

## Модульна контрольна робота з теми: Job Interview

### Variant 1

#### I. Match words with definitions:

1. to burn out	a) to make a formal, usually written, request for something, especially a job, a place at university, or permission to do something
2. a supervisor	b) to answer for something
3. satisfying	c) a person who provides information about your character, abilities, or qualifications when you are trying to get a job
4. to be in charge of	d) to work much too hard
5. wage	e) to leave your job, especially because you are annoyed or unhappy with it
6. dull	f) the work is interesting and gives you positive feelings
7. referee	g) someone who is in charge of a group of workers or a particular area of work
8. to quit	h) money that someone earns according to the number of hours, days, or weeks that they work, especially money that is paid each week
9. to be responsible for	i) to have something under care and supervision
10. to apply for	j) uninteresting

#### II. Choose the best word to the definition:

1. to give up a job or position by telling your employer that you are leaving

- a) retire
- b) dismiss
- c) resign
- d) sack

2. money that is earned in trade or business after paying the cost of producing and selling goods and services

- a) benefits
- b) perks
- c) profits
- d) salary

3. to lose your job because your employer has told you there is not enough work

- a) resign
- b) be fired
- c) be sacked
- d) be made redundant

4. extra time that you work after your usual working hours

- a) overtime
- b) full-time
- c) part-time
- d) more time

5. to remove someone from their job, especially because they have done something wrong

- a) resign
- b) dismiss
- c) quit
- d) abandon

6. one of a group of people who work together

- a) partner
- b) companion
- c) colleague
- d) trainee

7. a particular amount of money that is paid, usually every week, to an employee

- a) salary
- b) perks
- c) bonus
- d) wage

8. paid too little for the work you do

- a) poorly-paid
- b) underpaid
- c) below-paid
- d) high-paid

**III. Fill in the missing preposition:**

1. Univision Holdings has promoted four executives \_\_\_\_\_ new posts as part of a reorganization.
2. She's \_\_\_\_\_ a salary of 28,000 CZK.
3. Any holidays not already booked should be cleared \_\_\_\_\_ your supervisor.
4. He is the top in-house lawyer \_\_\_\_\_ General Electric.
5. Working \_\_\_\_\_ a coal mine must be really demanding.

**IV. Make up your own 5 sentences using words or word combinations from ex. 1 or 2**

**V. Fill in the missing gaps in the job interview:**

projects	marketing	meet	skills	sales	information	opportunity
		present	sounds	free		

Personnel manager: Hi Mark, thanks for coming today. I'm Linda Smith. Nice to 1. \_\_\_\_\_ you.

Candidate: Hello, I'm Mark Turner. Nice to meet you, too.

Personnel manager: Have you read the 2. \_\_\_\_\_ about this job?

Candidate: Yes, it 3. \_\_\_\_\_ very interesting.

Personnel manager: What did you study?

Candidate: I studied 4. \_\_\_\_\_ at Sorbonne University.

Personnel manager: Great. Can you tell me about your 5. \_\_\_\_\_ job?

Candidate: Well, I work in sales and I've managed teams and 6. \_\_\_\_\_. I also have a lot of contact with customers.

Personnel manager: How long have you been in sales?

Candidate: I've worked in 7. \_\_\_\_\_ for four years.

Personnel manager: What do you do in your 8. \_\_\_\_\_ time, Mark?

Candidate: I play golf and go swimming.

Personnel manager: And finally, why do you want this job?

Candidate: I really want to work in marketing. This is a great 9. \_\_\_\_\_ for my career and I think I have the right 10. \_\_\_\_\_ for the job.

Personnel manager: Thank you Mark. It's been good talking to you. Thanks for coming to the interview.

## VI. Open the brackets using Past Simple or Past Continuous:

1. We \_\_\_\_\_ at the breakfast table when the doorbell \_\_\_\_\_. (sit / ring)
2. He \_\_\_\_\_ a lot of friendly people while he \_\_\_\_\_ in California. (meet / work)
3. When they \_\_\_\_\_ the museum, the sun \_\_\_\_\_. (leave / shine)
4. The students \_\_\_\_\_ cards when the teacher \_\_\_\_\_ in. (play / come)
5. While the children \_\_\_\_\_, their parents \_\_\_\_\_ TV. (sleep / watch)

## VII. Write an essay on one of the topics: (15 sentences)

“If opportunity doesn't knock, build a door.” – Milton Berle.

“Don't confuse having a career with having a life.” – Hillary Clinton.

