

# American English File

Third Edition

4

E-BOOK



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# Course overview

## American English File

Third Edition

Welcome to **American English File Third Edition**. This is how to use the Student Book, Online Practice, and the Workbook in and out of class.



### Student Book

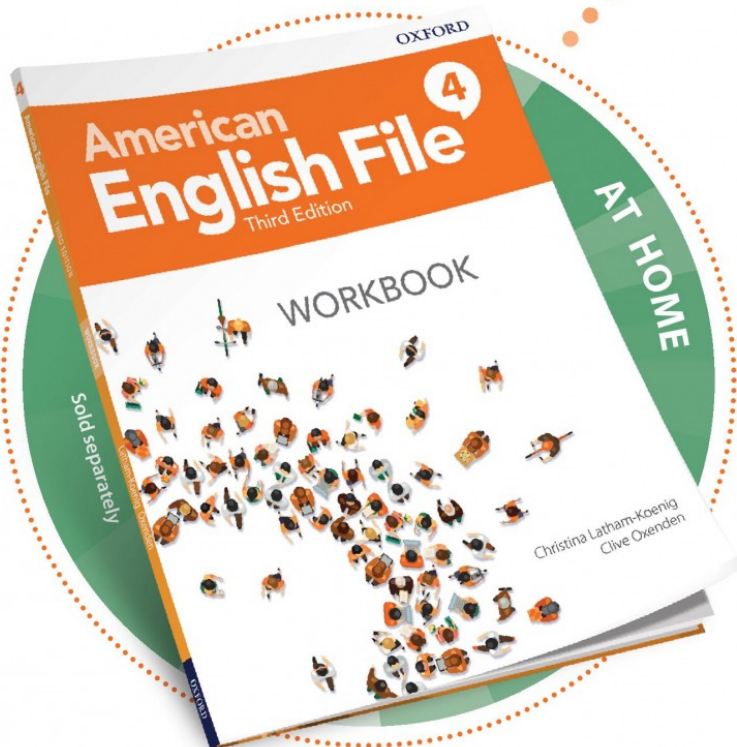
All the language and skills you need to improve your English, with Grammar, Vocabulary, Pronunciation, and skills work in every File.

**Use your Student Book in class with your teacher.**

### Workbook

Grammar, Vocabulary, and Pronunciation practice for every lesson.

**Use your Workbook for homework or for self-study to practice language and to check your progress.**



## ACTIVITIES AUDIO VIDEO RESOURCES

ONLINE



### Online Practice

**Look again** at Student Book language you want to review or that you missed in class, do extra **Practice** activities, and **Check your progress** on what you learned so far.

**Use the Online Practice to learn outside the classroom and get instant feedback on your progress.**

Go to  
[americanenglishfileonline.com](http://americanenglishfileonline.com)  
and use the code on  
your Access Card to  
log into the Online  
Practice.



### LOOK AGAIN

- Review the language from every lesson.
- Watch the video and listen to all the class audio as many times as you like.

### PRACTICE

- Improve your skills with extra Reading, Writing, Listening, and Speaking practice.
- Use the interactive video to practice Colloquial English.

### CHECK YOUR PROGRESS

- Test yourself on the language from the File and get instant feedback.
- Try a Challenge activity.

### SOUND BANK

- Use the Sound Bank video to practice and improve your pronunciation of English sounds.



G question formation

V figuring out meaning from context

P intonation: showing interest

## 1 READING &amp; SPEAKING

- a Look at the photos of Simone Biles and Dan Stevens and read their biographical info. Have you watched any of her competitions, or seen any of his TV shows or movies? What did you think of them?
- b Now read the interviews and complete the questions.
- c Read the interviews again and focus on their answers. Write **S** (Simone) or **D** (Dan). Which question(s) helped you answer **S** or **D**?

Who do you think...?

- 1 ☐ doesn't eat any animal products
  - 2 ☐ doesn't have a partner right now
  - 3 ☐ is currently living in California
  - 4 ☐ doesn't like insects
  - 5 ☐ is romantic
  - 6 ☐ is very family-oriented
  - 7 ☐ becomes emotional when they're tired
  - 8 ☐ likes to make the last point in a discussion
- d Which of the questions in the interviews do you think are...?
- the most interesting
  - the least interesting
  - too personal to ask a person if you don't know them well
- e Choose six questions from Q&A to ask your partner.

