**Unit 1. Recruitment**

***Section D. Speaking***

1. What is a job interview?

2. What are the differences between a job interview and a usual interview?

3. What adjectives will you use to describe a job interview?

4. What will be your advice to the aplicants attending an interview?

**Exercise 1.**

Make a mind map of JOB INTERVIEW.

**Exercise 2.**

Read the text about job interview. Make a title for every piece of advice.

***Job Interview Advice***

It does not matter whether one is searhing for the first job or he is a seasoned professional, it never hurts to brush up on these etiquette basics. In order to prepare for your next interview and to eliminate any potential jitters it is advisable to focus on the following 10 basic tenets. There is no way to predict what an interview holds, but when one is prepared to the best of their ability they will feel less anxious and will be ready to positively present themselves.

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

It is important to research the company before the interview and learn as much as possible about its services, products, customers and competition. It will *give you an edge in* understanding and addressing the company's needs. The more you know about the company, the better chance you have of selling yourself in the interview.

2. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Select what to wear to the interview. Depending on the industry and position, get out your best interview clothes.

3. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Do not forget to bring along a folder containing extra copies of your CV, a copy of your references and paper to take notes. You should also have questions prepared to ask at the end of the interview.

4. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Never arrive late to an interview. Allow extra time to arrive early in the vicinity, allowing for factors like getting lost. Enter the building 10 to 15 minutes before the interview.

5. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

A firm handshake and plenty of eye contact demonstrate confidence. Speak distinctly in a confident voice, even though you may feel ***shaky***.

6. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

One of the most neglected interview skills is listening. But it is essential not only to listen, but also to ***read between the lines***. Sometimes what is not said is just as important as what is said.

7. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Candidates often don't think about whether they are actually answering the questions their interviewers ask. Make sure you understand what is being asked, and get further clarification if you are unsure.

8. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

One specific example of your background is worth 50 ***vague*** stories. Prepare your stories before the interview. Give examples that highlight your successes and uniqueness. Your past behavior can indicate your future performance.

9. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Many interviewees don't ask questions and miss the opportunity to find out valuable information. Moreover, asking questions indicate your interest in the company or job.

10. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

It is considered to be good manners to express your thanks for the interviewer's time and for the chance to learn more about the company by sending a thank-you letter. Besides, the interview ***follow-up*** is one more chance to remind the interviewer of all the valuable traits you bring to the job and company. Don't miss this last chance to market yourself.

**Exercise 3.**

*Find in the text the synonyms*

Experienced, concern, idea, to help, to drive off, to improve by practice, to ignore, important, to emphasize, features

*Make up your own sentences with the words from the text.*

**Exercise 4.**

Look at the word in italics. Study their meanings in Macmillan online dictionary. What is their meaning in this context? Explain your choice.

**Exrcise 5.**

1. Which advice is the most useful in your opinion?

2. Which advice is the most useless to your mind?

3. Which of these instructions can cause a problem for you to follow?

4. Can you add any other advice?

5. Which advice offered by your groupmates seems the best? Why?

**Exercise 6.**

Work with a partner. Prepare a list of ten most frequestly asked questions at the interview. Then compare your list with the lists of other groups.

**Exercise 7.**

Practice with the partner asking and answering these questions.

**Exercise 8.**

In Writing section you have prepared your CV and a letter of application. Exchange these documents with your groupmates. At home study the documents of your groupmate and get ready to conduct a job interview (for more questions visit <https://www.monster.com/career-advice/article/100-potential-interview-questions>)

**Exercise 9.**

Write a thank-you letter to the interviewer.

**Exercise 10.**

Write a letter of acceptance or refusal. Explain your decision.