“Pleasure in the job puts perfection in the work.” – Aristotle

## Модульна контрольна робота з теми: Job Interview

### Variant 2

#### I. Match words with definitions:

1. cover letter	a) to agree to do some work
2. tough work	b) someone who is in charge of a group of workers or a particular area of work
3. to manage	c) does not finish after a fixed period
4. to hand over to	d) the way that you are expected to dress in a particular situation, especially as an employee of a particular company
5. a supervisor	e) a letter that you send with other documents, like your CV, giving extra information about yourself
6. to take on	f) to stop work at the end of your working life
7. permanent work	g) finishes after a fixed period
8. dress code	h) the work is difficult and makes you tired
9. to retire	i) to give control of something or responsibility for something to someone else
10. temporary work	j) to handle, direct, govern, or control in action or use

#### II. Choose the best word to the definition:

1. a person who works a lot of time and find it difficult not to work

- a) workaholic
- b) workaddicted
- c) workable
- d) workaddic

2. the amount of money that someone is paid for working

- a) money
- b) profits
- c) benefits
- d) earnings

3. a group of people who work together, especially on a ship, aircraft, etc.

- a) personnel
- b) staff
- c) crew

4. a job

- a) vacancy
- b) situation
- c) work
- d) post

5. somebody who is paid to work for someone else

- a) employer
- b) employee
- c) boss
- d) chairman

6. the act of leaving your job and stop working, usually because you are old

- a) resignation
- b) retirement
- c) abandonment
- d) dismissal

7. a person who is learning and practising the skills of a particular job

- a) trainer
- b) worker
- c) employee
- d) trainee

8. the possibility of being successful, especially at work

- a) degree prospects
- b) career prospects
- c) job prospects
- d) career perks

**III. Fill in the missing preposition:**

1. Sales were falling until the Marketing Manager took \_\_\_\_\_.
2. If we lose the contract we will have to lay \_\_\_\_\_ some staff.
3. Training is often contracted \_\_\_\_\_ to specialist firms
4. She took \_\_\_\_\_ more responsibilities when she was promoted.
5. He handed \_\_\_\_\_ his business to his daughter.

**IV. Make up your own 5 sentences using words or word combinations from ex. 1 or 2**

**V. Fill in the missing gaps in the job interview:**

position   overtime   nice   opportunity   applicants   long   competent
requirements   chance   experience

Interviewer: Welcome to ABC Controls, David. I am Tom.

Interviewee: Hello, it's 1. \_\_\_\_\_ to meet you.

Interviewer: Great, thanks. I hope we didn't keep you waiting for 2. \_\_\_\_\_?

Interviewee: No, I had the 3. \_\_\_\_\_ to talk to one of your engineers while waiting.

Interviewer: First of all, let me introduce myself. I am the manager of our engineering department here and we have an open 4. \_\_\_\_\_, so we have been interviewing 5. \_\_\_\_\_ to fill the position as quickly as possible.

Interviewee: Yes sir, I read about the position on your website, and I think I am a good fit.

Interviewer: Even though we provide training, it would be great if you had some hands-on programming 6. \_\_\_\_\_, knowledge of database systems or skills on developing applications.

Interviewee: My final school project was actually developing a mobile application, so I am fairly 7. \_\_\_\_\_ in developing mobile and web applications.

Interviewer: That's good to hear. Do you mind working 8. \_\_\_\_\_?

Interviewee: No, I do not. I understand that's the nature of the job. When I was going to school, I took quite a few courses each semester while working at least twenty hours every week. And, I handled that situation very well.

Interviewer: Do you have any questions for me?

Interviewee: No, I think I have a pretty good understanding of the 9. \_\_\_\_\_. I believe that I can handle it with ease, and the fact that you provide all the training sounds excellent. I hope to have the 10. \_\_\_\_\_ to work for you.

Interviewer: David, It is nice to meet you. I can tell that you are a good candidate. Expect to hear from us within a week or so about the job.

#### **VI. Open the brackets using Past Simple or Past Continuous:**

1. It \_\_\_\_\_ to rain while she \_\_\_\_\_ the flowers in her garden. (start / water)
2. When I \_\_\_\_\_ the door, it \_\_\_\_\_. (open / rain)
3. While Henry \_\_\_\_\_ a drink at the bar, his wife \_\_\_\_\_ in the sea. (have / swim)
4. He \_\_\_\_\_ a loud bang while he \_\_\_\_\_ to his friend. (hear/talk)
5. While he \_\_\_\_\_ a shower, his dogs \_\_\_\_\_ his steaks. (talk / eat)

#### **VIII. Write an essay on one of the topics: (15 sentences)**

“If opportunity doesn't knock, build a door.” – Milton Berle.

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