

1 Grammar, Vocabulary, and Pronunciation **A**

GRAMMAR

1 Order the words to make questions and sentences.

Example: you / the / enjoy / didn't / meal / ?

Didn't you enjoy the meal?

- cinema / night / the / go / last / you / did / to / ?
- seen / film / the / you've / isn't / this / ever / best / ?
- higher / up / heating / colder / the / it / , / the / the / I / gets / turn /
- do / to / how / for / people / need / cook / we / many / ?
- nationalities / class / the / what / your / students / in / are / ?
- to / aren't / you / home / glad / didn't / you / go / that / decide / ?
- speak / you / be / better / practise / , / to / more / the / you / will / the / able /
- eating / chocolate / should / be / much / you / that / ?

8

2 Complete the sentences with an auxiliary verb.

Example: Your sister speaks Spanish, *doesn't* she?

- You've been to Greece before, _____ you?
- A** Will Rhona be coming to the meeting?
B No, she _____. She's in Berlin.
- We both like skiing, but none of our children _____.
- A** I'd love to be an actor.
B _____ you? I think I'd find it too stressful.
- A** I don't think Sam wants to come on holiday with us this year.
B He _____ want to! He told me yesterday.
- A** We're having a Chinese takeaway tonight.
B So _____ we!

6

3 Read the questions and complete the indirect questions.

Example: What time is it?

Do you know what time it is?

- Why did she leave without saying goodbye?
I wonder _____?
- When does college end for the summer?
I'm not sure _____.
- Can we bring guests to the party?
Do you have any idea _____?
- What type of batteries does this need?
Do you know _____?
- Where are the toilets?
Can you tell me _____?
- How many people have you invited?
I can't remember _____?

6

Grammar total 20

VOCABULARY

4 Complete the words in the sentences.

Example: Hannah isn't very open to new ideas – she's quite **narrow**-minded.

- It's difficult to get Henry to spend money – he's rather tight-**f**_____.
- Jason will be relaxed about you borrowing his bike – he's very **l**_____ -back.
- I've forgotten my PIN number again – I'm getting quite **a**_____ -minded these days.
- Why did you say that to Jane when you told me the opposite? You're so two-**f**_____.
- You should think about other people more – you're too **s**_____ -centred.
- You're not a difficult and moody person – you're very well-**b**_____ on the whole.
- Don't say anything that might make Jack angry – he's very bad-**t**_____.
- If Alan wants something he fights until he gets it – he's extremely strong-**w**_____.
- Gina will be happy to go wherever you want to – she's pretty easy-**g**_____.

1 Grammar, Vocabulary, and Pronunciation **A**

- 10 Fred is always ready to try new ways of doing things – he's **o**_____ -minded.

 10

5 Underline the correct word.

Example: This film is a bit boring / **enjoyable** / **interesting**.

- 1 My dad is a bit **open-minded** / **narrow-minded** / **good-tempered**.
- 2 This food is extremely **OK** / **alright** / **delicious**.
- 3 I like working with Jake, but he is rather **open-minded** / **hard-working** / **slow**.
- 4 I think you're being a bit **self-confident** / **self-centred** / **good-tempered**.

 4

6 Choose the correct words for the definitions.

bizarre crush somebody trend job-seeker
candidate pioneer ~~headhunter~~

Example: A person who contacts people and offers them a job with a new company headhunter

- 1 destroy someone's confidence _____
- 2 person looking for employment _____
- 3 person who has applied for a job _____
- 4 popular way of doing something _____
- 5 the first to do something in a new and different way _____
- 6 very strange and unusual _____

 6

Vocabulary total 20

PRONUNCIATION

- 7 Match the words with the same sound.

flustered agency finish
two-faced ~~approach~~ crush

Example: **change** approach

- 1 persuade _____, _____
- 2 job-seeker _____
- 3 sure _____, _____

 5

- 8 Underline the stressed syllable.

