**READING**

**Read the text.**

I had an interview this morning. The company has a really good reputation for career development and everyone wants to work there. It can o­ffer me the opportunity to develop my management skills. I think I have all the right qualifications for the job –especially my degree and industry training. I told them that my strengths are working with other people and my ability to analyse information. There were four other candidates for the job and we had to work together as a team to solve some problems. We chose a leader, but his communication skills weren’t very good and we didn’t understand what he wanted us to do. So, he found it difficult to motivate us. In the end I used my team-leader experience to organise everyone to finish the task.

**1 - Answer the following questions.**

1. What does the company offer to the candidate?

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. What are the strengths of the candidate?

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. What did the four candidates have to do?

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. What was the leader´s problem?

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. How did the team react?

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. How did the candidate solve the problem?

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

LANGUAGE

2 Complete the sentences with the words in the box.

analytical ~~hard-working~~ IT skills language skills organised team worker

I am happy to recommend David. David is 0 *hard-working* and always stays late to finish projects. He has good 1 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ and can use computers well. That’s because he’s very 2\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ and is good at assessing information and solving problems. He always completes his projects on time because he is 3\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_. He’s rarely late. He is a 4\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, so other employees like working with him on projects. He also has 5\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ and can speak Chinese and a little Japanese.

3 Complete the words.

**0** There are four v*acancie*s in our company for administration staff.

1. We put the job a \_\_ \_\_ \_\_ \_\_ \_\_ \_\_ \_\_ \_\_ \_\_ \_\_ \_\_ t online.
2. Good communication skills are e \_\_ \_\_ \_\_ \_\_ \_\_ \_\_ \_\_ l for this job. We don’t want people without this.
3. The people we interviewed all had a university q \_\_ \_\_ \_\_ \_\_ \_\_ \_\_ \_\_ \_\_ \_\_ \_\_ \_\_ n.
4. Experience in international sales is a u\_\_ \_\_ \_\_ \_\_ l skill to have in this job.
5. We want to choose the right c\_\_ \_\_ \_\_ \_\_ \_\_ \_\_ \_\_ e for this job.

PRESENT PERFECT

4 - Complete the sentences with the correct form of the verbs in brackets.

1. We \_\_\_\_\_\_\_\_\_\_\_\_\_\_ (not speak) to the client. We communicate by email.
2. \_\_\_\_\_\_\_\_\_\_\_\_\_\_ (she / ever work) in this industry?
3. I \_\_\_\_\_\_\_\_\_\_\_\_\_\_ (never be) to the company’s headquarters in Munich.
4. \_\_\_\_\_\_\_\_\_\_\_\_\_\_ (you / ever use) this software program?
5. He \_\_\_\_\_\_\_\_\_\_\_\_\_\_ (not study) abroad.

5 Choose the correct option, a or b.

1. They \_\_\_\_\_\_ on some international projects. They went to China last year.

a haven’t worked

b have worked

1. I \_\_\_\_\_\_ much experience with meetings in English.

a haven’t has

b haven’t had

1. Which companies \_\_\_\_\_\_ worked for?

a have you

b you have

1. She’s \_\_\_\_\_\_ many sales reports.

a written

b wrote

1. He has \_\_\_\_\_\_ many presentations in English.

a gave

b given

6 - Put the words in the correct order.

**0** you ever / have / written / business reports?

*Have you ever written business reports?*

**1** I / a team meeting / missed / have never/ .

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**2** work experience / has / Jack / not had any /.

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_3** IT presentations / worked on any / has / Paolo / ?

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_4** Seb / much experience / has not had / with international projects / .

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_5** worked in the past / you / have / where / ?

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

WRITING

WORK SKILLS: A Job Interview

7 - Write the questions.

**0** Can *you tell me about your work experience*?

I started as a Junior Assistant and now I’m a Team Leader in a Sales department.

1. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_?

I’m very hard-working. I don’t stop until I’ve completed each task.

1. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_?

I always discuss new ideas with them and let them contribute to projects.

1. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_?

Of course. I’ve done a lot of sta­ff training and given presentations.

1. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_?

Yes. That’s normal for a team leader or manager.

1. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_?

Because I believe it’s the best in this industry.