3**. \_\_\_\_\_\_ involve exactly? |
| **Making an application**Check the deadline. **4.** \_\_\_\_\_\_\_\_ may be the best application, but if you miss the deadline, the company can’t accept **5**. \_\_\_ . Include references. **6.** \_\_\_\_\_\_\_\_\_ need to be from people who can comment on your professional and personal qualities. |
| **At the interview**Make a good impression. Be polite and friendly with the interviewers. Remember, you’re likely to be working with **7.** \_\_\_\_\_\_ if you are lucky enough to get the job.Show off your strengths and qualities. Other candidates may be better qualified or have more experience than you. You need to make the interviewers forget all **8.** \_\_\_\_\_ and decide that you are the best person for the job. Ask questions. Find out about more about the job and what your responsibilities will be. **9.** \_\_\_\_\_\_\_ shows that you are interested in the company and the job on offer.  |

**Exercise 2**

**Now look at the text again and underline the information that the word in each gap refers to.**

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**Student’s Worksheet 2 (Side 1)**

**Exercise 1**

**Which words could complete the gaps below? Underline the parts of the text that these words would refer to.**

|  |  |
| --- | --- |
| **M:** | Have you decided who to interview for this job in Accounts? |
| **F:** | Tricky, but yes. The logical person is the assistant who’s already there, but 1. \_\_\_\_\_ needs more experience on the computer systems – we need 2. \_\_\_\_\_\_\_ who’s familiar with all the software. In fact, the new recruit who does the paperwork in Despatch is – even though it isn’t part of his job at the moment – so I’d like to see 3, \_\_\_\_\_ . I’ll suggest more training to the Accounts Manager. |

**Listen to the recording to check your answers.**

**Student’s Worksheet 2 (Side 2)**

**Exercise 2**

**For this question, choose the correct answer.**

**Read the question first. You can listen twice.**

Who does the woman decide to interview?

1. an assistant in Accounts
2. a clerk in Despatch
3. a computer programmer