Example: cheerful

- 1 de|man|ding
- 2 re|cruit|ment
- 3 bi|zarre
- 4 fla|pping
- 5 di|rec|tor

 5

Pronunciation total 10

Grammar, Vocabulary, and Pronunciation total 50

1 Reading and Writing **A**

READING

Read the article about personality tests. Five sentences have been removed. Which sentence (A–F) fits each gap (1–5)? There is one extra sentence you do not need to use.

Personality Tests: Can They Identify The Real You?

The next time you apply for a job, you might be asked to take a personality test. Even though the companies that make the tests are not keen on them actually being used to select staff during the interview process, the business of personality is big and growing. But do the tests work?

A few years back, my niece was looking for a summer job. (— 1 —) But before the interview, she had to fill out an online application including a psychometric test – a test which would reveal a lot about her personality. She explained that there was a whole section on ethics and how you'd react in a particular situation, like dealing with a difficult customer, for example. And apparently the message was pretty clear – if you're easily annoyed, don't be a waitress.

(— 2 —) Personality tests are now appearing in all types of industry. In a global recession, many firms want to be sure they are employing the most suitable person for the job. They cannot afford to pick the wrong one.

Smaller profits also mean staff are working under more stress. Therefore, companies want to make sure their employees get on with each other. Disagreements are costly and inefficient.

In the US alone, there are about 2,500 personality tests on the market. One of the most popular is called the Myers-Briggs Type Indicator, or MBTI. (— 3 —) It has also been adopted by governments and military agencies around the world.

'Myers-Briggs is the most successful psychometric test out there and deservedly so,' says Rachel Robinson of the consultancy firm YSC in central London. 'It has been a fantastic vehicle for people to think about themselves and how others are different.'

Perhaps its attraction lies in its simplicity – according to the MBTI, we all match one of 16 character types. But it's the fact that it is so straightforward that makes some people suspicious.

Like many personality tests, MBTI is based on the work of Carl Jung, the Swiss psychiatrist who, together with Sigmund Freud, helped lay the foundations of modern psychology. Jung developed the idea of opposite pairs of characteristics. This refers to qualities such as being friendly or unfriendly, or lazy or hard-working, which are present in all of us. (— 4 —)

The MBTI was invented thanks to an awkward relationship between a woman and her future son-in-law. Katherine Briggs, a wealthy housewife from Washington DC, realized Clarence Myers was a good match for her daughter, Isabel, when she brought him home from college. He seemed like a nice young man, but his way of thinking was so strange to her that she turned to books for help.

Jung's Psychological Types fascinated her, and soon Isabel was infected by her mother's enthusiasm. (— 5 —) Jung only identified eight personality types, but Isabel Briggs Myers doubled that number. According to the MBTI, everybody can be described by four letters chosen out of a total of eight, for example ISFJ or ENTP. The various combinations of letters make up the sixteen personality types.

Apparently the overwhelming majority of the 2.5 million Americans who take the MBTI assessment each year feel their results do fit their personalities. However, the Myers Briggs Foundation itself discourages the use of the test for hiring and firing. Instead, they see it as a means of getting employees to think about how they interact with colleagues and work as a team. So, if you are asked to do a personality test in the future, think carefully about the reason behind it. It may not be for the reason you thought!

- A Used by 89 of the top 100 companies, it has been translated into 24 languages.
- B She heard the tips were good in a restaurant in Chicago, and decided to apply.
- C Over the next two decades, the pair became very interested in how people behave.
- D On the other hand, according to one author, as many as 75% of test takers achieve a different personality type when tested for a second time.
- E He suggested that in terms of each pair of qualities, we tend to be one or the other.
- F Andrea was surprised, but was faced with a similar test when she applied to work in a bookshop.

Reading total	10
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WRITING

Write an email to your friend telling him / her about something unusual that happened to you recently.