## Politely refusing to answer a question

If you are asked a question you think is inappropriate, or simply don't want to answer, you can say, *I'd prefer not to answer that* or *I'd rather not answer that if you don't mind*.

## Glossary

**decorated (adj.)** given a medal as a sign of respect

**podium (noun)** a small platform that a person stands on to give a speech or receive a medal



Every week the newspaper *The Guardian* chooses people who have been in the news recently, and publishes a short interview with them called **Q&A**.



**S**imone Biles is a gymnast who was born in the state of Ohio in 1997.

Biles has competed at the World Championships since 2013, and is now the most decorated gymnast in World Championship history. She has also won gold in the Olympic Games, and written an autobiography called *Courage to Soar*.



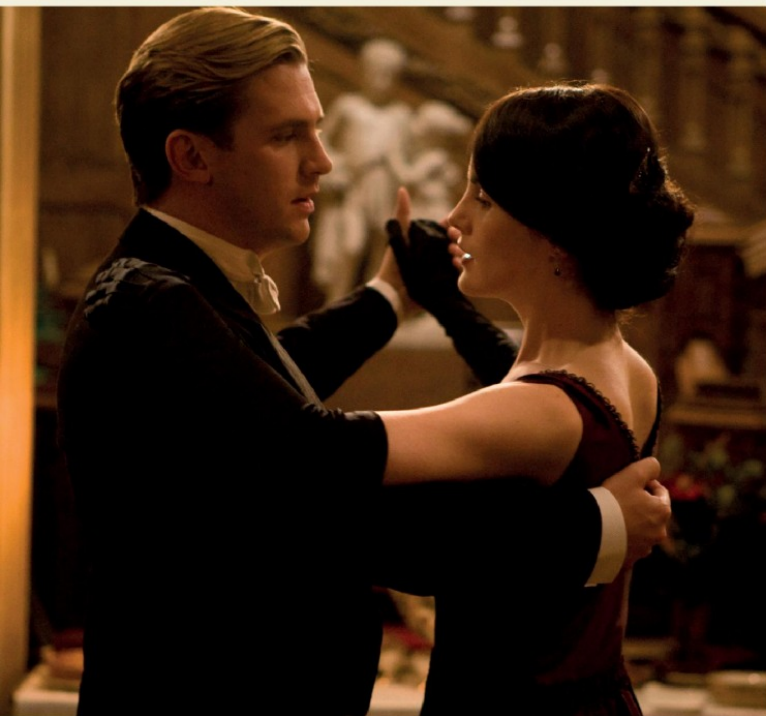
- 1 \_\_\_\_\_'s your most treasured possession?  
My Olympic medals.
- 2 What \_\_\_\_\_ you want to be when you were growing up?  
A nurse.
- 3 What \_\_\_\_\_ you like about yourself?  
I like to have the last word.
- 4 What \_\_\_\_\_ your most embarrassing moment?  
I was on the podium at the 2014 World Championships in China when a bee appeared out of nowhere and took a liking to my flowers.
- 5 What or \_\_\_\_\_ is the greatest love of your life?  
Food.
- 6 What \_\_\_\_\_ your superpower be?  
To be a witch. A good witch, of course. It would be cool to control things with my mind and do spells.
- 7 \_\_\_\_\_ did you last cry, and why?  
Just a few days ago. I was overtired.
- 8 \_\_\_\_\_ would you like to be remembered?  
As a confident, inspirational, and very bubbly person.
- 9 \_\_\_\_\_ word or phrase do you most overuse?  
"Oh my gosh."



**D**an Stevens, the actor, was born in England in 1982. He played Matthew Crawley on the TV show *Downton Abbey*, until his character died suddenly in a special Christmas episode. He has since starred in many successful TV shows and movies, including *Beauty and the Beast*, *Legion*, and *The Call of the Wild*.



