

Preparing for an Interview

Discuss the following questions with your partner:

- the importance of your appearance when attending an interview
- how your body language affects your success of obtaining the job
- doing research on your prospective employer
- practising for the interview
- having the right qualifications
- arriving late
- controlling your nerves

For questions **1-5**, match the extracts as you hear them with **the advice each speaker received**, listed **A-H**. You will hear them **twice**.

- A** mind your body language
B arrive early for the interview
C wear the right clothes
D show interest in the prospective employer
E hide your enthusiasm for the job
F practise the interview beforehand
G think of an unusual situation
H control your nerves

1	
2	
3	
4	
5	

KEY:

1. D

2. F

3. H

4. A

5. G