

Interviews and Jobs

- Q1 Before you start applying for any job, you must be absolutely sure you have the right paper
 (a) qualities (b) qualifiers (c) qualifying (d) qualifications
- Q2 In advance of drawing up the job specification and advertisement, you have to sit down and work out the you have in mind for the ideal employee.
 (a) portrait (b) profile (c) picture (d) sketch
- Q3 As soon as the arrive, it will be your job to show them round the work place and give them a general history of the company for which they want to work.
 (a) chosen (b) selected (c) candidates (d) appliers
- Q4 At the moment the company is doing an extensive advertising campaign with a view to new staff.
 (a) recruiting (b) catching (c) reaching (d) taking
- Q5 After you've read the details of the job, made some notes and written a draft letter, check the details, write the final letter and then your application.
 (a) pursue (b) submit (c) undergo (d) undertake
- Q6 I think you were asking too much of that new member of staff when you expected her to with a cost-cutting scheme.
 (a) come over (b) come through (c) come by (d) come up
- Q7 I think that you've chosen a very good area of work to seek employment in because I've heard that jobs are there.
 (a) many (b) abundant (c) frequent (d) plenty
- Q8 Interviewing applicants for an important job can be a very time process but it's worth it in the end.
 (a) lasting (b) developing (c) consuming (d) taking
- Q9 When you are interviewing someone, it is obviously necessary to ask questions relevant to their job experience but discussing someone's other is also useful.
 (a) deeds (b) accomplishments (c) doings (d) holdings
- Q10 We can offer you a salary that will be with the duties and responsibilities that the job demands.
 (a) level (b) equal (c) connected (d) commensurate