- 1 \_\_\_\_\_ were you happiest?  
My wedding day, eight years ago.
- 2 What \_\_\_\_\_ you owe your parents?  
A lot – and probably quite a lot of money.
- 3 \_\_\_\_\_'s your wallpaper?  
A photo of my kids, Willow, Aubrey, and Eden, who are eight, five, and one.
- 4 \_\_\_\_\_ keeps you awake at night?  
My three kids.
- 5 \_\_\_\_\_ would you most like to say sorry to?  
To *Downton Abbey* fans, for ruining their Christmas one year.
- 6 What single thing \_\_\_\_\_ improve the quality of your life?  
One of those robot vacuum cleaners.
- 7 \_\_\_\_\_ do you relax?  
I go for walks in Griffith Park, in L.A.
- 8 What \_\_\_\_\_ love feel like?  
As if somebody's painted the world a different color.
- 9 \_\_\_\_\_ you have a "guilty pleasure"?  
Yes, vegan cheesecake.



## 2 GRAMMAR question formation

- a **1.2** Listen to some journalists interviewing a famous actress who has just arrived in Toronto. Write down the four questions they ask.
- b Answer the questions below with a partner.  
Which question is an example of...?
  - a question that ends with a preposition
  - a subject question, where there is no auxiliary verb
  - a question that uses a negative auxiliary verb
  - an indirect question
- c **p.132 Grammar Bank 1A**
- d **Communication Indirect questions A p.106 B p.110** Ask and answer indirect questions.

## 3 PRONUNCIATION intonation: showing interest

- a **1.5** Listen to some people asking questions 1–5. Who sounds more interested each time, **a** or **b**?
  - 1 Do you have a big family?
  - 2 What don't you like about the place where you live?
  - 3 What sports or games are you good at?
  - 4 Do you think you have a healthy diet?
  - 5 What makes you feel happy?
- b **1.6** Listen and repeat the questions with interested intonation.

### Reacting to what someone says

When you ask someone a question and they answer, it is normal to show interest or sympathy. You can use:

- expressions such as *Oh, really? I'm sorry. What a shame!*
- exclamations such as *Wow! Me too! How interesting!*
- follow-up questions such as *Why (not)? Why is that? Why do you say that?*

- c **1.7** Now listen to five conversations using the questions in **a**. Complete the expressions or questions that the people use to react to the answers.
  - 1 Wow! That's a huge family.
  - 2 \_\_\_\_\_? What's wrong with them?
  - 3 \_\_\_\_\_! We could play a game one day.
  - 4 \_\_\_\_\_! How long have you been a vegan?
  - 5 \_\_\_\_\_? I can't think of anything worse!
- d **1.8** Listen and repeat the responses. Copy the intonation.
- e Ask and answer the questions in **a** with a partner. Use interested intonation, and react to your partner's answers.



## 4 READING & VOCABULARY figuring out meaning from context

- a Look at the cartoon. How do you think the candidate is feeling? How would you react if it happened to you?
- b Read the title of the article and the first paragraph. Then look at interview questions A–G. With a partner, say how you would answer them. Which question would you least like to be asked?

- A What do you usually do after a bad day at work?
- B What's your biggest weakness?
- C How would your enemy describe you?
- D You have 50 red and 50 blue balls. How could you divide these between two containers to give the maximum probability of picking one of the colors?
- E What's the most selfish thing you've ever done?
- F Are you a nice person?
- G What on your résumé is the closest thing to a lie?

# Would YOU get the job?

Interviews are a source of anxiety for most **job-seekers**. Job website Glassdoor has created a list of some of the toughest interview questions from the elite companies where they were asked, and offers an expert opinion on the best possible answers.

### 1 \_\_\_\_ (The Phoenix Partnership)

**How to answer:** If you answer “nothing,” then you may look too defensive, as if you are hiding something, even if you are innocent. The best tactic would be to reply that everyone presents the best side of themselves on a résumé – that is **the point** of the document – but that you think lying, and even exaggeration, is wrong.

### 2 \_\_\_\_ (Condé Nast)

**How to answer:** You could just tell the interviewer that you are not the sort of person to make enemies, but that sometimes you've enjoyed a **good-natured rivalry** with someone, for example, in a sport. This will show your competitive side and your drive to succeed.

### 3 \_\_\_\_ (Page Group)

**How to answer:** This is an occasion when you could give a **light-hearted response**. Something like, “I don't consider myself to be selfish, but I always make sure I have some time during the week for myself, so I can practice art / tennis / soccer / singing.”