Write 140–180 words. Include the following information:

- say what happened to you
- explain where you were when it happened
- describe how you acted in this situation

Writing total	10
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Reading and Writing total	20
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1 Listening and Speaking **A**

LISTENING

1 Listen to five people talking about which characteristics in a person annoy them. Choose from the list (A–F) which characteristic each person mentions. Use the letters only once. There is one extra letter you do not need to use.

- A behaving carelessly
- B being untidy
- C behaving selfishly
- D behaving rudely
- E showing unreliability
- F being impatient

Speaker 1:
 Speaker 2:
 Speaker 3:
 Speaker 4:
 Speaker 5:

5

2 Listen to a young businessman talking about job interviews. Underline the correct answer.

- 1 For Graeme the hardest thing about the interview was finding **examples of his successes / ways to keep his answers short / time to get ready**.
- 2 Graeme says the people who interviewed him were **serious / friendly / clever**.
- 3 Graeme thinks he answered **a few / most / all** of the questions well.
- 4 After the interview, Graeme thought someone with **a different background / different qualifications / more experience** would be chosen.
- 5 According to Graeme, on the day of the interview the most important thing is to be **on time / as you usually are / well-dressed**.

5

Listening total 10

SPEAKING

1 Make questions and ask your partner.

- 1 How long / learn English?
- 2 How / relax?
- 3 What / enjoy / doing / when / have / some free time?
- 4 Do / spend / much time / use / the internet? Why / Why not?
- 5 What / earliest memory?

Now answer your partner's questions.

2 Listen to your partner talking about friendship. Do you agree with him / her?

3 Talk about the statement below, saying if you agree or disagree. Give reasons.

'It is important for friends to be interested in the same things.'

Speaking total 20

Listening and Speaking total 30

1 Grammar, Vocabulary, and Pronunciation B

GRAMMAR

1 Order the words to make questions and sentences.

Example: you / the / enjoy / didn't / meal / ?

Didn't you enjoy the meal?

- 1 do / to / how / for / guests / need / cook / we / many / ?
- 2 to / aren't / you / home / pleased / didn't / you / go / that / decide / ?
- 3 speak / you / be / better / practise / , / to / more / the / you / will / the / able /
- 4 seen / film / the / you've / isn't / this / ever / best / horror / ?
- 5 theatre / night / the / go / last / you / did / to / ?
- 6 eating / really / sugar / should / be / much / you / that / ?
- 7 nationalities / class / the / what / your / people / in / are / ?
- 8 higher / up / heating / colder / the / it / , / the / the / I / gets / turn /

8

2 Complete the sentences with an auxiliary verb.

Example: Your sister speaks Spanish, *doesn't* she?

- 1 We both like sailing, but none of our friends _____.
- 2 **A** We're having an Indian meal this evening.
B So _____ we!
- 3 You'd been to the States before, _____ you?
- 4 **A** I'd love to be a doctor.
B _____ you? I think I'd find it too demanding.
- 5 **A** Will Anna be coming to the conference?
B No, she _____. She's in Paris.
- 6 **A** I don't think Belinda wants to come to the beach this afternoon.
B She _____ want to! She told me this morning.

6

3 Read the questions and complete the indirect questions.

Example: What time is it?

Do you know *what time it is?*

- 1 Where are the exits?
Can you tell me _____
_____?
- 2 What type of fuel does this need?
Do you know _____
_____?

- 3 How many colleagues have you asked to come?
I can't remember _____
_____?
- 4 Why did she go out without taking her coat?
I wonder _____
_____?
- 5 Can we take friends to the show?
Do you have any idea _____
_____?
- 6 When does the office close for Easter?
I'm not sure _____
_____.

6

Grammar total 20

VOCABULARY

4 Complete the words in the sentences.

Example: Hannah isn't very open to new ideas – she's quite **narrow**-minded.

