

Preparing for a Job Interview

COMPREHENSION • VOCABULARY • DISCUSSION

INTERACTIVE ONLINE TEST

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Reading Passage

Read the passage carefully. Each paragraph is labelled with a letter for easy reference.

- A** Preparing for a job interview can be both exciting and nerve-wracking. Many people start by researching the company they are applying to. For example, if Anna is interviewing at a marketing firm called Bright Ideas, she would look up their recent campaigns and values. This helps her understand what the company is about and allows her to ask informed questions during the interview. In addition, practicing common interview questions is crucial. Anna might ask her friend to help her rehearse answers to questions like 'What are your strengths?' or 'Why do you want to work here?'. This practice can boost her confidence and help her speak clearly.
- B** On the day of the interview, Anna plans to dress professionally and arrive early. She knows that first impressions matter, so she chooses a smart outfit and makes sure her hair is neat. When she arrives, she greets the receptionist with a smile. During the interview, Anna listens carefully to the interviewer's questions. She takes her time to think before answering, ensuring that her responses are thoughtful. After the interview, she remembers to thank the interviewer for their time. Following up with a thank-you email later that day can also leave a positive impression. By preparing well, Anna increases her chances of getting the job she wants.

Vocabulary Glossary

Key words and phrases from the passage. Study them before attempting the exercise below.

WORD / PHRASE	DEFINITION	EXAMPLE SENTENCE
nerve-wracking	making you feel very nervous or worried	<i>Speaking in front of a big crowd can be nerve-wracking.</i>
campaigns	a series of actions or events to achieve a goal, often in advertising	<i>The new advertising campaigns were very successful.</i>
rehearse	to practice something before doing it in front of others	<i>She had to rehearse her speech many times before the event.</i>
impression	the feeling or idea you get about someone or something	<i>He made a good impression at the meeting.</i>
professionally	in a way that shows skill and careful attention to detail	<i>She acted very professionally during the interview.</i>
strengths	things you are good at or strong in	<i>One of his strengths is his ability to work well with others.</i>
thoughtful	showing careful consideration or attention	<i>Her thoughtful answer impressed the teacher.</i>
receptionist	a person who works at the front desk of a company, helping visitors	<i>The receptionist greeted us with a smile.</i>

Vocabulary Exercise — Fill in the Blank

Use one word or phrase from the glossary above to complete each sentence. Each item is used only once. Answers are on the final page.

1. The new manager's ideas for the company were part of several successful advertising _____.
2. Giving a speech in front of a large audience can be very _____.
3. Before the big event, she needed to _____ her presentation a few more times.
4. Wearing a clean and neat outfit can help make a good _____.
5. He always acts _____ when speaking with clients, showing skill and politeness.
6. One of my biggest _____ is my ability to stay calm under pressure.

Comprehension Questions

These questions are different from the online practice test. Choose the best answer (A, B, C, or D). Answers and explanations are on the final page.

Question 1

Why does Anna research the company before her interview?

- A. To learn about their recent campaigns and values.
- B. To find out the names of the interviewers.
- C. To know the exact time of the interview.
- D. To discover the company's financial situation.

Question 2

What is one way Anna prepares for common interview questions?

- A. She looks for answers online.
- B. She practices with a friend.
- C. She writes down notes during the interview.
- D. She ignores them because they are easy.

Question 3

What does Anna do to make a good first impression?

- A. She rehearses her answers.
- B. She arrives late to the interview.
- C. She dresses smartly and arrives early.
- D. She sends a thank-you email before the interview.

Question 4

How does Anna show that she is listening carefully during the interview?

- A. She interrupts the interviewer frequently.
- B. She answers questions immediately.
- C. She thinks before answering.
- D. She avoids eye contact.

Question 5

What is the purpose of sending a thank-you email after the interview?

- A. To ask for feedback.
- B. To leave a positive impression.
- C. To confirm the interview time.
- D. To negotiate salary.

Discussion & Writing Prompts

Each prompt references a specific detail from the passage above. Use for classroom discussion or a short written response (150–200 words).

1. The passage mentions Anna practices answering questions like 'What are your strengths?'. What other questions do you think are important to prepare for and why?

2. Anna plans to dress professionally and arrive early for her interview, as stated in the passage. How important do you think first impressions are in job interviews, and why?

3. The passage describes Anna sending a thank-you email after the interview. Do you think this is necessary in today's job market, and how might it impact the employer's decision?

Answer Key

COMPREHENSION QUESTIONS

Q1 A

Q2 B

Q3 C

Q4 C

Q5 B

VOCABULARY EXERCISE

FIB1 campaigns

FIB2 nerve-wracking

FIB3 rehearse

FIB4 impression

FIB5 professionally

FIB6 strengths

Comprehension Question Explanations

Why the correct answer is right — and why each wrong option is incorrect.

1. Why does Anna research the company before her interview?

✓ A — To learn about their recent campaigns and values.

Anna researches the company to learn about their recent campaigns and values.

✗ B — To find out the names of the interviewers.

The passage mentions researching campaigns and values, not interviewer names.

✗ C — To know the exact time of the interview.

The passage does not mention researching the time of the interview.

✗ D — To discover the company's financial situation.

The passage does not mention financial details.

2. What is one way Anna prepares for common interview questions?

✓ B — She practices with a friend.

Anna practices common interview questions with her friend.

✗ A — She looks for answers online.

The passage says she practices with a friend, not looks online.

✗ C — She writes down notes during the interview.

Writing down notes is not mentioned as a preparation method.

✗ D — She ignores them because they are easy.

She practices them, indicating she takes them seriously.

3. What does Anna do to make a good first impression?

✓ C — She dresses smartly and arrives early.

Anna dresses smartly and arrives early to make a good first impression.

✗ A — She rehearses her answers.

Rehearsing answers is for preparation, not for first impressions.

✗ B — She arrives late to the interview.

Arriving late would not create a good first impression.

✗ D — She sends a thank-you email before the interview.

The thank-you email is sent after the interview.

4. How does Anna show that she is listening carefully during the interview?

✓ C — She thinks before answering.

Anna takes time to think before answering questions, showing she listens carefully.

✗ A — She interrupts the interviewer frequently.

Interrupting would not show careful listening.

✗ B — She answers questions immediately.

Answering immediately might not show careful listening.

✗ D — She avoids eye contact.

Avoiding eye contact does not show careful listening.

5. What is the purpose of sending a thank-you email after the interview?

✓ **B — To leave a positive impression.** Sending a thank-you email can leave a positive impression.

✗ **A — To ask for feedback.** *The passage does not mention asking for feedback in the email.*

✗ **C — To confirm the interview time.** *The interview time is confirmed beforehand, not in the email.*

✗ **D — To negotiate salary.** *Salary negotiation is not mentioned in regard to the thank-you email.*

MORE B1 LEVEL READING PRACTICE

Understanding Climate Change — <https://www.esl-tests.com/reading/b1/understanding-climate-change>

Exploring Health Fitness Trends — <https://www.esl-tests.com/reading/b1/exploring-health-fitness-trends>

Exploring Street Food Culture — <https://www.esl-tests.com/reading/b1/exploring-street-food-culture>