### 4 \_\_\_\_ (Palantir Technologies)

**How to answer:** Everyone should be prepared to answer this question, whatever job you're interviewing for. There's no **foolproof** answer – it's a good idea to have thought about a list of areas that are not your biggest strengths, but that wouldn't affect the role that you are interviewing for.



### 5 \_\_\_\_ (Clearwater Analytics)

**How to answer:** If you are a serious math **geek**, then you might have a decent chance of answering this one. One answer would be to put a single red ball in one container and all of the other balls in the other container.

### 6 \_\_\_\_ (Switch Consulting)

**How to answer:** Don't be afraid to talk about what you do to relax, and show how you have a healthy **work-life balance**. It's also a chance to say something about your personal life, which could be very helpful for making a good impression. For example, you could mention how you go to the gym to relax.

### 7 \_\_\_\_ (Badoo)

**How to answer:** Don't just answer “yes” or “no.” Think about your personality type and the culture of the company where you are interviewing. What is your **gut feeling** about the type of people that do well at the company? This should help you to give an appropriate answer.

- c Read the article once and complete it with questions A–G. Would you now feel more confident about answering the questions?

### Guessing the meaning of new words and phrases

When you are reading, you will often find a word or phrase you don't know. If it isn't possible to check the meaning in a dictionary, think about:

- the context (i.e., the other words around it).
- what part of speech the individual words are (e.g., a verb, an adjective, etc.).
- whether it's similar to another English word you know.
- whether it's similar to a word in your language.

If you still can't figure out what the word or phrase means, ignore it and continue reading.

- d Read the article again. With a partner, try to figure out what the **highlighted** words and phrases mean, and how you think they are pronounced. What helped you to figure them out?

- e Now match the **highlighted** words and phrases to 1–8.


- \_\_\_\_\_ (noun) a reaction based on feelings and emotions rather than thought and reason
- \_\_\_\_\_ (adj.) designed so that it cannot fail
- \_\_\_\_\_ (phrase) an answer that is intended to be amusing rather than serious
- \_\_\_\_\_ (noun, informal) a person who is very interested in and who knows a lot about a particular subject
- \_\_\_\_\_ (phrase) the number of hours per week you spend working compared with the number of hours you spend with your family, relaxing, etc.
- \_\_\_\_\_ (phrase) the main reason for something
- \_\_\_\_\_ (phrase) friendly competition
- \_\_\_\_\_ (noun) people who are looking for a job

- f Look at some more genuine interview questions. What do you think they would tell you about the candidate? Why? Do you think these kinds of questions really help interviewers to choose the best person for the job?

- What would you do if you were the one survivor of a plane crash? (Airbnb)
- Who do you think would win in a fight between Spider-Man and Batman? (Stanford University)
- What did you have for breakfast? (Banana Republic)
- Describe the color yellow to somebody who's blind. (Spirit Airlines)
- How many people flew out of Chicago last year? (Redbox software)
- What am I thinking right now? (TES Global)
- Who is your hero, and why? (General Electrics)
- Tell me something about your childhood. (Next)

- g Choose two questions in **f** to ask a partner.


## 5 LISTENING

- a Have you ever had an interview for a job or acceptance into a school? What kinds of questions did they ask you? Did you get the job or the acceptance?
- b  1.9 Listen to four people talking about a strange question they were asked in an interview. Complete questions 1–4.

What strange question were they asked?	How did they answer?	What happened in the end?
1 If you could _____ with _____ from the past, who would you choose and why?		
2 Do you _____ a _____? Are you planning to _____?		
3 Do you still _____?		
4 _____ would you like to be reincarnated as?		

- c Listen again and make notes in the rest of the chart.
- d Which of the questions do you think were acceptable to ask at an interview?

## 6 SPEAKING

- a  **Communication** Tough questions **A p.106 B p.110** Ask your partner some difficult interview questions.
- b Invent a tough interview question of your own, which you think might tell you something interesting about another person.
- c Ask your question to as many other students as possible and answer theirs.
- d Which questions did you think were the most interesting? Why?



G auxiliary verbs, the..., the... + comparatives

V compound adjectives, modifiers

P intonation and sentence rhythm

## 1 READING & LISTENING

a Look at the names below. Do you know what they have in common? Do you know anything about them?

the *MARY CELESTE*    the *USS CYCLOPS*    Amelia Earhart

b 1.10 Listen and find out. Do you think we will ever know what happened?

c 1.11 Read and listen to *The mystery of the lighthouse keepers*. Then cover the text and answer the questions with a partner.