- 1 Kevin gets angry really easily – he's extremely bad-**t**_____.
- 2 I'm always happy to try something new and different – I'm pretty **o**_____ -minded.
- 3 If I really want something I'll do anything to get it – I'm very strong-**w**_____.
- 4 Jackie will go along with whatever you want to do – she's pretty easy-**g**_____.
- 5 Brian hardly ever spends any money – he's very tight-**f**_____.
- 6 Jason won't mind you using his computer – he's very **l**_____ -back.
- 7 Why did you tell Paula that and tell me something different? You're so two-**f**_____.
- 8 You ought to consider other people's needs sometimes – you're too **s**_____ -centred.
- 9 I don't think she's a difficult character – she seems very well-**b**_____ on the whole.
- 10 I've forgotten my password again – I'm becoming more **a**_____ -minded these days.

10

1 Grammar, Vocabulary, and Pronunciation **B**

5 Underline the correct word.

Example: This film is a bit boring / enjoyable / interesting.

- We enjoy working with Chris but she is rather open-minded / hard-working / slow.
- I'm a bit self-confident / self-centred / good-tempered sometimes.
- This salad is extremely OK / alright / delicious.
- I think your parents are a bit open-minded / narrow-minded / good-tempered.

 4

6 Choose the correct words for the definitions.

bizarre crush somebody trend job-seeker
candidate pioneer ~~headhunter~~

Example: A person who contacts people and offers them a job with a new company headhunter

- popular way of doing something _____
- the first to do something in a new and different way _____
- very strange and unusual _____
- person looking for employment _____
- person who applies for a job _____
- destroy someone's confidence _____

 6

Vocabulary total	<input type="text"/>	20
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PRONUNCIATION

7 Match the words with the same sound.

decision ~~bandage~~ terraced
noise flustered jazz

Example: agency bandage

- bizarre _____, _____
- persuade _____, _____
- unusual _____

 5

8 Underline the stressed syllable.

Example: cheer|ful

- job|-see|ker
- head|hun|ter
- fa|sci|nate
- di|rec|tor
- news|pa|per

 5

Pronunciation total	<input type="text"/>	10
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Grammar, Vocabulary, and Pronunciation total	<input type="text"/>	50
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1 Reading and Writing **B**

READING

Read the article about personality tests. Five sentences have been removed. Which sentence (A–F) fits each gap (1–5)? There is one extra sentence you do not need to use.

The Myers-Biggs Type Indicator

The business of personality tests is big and growing. As more people are looking for work, the competition for jobs gets greater and greater, and companies are looking to new ways to find the best person for the job. So the next time you apply for a job, you might be asked to take a personality test. How effective are these tests, though?

Several years ago, Andrea was looking for a summer job to pay her way through college. She heard the tips were good in a restaurant in Chicago, and decided to apply. But before the interview, she had to fill out an online application including a psychometric test – a test which would reveal a lot about her personality. She explained that there was a whole section on ethics and how you'd react in a given situation, like dealing with a difficult customer, for example. (— 1 —)

Andrea was surprised, but was faced with a similar test when she applied to work in a bookshop. Personality tests are now appearing in all types of industry. In a global recession, many firms want to be sure they are employing the most suitable person for the job. They cannot afford to pick the wrong one. Smaller profits also mean staff are working under more stress. (— 2 —) Disagreements are costly and inefficient.

In the US alone, there are about 2,500 personality tests on the market. (— 3 —) Used by 89 of the top 100 companies, it has been translated into 24 languages. It has also been adopted by governments and military agencies around the world. 'Myers-Briggs is the most successful psychometric test out there and deservedly so,' says Rachel Robinson of the consultancy firm YSC in central London. 'It has been a fantastic vehicle for people to think about themselves and how others are different.'

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The MBTI was invented thanks to an awkward relationship between a woman and her future son-in-law. Katherine

Briggs, a wealthy housewife from Washington DC, realized Clarence Myers was a good match for her daughter, Isabel, when she brought him home from college. (— 5 —)

Jung's Psychological Types fascinated her and soon Isabel was infected by her mother's enthusiasm. Over the next two decades, the pair became very interested in how people behave. Jung only identified eight personality types, but Isabel Briggs Myers eventually doubled that number. According to the MBTI, everybody can be described by four letters chosen out of a total of eight, for example ISFJ or ENTP. The various combinations of letters make up the sixteen personality types.

