

English in Mind Second edition

Level 5 Unit 2

Worksheet**THE**  **INDEPENDENT****When first impressions really count****Lead-in**

1 Work in pairs or small groups. Discuss the following questions before you read the text and write some notes.

- 1 What are the different stages involved in applying for a job?
- 2 What kind of documents do you need to prepare for your application?
- 3 In what ways do you think it could be 'hard work' or 'painful'?
- 4 What points do you think Linda Murdoch will cover in her article?

Now read the text through and check your ideas.

Reading comprehension (1): text structure

2 Write the number/s of the paragraphs that deal with the following:

- 1 _____ The type of question you can expect to find on the application form.
- 2 _____ How to write your CV.
- 3 _____ What things to check before and after you complete the forms.
- 4 _____ What else to send with your CV.
- 5 _____ What clothes to wear for the interview.
- 6 _____ What the interviewer will want to know about you.
- 7 _____ What not to do on the day of the interview.
- 8 _____ How to prepare for the interview.

Reading comprehension (2): understanding detail

3 Decide which of the following, according to the author, you should do (✓) or shouldn't do (x). Write the number of the paragraph in which you found the information.

- | | | |
|---|-----|-------|
| 1 Enclose a short letter with your CV. | (✓) | 10 |
| 2 Describe how you faced up to a challenge in your private life. | () | _____ |
| 3 Always wear a suit at the interview. | () | _____ |
| 4 Send in a CV that is more than three pages. | () | _____ |
| 5 Ask if you will get a discount on company products. | () | _____ |
| 6 Say you are a good communicator and regularly take part in college debates. | () | _____ |
| 7 Mention examinations you have failed. | () | _____ |
| 8 Say that you would enjoy the job. | () | _____ |
| 9 Say that you work well in a team. | () | _____ |
| 10 Invent qualifications you don't have. | () | _____ |

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Level 5 Unit 2

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Vocabulary (1): words in context

4 The list of words and phrases on the left below are printed *in italics* in the article. Find them and circle the best definition for each in this particular context from the options given on the right.

- | | |
|-------------------------|--|
| 1 <i>count</i> | calculate / <u>be important</u> / be included |
| 2 <i>bag</i> | steal / hide / succeed in getting |
| 3 <i>competence</i> | ability to do something well / desire to win / qualification |
| 4 <i>set about</i> | fix / begin / attack |
| 5 <i>round</i> | stage of a competition / circle / interview |
| 6 <i>submit</i> | surrender / send in / finish |
| 7 <i>fade</i> | lose colour / become quieter / become weaker |
| 8 <i>nerve-wracking</i> | stressful / exciting / tiring |
| 9 <i>rhyme off</i> | invent / repeat easily / write a poem about |
| 10 <i>approach</i> | introduction / attack / way of dealing with something |

Vocabulary (2): idiomatic expressions

5 Find words or phrases in the text (paragraph numbers given in parentheses) to match the following definitions:

- | | |
|--|-------------------------------|
| 1 looking for a job | (1) <u>job</u> <u>hunting</u> |
| 2 being considered at the moment | (2) in _____ |
| 3 very large or important | (4) _____ |
| 4 lose the competition very early on | (5) _____ at _____ |
| 5 ritual or event marking a stage in your life | (11) _____ of _____ |
| 6 depends on | (13) is _____ |
| 7 features which make people want to buy a product | (15) _____ |
| 8 show, illustrate | (15) _____ them _____ |
| 9 giving a good impression | (16) get _____ on _____ |

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Level 5 Unit 2

Worksheet

THE
INDEPENDENT

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Vocabulary (3): idiomatic expressions in use

6 Use your answers from Exercise 5 to complete the sentences below. You may need to change the form of some of the words.

- 1 So what are the unique selling points of this mobile phone? Why should I buy it?
- 2 Staying away from home for the first time is a kind of _____ It's all part of growing up.
- 3 The young man _____ is standing right over there. That's him, I'm sure.
- 4 As soon as I finish college, I'm going to start _____. I need to earn some money!
- 5 She so desperately wanted to win the essay competition, but _____ the _____ by not keeping within the word limit.
- 6 Her creative genius was only _____ after her death, when the manuscripts were discovered in the attic of her house.
- 7 Take some flowers when you visit her parents for the first time. It will help you _____ off _____ the _____.
- 8 He himself told me the _____ news that he was not my real father.
- 9 In the end it's _____ how you feel. Do you love him, or don't you?

Grammar (1): present participles and gerunds (-ing)

7 The following phrases containing present participles and gerunds are taken from the text. The -ing form is used in them in different ways. Match the phrases to their uses below.

- | | |
|--|----------|
| 1 '... <i>getting</i> a job...' (para 1) | <u>d</u> |
| 2 '... <i>meaning</i> that the job in question ...' (para 2) | _____ |
| 3 '... your experience need not be <i>earth-shattering</i> .' (para 4) | _____ |
| 4 '... can lead to you <i>failing</i> to reach ...' (para 5) | _____ |
| 5 '... a short document <i>highlighting</i> ...' (para 7) | _____ |
| 6 '... <i>working</i> in a bar or a shop ...' (para 8) | _____ |
| 7 '... a <i>covering</i> letter ...' (para 10) | _____ |
| 8 'Would people enjoy <i>working</i> with you ...?' (para 14) | _____ |
| 9 '... by <i>using</i> strengths ...' (para 15) | _____ |
| 10 '... its employees are <i>wearing</i> ...' (para 16) | _____ |

present participle

- a used to form a continuous tense
- b used in place of a relative clause (x 2)
- c used as an adjective (x 2)

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Level 5 Unit 2

Worksheet

THE INDEPENDENT

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gerund

d used to form the subject or object of a verb (x 2)

e used after a preposition (x 2)

f used after a verb always followed by a gerund

Grammar (2): using present participles and gerunds (-ing)

8 Re-write the sentences below. Replace the words in *italics* using a present participle or gerund and match them to the uses in Exercise 7.

1 It was an experience *which terrified* her.

For her it was a terrifying experience

Use

c

2 Please send me a report *in which you summarise* the important points.

Please send me a report _____ the important points.

3 It requires a lot of patience *to teach young children*.

_____ requires a lot of patience.

4 When you begin your essay, *you should write* a short introduction.

Begin your essay by _____ a short introduction.

5 He suggested *that we should meet* at the cinema.

He suggested _____ at the cinema.

6 The boy *who is standing* in the front row is in my class.

The boy _____ in the front row is in my class.

7 It's really difficult *to sing and play the guitar at the same time*.

_____ is really difficult.

8 *I phoned Sam and had a shower*, and then I went to bed.

After _____, I went to bed.

9 We were all *fascinated by his story*.

We all found _____

10 Imagine *that you are alone* on a desert island.

Imagine _____ on a desert island.

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Worksheet**When first impressions really count****THE**  **INDEPENDENT****Discussion****9 Discuss the following questions in small groups.**

- 1 Have you decided on a future career? What is your dream job?
What will you need to do before you can fulfil your ambitions?
- 2 What will be most important to you in your future career?

Consider the following:

- salary
- job satisfaction
- security
- colleagues
- working environment
- other

Compare your views with others in the class.

Lesson Plan and Worksheet author: Merryn Grimley

Editor: Jacqueline French