### The facts

- 1 What was the mystery and who discovered it?
- 2 What was strange about...?
  - the lighthouse door
  - a chair
  - the rain jackets
  - the clocks
  - the logbook

### The theories

- 3 What theories did people come up with?
- 4 Which of the theories do you think could be true? Why?
- 5 Which do you think are impossible? Why?

d Find words in the article that mean...

### Paragraph 1

- 1 \_\_\_\_\_ (noun) something that is difficult to understand or explain (SYN *mystery*)
- 2 \_\_\_\_\_ (verb) to confuse somebody completely

### Paragraph 2

- 3 \_\_\_\_\_ (adj.) far away from places where other people live

### Paragraph 3

- 4 \_\_\_\_\_ (adj.) unexpected, surprising, or strange
- 5 \_\_\_\_\_ (noun) a mark, object, or sign that shows that somebody or something existed or was present (*He disappeared without a ~.*)

### Paragraph 4

- 6 \_\_\_\_\_ (verb) to find the correct answer or explanation for something

# THE MYSTERY OF THE LIGHTHOUSE KEEPERS

The mystery of the Flannan Islands lighthouse keepers is one of the greatest puzzles in history, a case that has baffled real and amateur detectives for more than a century.

The Flannan Islands are seven uninhabited rocks that rise out of the sea. They form part of the Outer Hebrides, a chain of remote islands off the west coast of Scotland. For centuries, they were a danger for ships, so in 1899, a 75-foot lighthouse was built on the largest of the islands, and three lighthouse keepers were employed.

On December 26th, 1900, a steamship sailed to the island carrying three new lighthouse keepers to relieve the men who had spent

three months alone in the Atlantic. But when they arrived at the lighthouse, they made an extraordinary discovery – there was nobody there! The lighthouse door was unlocked, and inside everything was neat, but one of the chairs was knocked over. One rain jacket was hanging on its hook, but the other two had disappeared.

The clocks had stopped. The last entry in the logbook was 9 a.m. on December 15th. But of the three keepers, Ducat, Marshall, and MacArthur, there was not a trace.

When the news of the keepers' disappearance reached the mainland, there was a huge amount of media speculation. Some suggested that the men had argued about a woman, and that one had murdered the other two before throwing himself into the sea. Others wondered whether perhaps they had been kidnapped by German agents who were planning an invasion of Britain, using submarines. Some thought they might have been carried away by a sea serpent, or a giant seabird, or even by a boat full of ghosts. An Edinburgh police officer, Robert Muirhead, was sent to the island to solve the mystery.



Adapted from *The Times*





- e **1.12** Listen to the rest of the story. What was Muirhead's theory? What did people think of it at the time? What is the modern explanation?

#### Glossary

**Queen Elizabeth II** (known as the *QE2*) a famous transatlantic cruise ship  
**White Cliffs of Dover** very tall cliffs on the English coastline across from France

- f Listen again. Why are the following mentioned?

- 1 a huge rock
- 2 *Queen Elizabeth II*
- 3 a paper in a scientific journal
- 4 1901
- 5 one man's rain jacket and the bodies of the men

## 2 GRAMMAR auxiliary verbs

- a Talk in small groups.

**Have you (or has anybody you know)...?**

- seen or heard something that can't be explained, e.g., a ghost or a UFO
- had a strange coincidence, e.g., meeting someone in an unexpected place
- visited a fortune-teller, psychic, or faith healer

#### Reacting to a story about something strange

When somebody talks about something strange or difficult to explain, we often react with these phrases.

*How / That's* | *strange / bizarre / odd / weird / spooky.*

*What a / an* | *weird story / amazing coincidence.*

- b Look at the conversations and try to fill in the blanks with an auxiliary verb (*do, did, is, was, etc.*).

- 1 A I heard a weird noise in the middle of the night.  
B You <sup>1</sup> \_\_\_\_\_? What kind of noise?
- 2 A You don't believe in ghosts, <sup>2</sup> \_\_\_\_\_ you?  
B No, I don't.
- 3 A I've never been to a fortune-teller.  
B Neither <sup>3</sup> \_\_\_\_\_ I.  
C I <sup>4</sup> \_\_\_\_\_. It was really interesting.
- 4 A I don't believe you really saw a UFO.  
B I <sup>5</sup> \_\_\_\_\_ see one! It couldn't have been anything else.

