

Name:

Date:

A Job Interview

Listen to and read the passage.

What is a job interview? Well, generally it is what follows after you have sent your CV to an employer who wants to know more about you. Nowadays, employers want to meet you in person and see what you look like and discuss your qualifications. There are several things you have to be careful about, for example, the



way you dress for that first meeting. For men, it is better to wear formal clothes- a shirt, tie and it is appropriate to wear a jacket or blazer. Make sure your hair is tidy and looking your best. If you are a woman, it is important to look smart and not wear too much make up! Another important point is punctuality. Make sure you arrive on time. Never be late! They may think you are not very reliable. When you are in the actual interview answer the questions clearly and directly and, if there is something you do not understand, ask them to repeat the question instead of giving the wrong answer. Show that you are interested in the job but do not be overexcited. Relax, do your best and be yourself!!

Circle T (True) or F (False).

- | | | | |
|---|---|---|---|
| 1 | An interview happens before giving your CV. | T | F |
| 2 | The employers like to meet you. | T | F |
| 3 | It doesn't matter what you look like. | T | F |
| 4 | Men should wear a shirt and tie. | T | F |
| 5 | The more makeup a woman wears the better. | T | F |
| 6 | Punctuality is very important. | T | F |
| 7 | All answers must be clear and direct. | T | F |
| 8 | Be honest if you don't understand the question. | T | F |



Literacy Test For Job Interview

R Sandford



Literacy Test For Job Interview:

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