READING
How to Interview for a Job!

Vocabulary Preview

• Match the words on the left with the meanings on the right.

1. congratulations ___ A. a written record of your education and jobs (Br Eng = CV)
2. apply ___ B. acceptable or correct for a certain situation
3. hire ___ C. a person who makes a formal request for something
4. applicant ___ D. the process of communication using your body
5. resumé ___ E. a way to say you are happy for someone’s success
6. eye contact ___ F. to make a formal written request for something
7. body language ___ G. to give somebody a job
8. appropriate ___ H. the act of looking directly into another person’s eyes

• Use the above words to complete the sentences. Change the forms of verbs and nouns when necessary.

1. What kind of information should I put on my resumé?
2. Are you going to ________________ for that job you were talking about?
3. Really, you’re getting married? ________________!
4. I can tell by John’s ________________ that he’s angry right now.
5. Do you think the company will ________________ you?
6. What is the ________________ way to tell your boss you want to quit your job?
7. Making ________________ is difficult when you are wearing sunglasses.
8. There were more than a hundred ________________ for the job!

• Choose any two of the above words and write your own sentences.

1. ____________________________________________
2. ____________________________________________
Congratulations! You’ve applied for several jobs in the past few weeks, and you just found an email in your inbox inviting you to your first job interview next Tuesday. That’s great! But don’t get too excited . . . the job isn’t yours yet! You still have to attend an interview before you get hired. And almost certainly there will be many other people interviewing for the same job! Here, then, are eight important things that you should know about interviewing – so that you can get that job you’ve always wanted.

1. First, go online and find out as much as you can about the company and the position that you are applying for. This is important because you want a job that is right for you. For example, you might not really want the job if you have to work on weekends or late at night. As well, it shows the interviewers that you are a serious applicant – someone who may stay with the company for a long time.

2. Before the interview, prepare a list of questions that you think the interviewers may ask you. Then, practice answering them, perhaps with a friend.

3. Dress well for the interview. However, this doesn’t mean that you have to arrive for the interview wearing a suit and tie, especially, for example, if you are interviewing for a job as a waiter or a waitress.

4. Arrive a few minutes early. Arriving late for an interview is never a good thing.

5. There may be two or three interviewers, and it’s always very polite to give each of them a printed copy of your resumé. Bring several copies of your resumé with you.

6. Smile, be friendly, and be confident. Use good eye contact and body language. Remember to relax, because, if you feel nervous, you will look and sound nervous.

7. Prepare a few appropriate questions to ask your interviewers. Make sure to avoid asking questions like, “How many holidays will I get?”

8. Finally, email your interviewers (after a day or two) and thank them for their time.

What other job interview advice can you think of?
How to Interview for a Job!

Congratulations! (1)____ applied for several jobs in the past few weeks, and you just found an email in your inbox inviting you to (2)____ first job interview next Tuesday. That’s great! But don’t get too excited . . . the job isn’t yours yet! You still have to attend (3)____ interview before you get hired. And almost certainly (4)____ will be many other people interviewing for the same job! Here, then, are eight important things that you should know about interviewing – so that you (5)____ get that job you’ve always wanted.

First, go online and find out (6)____ you can about the company and the position that you are applying for. This is important (7)____ you want a job that is right for you. (8)____, you might not really want the job if you have to work on weekends or late (9)____. As well, it shows the interviewers that you are a serious applicant – someone who may stay with the company for a long time.

Before the interview, prepare a list (10)____ that you think the interviewers may ask you. Then, practice answering them, perhaps with a friend.

Dress well for the interview. However, this (11)____ mean that you have to arrive for the interview wearing a suit and tie, especially, for example, if you are (12)____ for a job as a waiter or a waitress.

1. (A) Your  (B) You’re  (C) You’ve
2. (A) your  (B) you’re  (C) yours
3. (A) an  (B) and  (C) a
4. (A) their  (B) there  (C) they’re
5. (A) are  (B) can  (C) were
6. (A) much as  (B) is much as  (C) as much as
7. (A) so  (B) but  (C) because
8. (A) For Example  (B) Example  (C) An example
9. (A) night  (B) at night  (C) in night
10. (A) many questions  (B) of questions  (C) questions
11. (A) doesn’t  (B) not  (C) isn’t
12. (A) interview  (B) interviews  (C) interviewing
How to Interview for a Job!

How Much Do You Understand?

- Complete the statements.

1. Getting a job interview
   - A. information about the company.
2. You should find out
   - B. resumé to give to all your interviewers.
3. You can practice for the
   - C. questions and thank them later by email.
4. Look nice at the interview by
   - D. interview with a friend.
5. Bring extra copies of your
   - E. doesn’t mean that you have a job yet.
6. Ask your interviewers
   - F. wearing nice clothes and by smiling.

Discuss

- Discuss the following questions with your classmates.

1. Have you ever been to a job interview? Yes? Describe your experience.
2. What job do you have now? / What job would you like to have? Why?
3. How might an online interview be different from a face-to-face interview?
4. The article suggests eight important things you should know about interviewing for a job. What three other things can you think of?

Write

- In addition to these eight important things you should know about interviewing for a job, what other job interview advice can you think of?

1. 
2. 
3. 

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The article suggests eight important things you should know about interviewing for a job. Go online and find out at least 5 other things, and then write them in the space below – don’t just copy, summarize and use your own words!
**Title**  "How to Interview for a Job!"

**Grammar Focus**  Mixed: Imperative, Present Perfect, Present Simple, May & Might

**Vocabulary**  
- 354 words  
- A1 words-78% / A2 words-13% / B1 words-6% / B2 words-1% /  
- C1 words-0% / C2 words-0% / Off List-2%

AWL Words in this text: appropriate, contact, finally, found, job, relax

*Vocabulary Analysis by: vocabkitchen.com*

**Level**  Intermediate to Upper Intermediate (CEFR B1 – B2)

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**ANSWER KEY** page 1

- **Vocabulary**  
  1. E  
  2. F  
  3. C  
  4. G  
  5. A  
  6. H  
  7. D  
  8. B  

- **1. resumé**  
- **2. apply**  
- **3. Congratulations**  
- **4. body language**  
- **5. hire**  
- **6. appropriate**  
- **7. eye contact**  
- **8. applicants**

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**ANSWER KEY** page 3

- **Grammar**  
  1. C  
  2. A  
  3. A  
  4. B  
  5. B  
  6. C  

- **1. C**  
- **2. A**  
- **3. A**  
- **4. B**  
- **5. B**  
- **6. C**

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**ANSWER KEY** page 4

- **How Much Do You Understand?**  
  1. Getting a job interview (E) doesn’t mean that you have a job yet.
  2. You should find out (A) information about the company.
  3. You can practice for the (D) interview with a friend.
  4. Look nice at the interview by (F) wearing nice clothes and by smiling.
  5. Bring extra copies of your (B) resumé to give to all your interviewers.
  6. Ask your interviewers (C) questions and thank them later by email.

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**Article Sources**  
- *How to Prepare for a Job Interview*  
  [https://www.wikihow.com/Prepare-for-a-Job-Interview#](https://www.wikihow.com/Prepare-for-a-Job-Interview#)
- *Tips for a Successful Interview*  
  [https://ung.edu/career-services/online-career-resources/interview-well/tips-for-a-successful-interview.php](https://ung.edu/career-services/online-career-resources/interview-well/tips-for-a-successful-interview.php)
- *17 Interview Tips to Help You Get the Job*  
  [https://ca.indeed.com/career-advice/interviewing/interview-tips](https://ca.indeed.com/career-advice/interviewing/interview-tips)

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