- c **1.13** Listen and check. Then in pairs, decide which highlighted phrase (1–5) is used...

- A ☐ to add emphasis
- B ☐ to say that you are different
- C ☐ to check information
- D ☐ to show surprise
- E ☐ to say that you are the same

- d **p.133 Grammar Bank 1B**

## 3 PRONUNCIATION & SPEAKING intonation and sentence rhythm

- a **1.15** Listen to the conversations. Underline the highlighted auxiliary verbs (*did, don't, do*) that are stressed.

- 1 A I dreamed that I saw a ghost last night.  
B You did? So did I. How spooky!
- 2 A I don't believe in fortune-telling.  
B You don't? I do.
- 3 A You don't like horror movies, do you?  
B I do like them. It's just that sometimes they're too scary!

- b Practice the conversations with a partner. Copy the rhythm and intonation.

- c Complete sentences 1–8 so that they are true for you.

- 1 I'm not very good at \_\_\_\_\_. (activity)
- 2 I'm going to \_\_\_\_\_ tonight. (verb phrase)
- 3 I love \_\_\_\_\_. (a kind of music)
- 4 I don't like \_\_\_\_\_. (a kind of food)
- 5 I've never read \_\_\_\_\_. (a famous book)
- 6 I'd love to live in \_\_\_\_\_. (a town or country)
- 7 I was very \_\_\_\_\_ as a child. (adj. of personality)
- 8 I didn't \_\_\_\_\_ yesterday evening. (verb phrase)

- d Work in pairs, A and B. A read your sentences to B. B respond with a reply question and then say whether you are the same or different. Then switch roles.

*I'm not very good at cooking.*

*(You aren't? Neither am I.)*

*I'm going to watch Netflix tonight.*

*(You are? I'm not. I'm going to study.)*

- e **C Communication** You're psychic, aren't you? A p.106 B p.111 Make guesses about your partner.



## 4 LISTENING & SPEAKING



- a Look at the photo of a forest. How do you think you would feel if you were walking in it?
- b 1.16 Now look at the photo and listen. Follow the instructions. Write your answers below.

### A walk in the forest

- 1 \_\_\_\_\_
- 2 \_\_\_\_\_
- 3 \_\_\_\_\_
- 4 \_\_\_\_\_
- 5 \_\_\_\_\_
- 6 \_\_\_\_\_

- c Listen again and check what you have written. Make sure you have answered all parts of the questions.

- d 1.17 Now listen to an explanation of what you have written. Make notes in the chart.

A walk in the forest	
1 the person =	
2 the animal = how you interact with it =	
3 the house = no fence = a fence =	
4 the table =	
5 the cup =	
6 the water = how wet you get =	

- e Now use the notes to interpret what you wrote in **b**. Then compare with a partner and say what you agree with and what you disagree with.

*(I put that the animal was a..., and it says that means..., but I don't think that's true.)*

- f Do you believe in this kind of personality test? Do you believe that you can learn anything about someone's personality by...?
- analyzing their handwriting (graphology)
  - looking at their hands (palmistry)
  - analyzing the position of the sun, moon, and planets at the exact time of their birth (astrology)
  - online personality quizzes, e.g., BuzzFeed



**g Grammar in context** *the..., the... + comparatives*

*The bigger the animal,  
the more problems you have.*

*The harder and more resistant the cup is,  
the stronger your relationship is.*

Use *the + comparative adjective or adverb*, or *the more / less (+ noun)* to show that one thing depends on another, e.g.,

- *The earlier we start, the sooner we'll finish.* = If we start early, we'll finish early.
- *The more money you spend now, the less you'll have for your vacation.* = If you spend a lot of money now, you'll have less for your vacation.

**Rewrite the sentences using *the..., the... + comparative*.**

- 1 If you study a lot, you learn a lot.

The \_\_\_\_\_,  
the \_\_\_\_\_.

- 2 If I drink a lot of coffee, I sleep badly.

The \_\_\_\_\_,  
the \_\_\_\_\_.

