APPLYING FOR A JOB

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1. Decide if the sentences are True or False. Copy the phrases that gave you the answers:
- 1.1. False.
  will configuring hardware and peripherals.
- 1.2. True
- 1.3. False.
  will be responsible for installation, configuration and support.
- 1.4. False.
  computer science certificate.
- 1.5. True
- 1.6. False.
  do need minimum three years previous experience.
- 1.7. False.
  will ability to work overtime.
- 1.8. True.

2. Listen and choose the correct answer:
- 2.1. Pleased to meet you
- 2.2. Have a seat
- 2.3. operating systems engineering
- 2.4. staff
- 2.5. city
- 2.6. essential

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3. Nada que hacer.

4. Complete the sentence:
- 4.1. the director of Human Resources.
- 4.2. computing and information technology
- 4.3. assistant IT administrator
- 4.4. they moved their offices to another city and she couldn't move at that time.
- 4.5. hard-working, responsible, willing to work in a team and she know how essential it is to keep up with fast-growing technology.

Working with vocabulary

5. Complete the sentences:
- 5.1. team
- 5.2. educational background
- 5.3. experience
- 5.4. overtime
- 5.5. fast-growing technologies
- 5.6. under pressure
- 5.7. people skills
- 5.8. certification
- 5.9. secondary school, vocational training

6. Write four pairs of opposites:
- 6.1. confident---------insecure
- 6.2. outgoing-----------shy
- 6.3. hard-working-----lazy
- 6.4. nervous-----------relaxed

7. Choose the correct answer :
- 7.1. hard-working
- 7.2. nervous
- 7.3. responsible
- 7.4. organised
- 7.5. shy
- 7.6. highly skilled
- 7.7. knowledgeable

"Your Turn" Which tips does the presenter mention?
1.
2.
3.
4.
5.
6.
7.

Interviewing

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1. Answer the questions:

1.1. Caroline lives in Bradford
1.2. No, she didn't
1.3. HTML and C++
1.4. She speaks English and German
1.5. One interviews

2. Listen and fill the missing words:

2.1. coming
2.2. dates
2.3. no problem
2.4. shelf
2.5. first

3. Nada que hacer aquí.

Working with vocabulary

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4. Match:

4.1. d
4.2. b
4.3. a
4.4. e
4.5. c

5. Complete:

5.1. permanent
5.2. temporary
5.3. staring salary
5.4. retirement benefits
5.5. hire
5.6. retire
5.7. fire
5.8. recruit
5.9. shifts
5.10. schedule

6. Which sentences are true for you?:

6.1. False
6.2. False
6.3. True
6.4. True
6.5. False

7. Match:

7.1. e
7.2. c
7.3. b
7.4. a
7.5. d

8. Choose the correct answer:

9.1. a
9.2. a
9.3. b
9.3. b
9.5. a

"Your Turn" Nada que hacer aquí.