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- A Therefore, companies want to make sure their employees get on with each other.
- B He seemed like a nice young man, but his way of thinking was so strange to her that she turned to books for help.
- C On the other hand, according to one author, as many as 75% of test takers achieve a different personality type when tested for a second time
- D And apparently the message was pretty clear – if you're easily annoyed, don't be a waitress.
- E This refers to qualities such as being friendly or unfriendly, or lazy or hard-working, which are present in all of us.
- F One of the most popular is called the Myers-Briggs Type Indicator, or MBTI.

Reading total	10
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WRITING

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Write 140–180 words. Include the following information:

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- explain where you were when it happened
- describe how you acted in this situation

Writing total	10
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Reading and Writing total	20
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1 Listening and Speaking **B**

LISTENING

1 Listen to five people talking about which characteristics in a person annoy them. Choose from the list (A–F) which characteristic each person mentions. Use the letters only once. There is one extra letter you do not need to use.

- A being messy
- B showing impoliteness
- C not being reliable
- D being jealous
- E not considering other people
- F not being careful

Speaker 1:
 Speaker 2:
 Speaker 3:
 Speaker 4:
 Speaker 5:

5

2 Listen to a young businessman talking about job interviews. Underline the correct answer.

- 1 Graeme feels that **he didn't give enough examples / his answers weren't always short enough / he didn't spend enough time getting ready.**
- 2 Graeme thinks his interviewers are **successful / helpful / cheerful** people.
- 3 Graeme says he **had a rough idea / had no idea / predicted in advance** what the questions in the interview would be.
- 4 Graeme felt confident about his **experience / abilities / qualifications.**
- 5 Graeme advises people to **try to be confident / ask questions about the company / behave as normal** during the interview.

5

Listening total 10

SPEAKING

1 Answer your partner's questions.

Now make questions and ask your partner.

- 1 How long / learn English?
- 2 How / relax?
- 3 What / enjoy / doing / when / have / some free time?
- 4 Do / spend / much time / use / the internet? Why / Why not?
- 5 What / earliest memory?

2 Talk about the statement below, saying if you agree or disagree. Give reasons.

'It's important for friends to be interested in the same things.'

3 Listen to your partner talking about friendship. Do you agree with him / her?

Speaking total 20

Listening and Speaking total 30

Grammar, Vocabulary, and Pronunciation

GRAMMAR

- 1**
- 1 Did you go to the cinema last night?
 - 2 Isn't this the best film you've ever seen?
 - 3 The colder it gets, the higher I turn up the heating.
 - 4 How many people do we need to cook for?
 - 5 What nationalities are the students in your class?
 - 6 Aren't you glad that you didn't decide to go home?
 - 7 The more you practise, the better you will be able to speak.
 - 8 Should you be eating that much chocolate?

- 2**
- 1 haven't
 - 2 won't
 - 3 do
 - 4 Would
 - 5 does
 - 6 are

- 3**
- 1 why she left without saying goodbye
 - 2 when college ends for the summer
 - 3 if/whether we can bring guests to the party
 - 4 what type of batteries this needs
 - 5 where the toilets are
 - 6 how many people you have invited

VOCABULARY

- 4**
- 1 fisted
 - 2 laid
 - 3 absent
 - 4 faced
 - 5 self
 - 6 balanced
 - 7 tempered
 - 8 willed
 - 9 going
 - 10 open

- 5**
- 1 narrow-minded
 - 2 delicious
 - 3 slow
 - 4 self-centred

- 6**
- 1 crush
 - 2 job-seeker
 - 3 candidate
 - 4 trend
 - 5 pioneer
 - 6 bizarre

PRONUNCIATION

- 7**
- 1 flustered, two-faced
 - 2 agency
 - 3 finish, crush

- 8**
- 1 de|man|ding
 - 2 re|cruit|ment
 - 3 bi|zarre
 - 4 fla|pping
 - 5 di|rec|tor

Reading and Writing

READING

- 1**
- 1 B
 - 2 F
 - 3 A
 - 4 E
 - 5 C

WRITING

Student's own answers.

