

Worksheet 1

Warmer

- What can you see in the pictures?
- Write useful words in the boxes below each picture.
- Think about the job interview process. Put the pictures into the best order.

	
<p>a.</p>	
	
<p>b.</p>	<p>c.</p>
	
<p>d.</p>	<p>e.</p>



Worksheet 2

Task 2 – Comprehension

- Look at sentences 1-7 in the table below. Write TRUE or FALSE in the boxes below.

	TRUE or FALSE
1. She emailed her application form and CV.	<i>FALSE. She sent everything in the post.</i>
2. She got a telephone call to invite her for an interview.	
3. She wanted to look clean, tidy and stylish for the interview.	
4. She wanted the people at the interview to have a good opinion of her.	
5. They asked her about the things she can do well.	
6. She had to do some writing (e.g. forms) at the interview.	
7. She is not excited about hearing from the interviewers in the future.	

Worksheet 5

Task 5 – Grammar

- Write down the past tense of the verbs provided – you can find all the answers in the transcript on **Worksheet 2**

Infinitive	Past simple
1. want	
2. fill out	
3. write	
4. send	
5. receive	
6. wear	
7. ask	
8. have to	
9. go	
10. shake hands	

Worksheet 6

Task 6 – Conversation at a job interview

- Write the words in the correct order to make sentences or questions someone could ask you in a job interview.

a. nice/ Good afternoon,/ to/ you./ meet/

Good afternoon, nice to meet you.

b. in touch./ Thank you/ We'll be/ for coming today.

c. got/ any questions?/ Have you

d. your/ tell us/ you/ previous work experience, /Can/ about/ please.

e. in a team?/ you/ Do / work well

f. start?/ could/ When / you

g. this job?/ you want/ Why/ do

h. a few questions./ would/ to ask/ We/ you/ like

i. have you got/ help you/ What skills/ that/ in this job?/ would

j. £10.50 per hour/ Sundays. / and work / Wednesdays to / You'll get

Worksheet 7

Task 7

- Complete the job interview conversation.
- Write the interviewer's questions from Worksheet 6 (a-i) in the correct places.

Interviewer: Good afternoon, nice to meet you.

Interviewee: Hello. Nice to meet you, too.

Interviewer:

Interviewee: Ok, great. I'll do my best to answer them.

Interviewer:

Interviewee: Yes, of course. I am unemployed at the moment, but my last job was at a supermarket. I worked there for 18 months. Before that, I worked as a cleaner at a school.

Interviewer:

Interviewee: I'm very organised and always on time. I have good people skills and I am polite. I can cook and I have a certificate in food safety.

Interviewer:

Interviewee: I would like the job because this is a good organisation to work for. I like meeting people and talking to customers. Also, I can work at lunch times and in the evenings - the hours are good for me.

Interviewer:

Interviewee: Yes. I like working together with other people.

Interviewer:

Interviewee: Straight away!

Interviewer:

Interviewee: Yes. How much will I get paid per hour? Which days will I have to work?

Interviewer:

Interviewee: Thank you very much. I look forward to hearing from you.

Interviewer:

- What job do you think the interview is for?