- 3 If you have a lot of time, you do things slowly.

The \_\_\_\_\_,  
the \_\_\_\_\_.

- 4 If you are in shape, you feel good.

The \_\_\_\_\_,  
the \_\_\_\_\_.

**1.18** Now listen and check. Notice the stress and intonation pattern in the sentences.

**h** Complete the sentences in your own words. Then read your sentences to a partner.

- The more money I have,...
- The earlier I get up,...
- The faster American people speak,...
- The less I eat,...
- The harder I work,...
- The more I exercise,...

**5 VOCABULARY** compound adjectives

**a** Look at some extracts from the listening in 4. Can you remember what words go in the blanks?

- If there was no fence around the house, it means you are very open-\_\_\_\_\_, and welcome new ideas.
- If you hardly got wet at all, it means that you depend less on your friends and are more self-\_\_\_\_\_.

**b** **1.19** Listen and check. Do the compound adjectives in a have a positive or negative meaning?

**Compound adjectives**

Compound adjectives have two parts. The second part often ends in *-ed* or *-ing*, e.g., *good-natured*, *slow-moving*. The words are usually linked by hyphens.

**c** **1.20** Listen to some more compound adjectives. Which word has the main stress?

absentminded bad-tempered big-headed easygoing  
good-tempered laid-back narrow-minded open-minded  
self-centered strong-willed tight-fisted two-faced  
well-balanced well-behaved

**d** With a partner, use the two parts of the words to try to figure out their meaning. Which do you think are positive and negative characteristics? Are there any that you think can be either?

*I think a bad-tempered person is somebody who gets angry easily...*

**Modifiers**

We often use modifiers with adjectives of personality to make them stronger or less strong.

**With positive characteristics**

My mom is	really / incredibly / extremely very pretty	good-tempered.
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**With negative characteristics**

My sister is	really / incredibly / extremely very rather / pretty a little / kind of	bad-tempered.
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**e** Tell your partner about people with the characteristics below. Give examples of their behavior.

**Do you know somebody who is...?**

- very open-minded
- extremely absentminded
- a little tight-fisted
- pretty laid-back
- kind of two-faced
- very good-tempered
- incredibly strong-willed
- really self-centered

*My cousin is pretty laid-back. She didn't even get angry when her boyfriend crashed her car!*



## 1 ► THE INTERVIEW Part 1



- a Read the biographical information about Jeff Neil. How do you think his previous experience helps him in his present job?

**Jeff Neil** is a career coach and the founder of a company called New Career Breakthrough in New York City. His job involves helping people to discover the right career options for them, and then to help them actually get a job, by advising them on their résumés and on interview techniques. His specialty is helping people who are making career transitions, e.g., from one industry to another. Before setting up his company, he worked for seven years as an HR (Human Resources) director.

- b Watch Part 1 of an interview with him, where he talks about helping candidates when they are applying for a job. Check (✓) the three things he talks about.

- 1 ☐ Checking what there is about you on the Internet.
- 2 ☐ Choosing the right jobs to apply for.
- 3 ☐ Choosing what photos to send with your résumé.
- 4 ☐ Thinking about the skills and abilities a job needs.
- 5 ☐ Writing a good cover letter.
- 6 ☐ Writing a good résumé.

- c Now listen again. Take notes about the advice he gives in the three areas you checked.

## Glossary

**résumé** (BrE **curriculum vitae** or **CV**) a written record of your education and the jobs you have done that you send when you are applying for a job

**cover(ing) letter** a letter containing extra information that candidates send with their résumé

## ► Part 2

- a Read five tips for the day of the interview. Now watch Part 2, where Jeff talks about the day of the interview. Are they **T** (true) or **F** (false)? Correct the F ones.

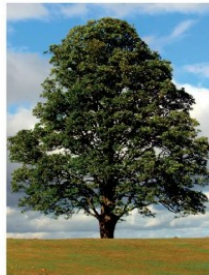
- 1 It's better to dress too formally than too casually.
- 2 You should try to find out beforehand what the company's dress style is.
- 3 You should arrive at the place where the interview is going to take place at least half an hour before the interview.
- 4 Don't take any electronic devices with you to the interview.
- 5 Be careful how you talk to other company employees before an interview.

- b Watch again for more detail. Do you agree with all the tips?

