

*Dear Students, your answers are to be submitted on my e-mail address ([rado.singer@googlemail.com](mailto:rado.singer@googlemail.com)) until Thursday, 19<sup>th</sup>, March 2020. You may print out the worksheet or write down your answers on a separate sheet of paper.*

### 1. A successful interview

*Imagine that your best friend is having an important job interview next week. Write down five tips he should follow to be successful.*

- 1) \_\_\_\_\_
- 2) \_\_\_\_\_
- 3) \_\_\_\_\_
- 4) \_\_\_\_\_
- 5) \_\_\_\_\_

### 2. WORDS – Describing people

*a) Look at the people in the pictures below. Pick one and write a profile of the person. What do you think they are like or their life is like? What are they going to do in the future? Try to use as many words and phrases from the boxes below as possible.*

annoying • calm • confident • energetic • flexible • friendly • good at • head in the clouds • helpful • interested in • keen on • logical • organized • polite • practical • punctual • reliable • serious about • under control

follow his/her dreams • get qualifications (in) • get (good/bad) results (in) • get involved (in) • graduate (from) • enjoy/like/love/hate ... • keep to a routine • look for work • make a difference (to) • settle down • solve problems • spend time (on) • use his/her skills • work hard



### 3. LISTENING – Phoning about an interview

*a) Listen to the phone call. How would you complete the message?*

Message for: Mr White  
 Message from: Jon  
 Caller's message:  
Mr ... wanted to confirm – tomorrow at ...  
 \_\_\_\_\_  
 Caller's contact details:  
 Phone NO: \_\_\_\_\_

*b) Listen to the next call. How would you complete Jemma's notes?*

Interview time: ...  
 Place: ... Street ...  
 big ... building  
 Ask for ... at the ... desk