

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 3

Task 3 - Read the transcript of the video called – 'A job interview'.

1 2 3 4 5 6 7 8 9 10 11 12 13 14	<p>A few weeks ago, I saw an advert in a newspaper for a job I really wanted. I filled out the application form, wrote my CV and sent everything off in the post. A few days later I received an email to invite me for an interview. I was so excited, but very nervous.</p> <p>I wanted to look really smart for the interview. I wore a smart suit with a white shirt and my shiny, red shoes. I wanted to make a good impression. At the interview they asked me lots of questions. They asked me about my previous work experience and skills that I've got for the job. I also had to fill out some paperwork. I was well-prepared, so I think it went well. Afterwards, the interviewers shook my hand and said, "We'll be in touch." I am looking forward to hearing from them!</p>
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Worksheet 4

Task 4 – Vocabulary

- Complete the table below with words and phrases from Worksheet 3.

	Words and phrases which mean the same (words in bold)
1. next	
2. ready for the situation	
3. jacket and trousers/ skirt	
4. worried	
5. contact you	
6. past jobs	
7. completed	
8. a notice/ announcement	
9. Curriculum Vitae	

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	

Task 5a - Past simple writing practice

- Work with a partner to write a short story using all 10 verbs.
- Use the past simple tense.

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/ <u>Good afternoon, nice to meet you.</u>
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?