

Worksheet answer key

Getting ready for a Job Interview

1. (suggested solution)

1. Prepare an effective CV.
2. Find out about the company you are interviewing for.
3. Practise your job interview with a friend.

2.

1. Common
2. Balanced, concise
3. Job
4. Interview
5. Suitable

3.

1. Annotare
2. Prepararsi
3. Pensare
4. Realizzare

5. Scoprire
6. Indossare
7. Fare esercizio, fare pratica

4.

Dos:

1. Study your CV.
2. Take some notes.
3. Study your experiences.
4. Think about your ambitions.
5. Think of a few adjectives that describe you.
6. Sit in front of a mirror and practise describing yourself.
7. Be business-like.
8. Find out about the company you are interviewing for.
9. Prepare all you need to take with you the night before.
10. Decide what you are going to wear.
11. Do a mock interview.
12. Be confident about yourself.

Don'ts:

1. Don't panic.
2. Don't talk about personal feelings, family relationships, politics or religion.