

Job Interview Language

Exercise 2

INTERMEDIATE

B1-B2

INSTRUCTIONS

Choose the best option to complete each sentence.

Circle A, B, or C. Use the context to select the most natural Business English expression.

1. I had a good working relationship with my _____ (meaning: boss).
A) supervisor B) superior C) superintendent
2. During an interview, you might be asked to describe how you _____ (meaning: resolved) a difficult situation.
A) dealt B) dealt with C) went through
3. We need someone who can work under minimum _____.
A) supervision B) supervisor C) superior
4. Instead of using the word "difficult" to describe something, you should use a more positive word like:
A) really hard B) challenging C) awful
5. Is there an _____ of which you are particularly proud?
A) action B) atonement C) achievement
6. An interviewer may ask about both your strengths and your _____.
A) challenges B) weekends C) weaknesses
7. I was _____ for developing the company's intranet.
A) responsible B) made C) responsive
8. Some of my _____ included helping customers, filing complaints, and handling emergencies.
A) jobs B) duties or responsibilities C) activities
9. When someone asks you to "outline your experience" they want you to:
A) forget about your experience B) brag about your experience C) talk about your experience
10. Activities pursued in your free time are known as _____ activities.
A) extracurricular B) extra C) extraneous

Answer Key

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1

A) supervisor

6

C) weaknesses

2

B) dealt with

7

A) responsible

3

A) supervision

8

B) duties or responsibilities

4

B) challenging

9

C) talk about your experience

5

C) achievement

10

A) extracurricular

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Answers correspond to items 1-10 on the printable worksheet.