



Task 1

Complete the sentences with the correct words.

1. Last week I **applied** for this position.
2. They asked me about my **strengths**.
3. There were three **recruiters** asking me questions.
4. I was asked to talk about my **experience**.
5. Finally, they asked about my **salary expectations**.

Task 2

Correctly match the two parts of the sentences to form questions.

- | | |
|-----------------------|---|
| 1. Why would you like | d) to work for this company? |
| 2. Do you have any | f) questions about the job? |
| 3. Have you worked | b) in this field before? |
| 4. What motivates | c) you to work hard? |
| 5. How did you hear | e) about this job? |
| 6. Could you tell us | a) about your previous experience? |

Task 3

Fill in the blanks with the correct words or phrases.

1. Someone who cooperates well in a team is a **team player**.
2. Someone who works very hard works their **fingers** to the **bone**.
3. If someone has a lot of work, they have a **heavy workload**.
4. Something that is one's weak point is their **flaw**.
5. Someone who is extremely interested or engaged in something has a **real passion** for it.

Task 4

What is each person (1–5) talking about? Match them with the provided answers (a–e).

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|---|--|
| 1. I'd say public speaking is not my strongest point. Also, I'm working on improving my communication skills. | |
| 2. The money, of course, is important. However, I'm more interested in healthcare and a company car. | |
| 3. I was responsible for managing big projects. Therefore, I had to do overtime and deal with many things at the same time. | |
| 4. I think my time management skills are well developed. Also, I never miss deadlines. | |
| 5. I've worked in a similar position but for a much smaller company. | |
| a) This person is talking about their experience. 5 | |
| b) This person is talking about their salary expectations. 2 | |
| c) This person is talking about the workload. 3 | |
| d) This person is talking about their strengths. 4 | |
| e) This person is talking about their flaws. 1 | |

Task 5

Complete the email with the appropriate words or phrases.

Dear Mr. Thomas,

I'd **like** to thank you for inviting me to an **interview** yesterday. I **enjoyed** our conversation about the market trends. I'm looking **forward** to hearing from you.

Do not **hesitate** to contact me if you have any questions.

Best **regards**,

Jack Stevenson