

KEY

A9 Applying for a job

Use the correct form of these verbs to complete the sentences.

- 1 I **left** university six months ago and I still haven't **found** a job. It's more difficult than I thought it would be.
- 2 I've **applied for** a part-time job. I hope I get it – it's four afternoons a week.
- 3 I'm not really sure what I **want** to do when I leave school. I might **go into** banking like my dad.
- 4 I've **filled in** the application form and sent it off, so now I've just got to wait until I hear from them.
- 5 I can't believe it. They've **offered** me that job in New York. They want me to start next month.

A10 Are you a good interviewer?

Complete the article with these verbs:

arrange, ask, find, have, let, start, use, want

- 1 Decide what you need to find out in the interview before you **start** and only ask questions that are relevant.
- 2 Be prepared! Before you start, **find** out as much as you can about the interviewee from the curriculum vitae and covering letter.
- 3 Write down the main questions you **want** to ask in advance and have them where you can see them during the interview.
- 4 **Let** the interview go where the interviewee's answers lead to some extent, but **use** your list of questions to structure the interview, and as a checklist, so that you don't forget to **ask** all the important questions.
- 5 Make sure that you **have** no interruptions during the interview.
- 6 Have the interview in a room where there are no distractions, such as disturbing noises.
- 7 Choose and **arrange** the chairs so that the atmosphere is neither too formal or too intimate.

Complete these interview questions with these words:

a Are, b Have, c Are, d Are, e do, f do, g Do, h Have, i do, j do, k do, l do, m have, n Are

Match these answers with the previous questions.

1 d, 2 j, 3 a, 4 c, 5 b, 6 g, 7 h, 8 f/k, 9 n, 10 m, 11 l, 12 k/f, 13 i, 14 e