## Glossary

**LinkedIn** a social networking service for professional people

## ► Part 3



- a Now watch Part 3 where Jeff talks about the interview itself. Complete the advice he gives.

- 1 If you want to ask about \_\_\_\_\_ and \_\_\_\_\_, either do this late in the interview, or wait for the employer to mention them.
- 2 \_\_\_\_\_ language and the \_\_\_\_\_ of your voice are just as important as what you actually say.
- 3 Be aware that the way you answer an "extreme" interview question can reveal things about your \_\_\_\_\_.

- b Listen again and answer the questions.

- 1 What's the biggest mistake job candidates make during an interview?
- 2 What's the most important thing for them to communicate in the interview?
- 3 Why does he mention people who were "slouched"?
- 4 What do you need to communicate with your tone of voice?
- 5 What "extreme" question did Jeff once ask?
- 6 What possible answers does he suggest? Why?

## 2 LOOKING AT LANGUAGE

### Make or do?

Jeff uses several expressions with *make* and *do*. These verbs are very common in expressions related to work, and are sometimes confused by learners of English because they just have one verb in their first language.

a Complete the extracts from the interview with the right form of *make* or *do*. Watch and check.

- 1 "...so some of the biggest mistakes that, that I've seen that people \_\_\_\_\_ on their résumé is they include everything."
- 2 "...as an employer, I don't care what you \_\_\_\_\_ 20 years ago or 30 years ago."
- 3 "You also want to \_\_\_\_\_ a Google search on your own name."
- 4 "...and to take an eight and a half sheet of paper and \_\_\_\_\_ three columns..."
- 5 "You want to \_\_\_\_\_ sure your cell phone is turned off."
- 6 "They're \_\_\_\_\_ a lot of eye contact directly with me."

b Now complete some more sentences related to the world of work.

- 1 They are going to \_\_\_\_\_ a decision about who gets the job by the end of the week.
- 2 Can I \_\_\_\_\_ a suggestion about how to re-organize the HR department?
- 3 We must \_\_\_\_\_ much more market research before we develop the new product.
- 4 All the new employees are going to \_\_\_\_\_ a training course next month.
- 5 Everyone in the company has \_\_\_\_\_ a big effort this year.
- 6 George is \_\_\_\_\_ a great job and I think he deserves to earn a higher salary.
- 7 I need to \_\_\_\_\_ a few phone calls before the meeting starts.

## 3 THE CONVERSATION



a Watch the conversation. How do they respond to the question? Write **D**, **S**, and **A** on the line in the appropriate place.

Yes, definitely      It depends      Absolutely not

b Watch it again. Match the sentence halves.

- 1 **Alice** Admitting you can't do something is OK if ☐
  - 2 **Alice** If you say you can speak French on your CV and you can't, ☐
  - 3 **Sarah** It's OK to exaggerate a bit about something if ☐
  - 4 **Sarah** If speaking a language was essential for a job, ☐
  - 5 **Debbie** If you lie and say you can do something, ☐
  - 6 **Debbie** If you don't have many hobbies, ☐
- A it's not very important for the job.  
B you will have wasted the interviewer's time and given a bad impression of yourself.  
C it's a good idea to exaggerate a bit.  
D you say you are prepared to learn.  
E it might be expensive for the company when they discover the truth.  
F I wouldn't say I could do it.

c Do you think it's OK to slightly exaggerate on your résumé? Who do you agree with most, and why?

d Watch three extracts where the speakers are emphasizing something and complete the gaps.

- 1 I think it's a \_\_\_\_\_ idea to even slightly exaggerate...
- 2 ...you might find yourself in a situation where you've wasted their time and you've just made yourself look \_\_\_\_\_ silly.
- 3 I've \_\_\_\_\_ exaggerated on a CV.

e Now watch two more extracts. What does the speaker do with the missing word to make it more emphatic?

- 1 ...but I wouldn't do that if I knew the job was going to require me \_\_\_\_\_ that language...
- 2 ...you shouldn't outright lie because you \_\_\_\_\_ get caught out and a lot of the times it could cost a company a lot of money...

f Now have a conversation in groups of three.

- 1 Do you think that to get a job today, who you know is still more important than what you know?
- 2 Do you think résumés and interviews are a reliable way of selecting people for a job?