Task completion: The task is fully completed and the answer easy to understand. (4 marks)

Grammar: The student uses appropriate structures to achieve the task. Minor errors do not obscure the meaning. (3 marks)

Vocabulary: The student uses a sufficient range of words and phrases to communicate the message clearly. (3 marks)

Listening and Speaking

LISTENING

- 1 Speaker 1: D
Speaker 2: A
Speaker 3: B
Speaker 4: C
Speaker 5: E
- 2 1 ways to keep his answers short
2 serious
3 most
4 a different background
5 as you usually are

SPEAKING

Interactive communication and oral production:

The student communicates effectively with his / her partner, asking and answering simple questions, and where necessary initiating conversation, and responding. The student uses appropriate strategies to complete the task successfully. (10 marks)

Grammar and Vocabulary: The student uses a sufficient range of vocabulary and structure to communicate clearly. Minor occasional errors do not impede communication. (5 marks)

Pronunciation: The student's intonation, stress, and articulation of sounds make the message clear and comprehensible. (5 marks)

Grammar, Vocabulary, and Pronunciation

GRAMMAR

- 1**
- 1 How many guests do we need to cook for?
 - 2 Aren't you pleased that you didn't decide to go home?
 - 3 The more you practise, the better you will be able to speak.
 - 4 Isn't this the best horror film you've ever seen?
 - 5 Did you go to the theatre last night?
 - 6 Should you really be eating that much sugar?
 - 7 What nationalities are the people in your class?
 - 8 The colder it gets, the higher I turn up the heating.

- 2**
- 1 do
 - 2 are
 - 3 hadn't
 - 4 Would
 - 5 won't
 - 6 does

- 3**
- 1 where the exits are
 - 2 what type of fuel this needs
 - 3 how many colleagues you have asked to come
 - 4 why she went out without taking her coat
 - 5 if/whether we can take friends to the show
 - 6 when the office closes for Easter

VOCABULARY

- 4**
- 1 tempered
 - 2 open
 - 3 willed
 - 4 going
 - 5 fisted
 - 6 laid
 - 7 faced
 - 8 self
 - 9 balanced
 - 10 absent

- 5**
- 1 slow
 - 2 self-centred
 - 3 delicious
 - 4 narrow-minded

- 6**
- 1 trend
 - 2 pioneer
 - 3 bizarre
 - 4 job-seeker
 - 5 candidate
 - 6 crush

PRONUNCIATION

- 7**
- 1 noise, jazz
 - 2 terraced, flustered
 - 3 decision

- 8**
- 1 job|see|ker
 - 2 head|hun|ter
 - 3 fa|sci|nate
 - 4 di|rec|tor
 - 5 news|pa|per

Reading and Writing

READING

- 1**
- 1 D
 - 2 A
 - 3 F
 - 4 E
 - 5 B

WRITING

Student's own answers.

Task completion: The task is fully completed and the answer easy to understand. (4 marks)

Grammar: The student uses appropriate structures to achieve the task. Minor errors do not obscure the meaning. (3 marks)

Vocabulary: The student uses a sufficient range of words and phrases to communicate the message clearly. (3 marks)

Listening and Speaking

LISTENING

- 1 Speaker 1: B
Speaker 2: F
Speaker 3: A
Speaker 4: E
Speaker 5: C

- 2 1 his answers weren't always short enough
2 successful
3 predicted in advance
4 abilities
5 behave as normal

SPEAKING

Interactive communication and oral production:

The student communicates effectively with his / her partner, asking and answering simple questions, and where necessary initiating conversation, and responding. The student uses appropriate strategies to complete the task successfully. (10 marks)

Grammar and Vocabulary: The student uses a sufficient range of vocabulary and structure to communicate clearly. Minor occasional errors do not impede communication. (5 marks)

Pronunciation: The student's intonation, stress, and articulation of sounds make the message clear and comprehensible. (5 marks)

FILE 1

Listening 1

Speaker 1 I'm quite easy-going actually so there's not much that annoys me. The thing that I really can't stand though, is bad manners – that lack of polite behaviour – you know like someone interrupting me while I'm speaking. I mean there's just no excuse for that really. Anything else, say being a bit late for an appointment, is fine, but not that!

Speaker 2 Erm ... I suppose people who don't seem to respect or care about other people's things. And I'm thinking mainly about my brother here when I say this! He's always borrowing my stuff and then either losing it or breaking it. And if I refuse to lend him something, he says I'm selfish of course. I can't win!

Speaker 3 Well, that's easy to answer! You see I share a bedroom with my sister, and you can't imagine what it's like in there. There's stuff everywhere! She has loads of books and folders, and she'd need an empty room just for her clothes and shoes alone. The wardrobe's about to burst. In fact, it's difficult just to walk through the room. None of this is a problem for her, of course. She just tells me to chill out and take it easy!

Speaker 4 Well, I'm not the most patient of people so lots of things annoy me! The usual things – bad manners, messiness, and so on. I'd say that people who only think about themselves make me really mad though. It's nice just to consider others sometimes, isn't it? It's not all about you!

Speaker 5 I think jealousy's a really bad thing in a person – I don't like that at all. But thinking about it again, even worse is a person who doesn't do what they say they're going to ... you know the type ... they're never on time, they cancel plans at the last minute ... that kind of thing. I've had arguments with people in the past because of this.

FILE 1

Listening 2

Interviewer I'm delighted to say that today in the studio with us we have Graeme Rushton, who's going to talk to us about his experience of being interviewed and I'm sure he'll have some great tips to share with you. Welcome Graeme, and thanks so much for joining us.

Graeme Hi ... well, thanks for inviting me.

Interviewer Now, there were a lot of strong candidates and the four who got a second interview all said that they found the interview especially challenging. What was the hardest thing about the interview for you?

Graeme I'd done a lot of preparation ... you have to, really ... so, I was very confident that I knew what I was talking about. And I had quite a few examples ready, too, of things I've achieved, because I knew they'd ask for that. Keeping my answers short and to the point was difficult at times, because generally speaking I have a lot to say!

Interviewer Well, you got the job, and that's all that matters! There were five people interviewing you. Did that make you nervous?

Graeme Yes, definitely. In the past, I've had interviews where there have been two, or even three, people on the other side of the desk, but never five! So that was a bit scary. One thing I can say for sure is that nobody smiled very much. But I know that they were just doing their job really, and after all, with so many huge companies between them, I suppose they know what they're doing when it comes to business!

Interviewer Now, were there any questions that you couldn't answer during the interview?

Graeme Erm ... not really, no. As I said, I'd done my homework and I pretty much guessed what type of things they'd ask. There were a couple of places where I could have done better, but overall I was pleased with the answers I gave.

Interviewer OK. So, how did you think it had gone when it was all over?

Graeme You know, the funny thing is that even though I believed in myself, I knew that the other applicants were both clever and experienced, perhaps more so than me. I knew that I could do the job, and that I had most of the qualifications needed, but I couldn't help thinking that they'd go for someone who'd had a different type of education.

Interviewer Finally, if you could offer one piece of advice to anyone out there going for a job interview soon, what would it be?

Graeme Only one thing? Well, it's obviously important to look the part, you know, be neat and tidy. And of course, being late is never recommended! But I'd say the main thing to remember, though, is to be yourself on the day. Interviewers can tell if you're acting and that just won't work. And make sure you read as much as you can about the company before you go.

Interviewer Right, well thanks for coming in today Graeme, and I hope you'll be very happy in your new role.

Graeme Thanks very much.