1. Fill in the spaces

***Situation:****Kacey is looking for Andrew who just went to the university career center office looking for information about internship opportunities.*

Use the words in the table below

|  |  |  |
| --- | --- | --- |
| *scholarship* *apprenticeship opportunities* *internship opportunities* *job vacancies* *applications* |  *work* *media* *positions**apply* *interview* |  *hire**worker* *candidate* *employee* *employer* |

**Kacey:** Hi, Andrew! I’ve been looking for you. Where have you been?
**Andrew:**I went to the career center office just now.
**Kacey:**What for?
**Andrew:**I’m looking for information about \_\_\_\_\_\_\_\_\_\_(1)\_\_\_\_\_\_\_\_\_\_ for journalism students.
**Kacey:**And ...?
**Andrew:** The center staff said there were internship opportunities available at New Horizon Media.
**Kacey:**New Horizon Media? Never heard of it. Where is it?
**Antony :** It’s located in central London. It’s an award winning non-profit organization that produces documentary films.
**Kacey:** I see. What \_\_\_\_\_\_\_\_\_\_(2)\_\_\_\_\_\_\_\_\_\_ are available?
**Antony :**It is currently seeking research and production interns.

**Kacey:** Which position are you interested in?
**Antony :** I’m interested in applying for the production intern.
**Kacey:**What are the requirements?
**Antony :**This position requires excellent communication and organizational skills and experience with Final Cut Pro, Photoshop, and Word. Do you want to \_\_\_\_\_\_\_\_\_\_(3)\_\_\_\_\_\_\_\_\_\_, too?
**Kacey:** I can’t use Photoshop. What about the research intern? What are the \_\_\_\_\_\_\_\_\_\_(4)\_\_\_\_\_\_\_\_\_\_?
**Antony :**The \_\_\_\_\_\_\_\_\_\_(5)\_\_\_\_\_\_\_\_\_\_\_\_\_ must have excellent research and writing skills and the ability to make telephone outreach and write blog posts. I think you are qualified for this position.
**Kacey:** Do you think so?
**Antony :**Yeah. Why don’t you try to apply? Just send your application to … wait, let me check my notes.

1. **Fill in the blanks with the correct vocabulary.**
2. A formal meeting you have with someone for getting a job is called an \_\_\_\_\_\_\_\_\_\_\_\_\_.
3. Two things an interviewer sees in a candidate are \_\_\_\_\_\_\_\_\_ and \_\_\_\_\_\_\_\_\_\_.
4. Some of the qualities an interviewer seeks in a candidate are \_\_\_\_\_\_\_\_\_\_ and \_\_\_\_\_\_\_\_\_.
5. A well-known organization is a \_\_\_\_\_\_\_\_\_\_ organization.
6. What formal agreement is signed when a candidate Is selected by a company. What is this document called? \_\_\_\_\_\_\_ \_\_\_\_\_\_\_
7. A meeting that does not take place is said to be \_\_\_\_\_\_\_\_\_\_\_\_\_.
8. An interviewer may ask for a candidate’s \_\_\_\_\_\_\_\_\_\_\_\_, which also is when, where and what time he/she maybe present.
9. Working during night is also knows as working in \_\_\_\_\_\_\_ \_\_\_\_\_\_\_.
10. Some companies offer \_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_ like transport and meal allowances.
11. When an interviewer asks for contacts of previous contacts you may have worked with, he is asking for \_\_\_\_\_\_\_\_\_\_\_\_.
12. Two things you carry to an interview. It normally outlines your experiences, contact details and qualifications. What are these two documents called? \_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_
13. The \_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_ of a person has a set of responsibilities according to their post and position in a company.
14. Earlier exposure to different jobs or positions is also called \_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_.
15. Presenting yourself is giving your \_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_.
16. Some companies offer \_\_\_\_\_\_\_\_\_ to employees. These motivate the employee to work harder and perform better at work.
17. When there is a conference or \_\_\_\_\_\_\_\_\_\_\_\_ it is advised to offer a \_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_ to all guests and \_\_\_\_\_\_them with a warm smile.
18. Some interviews are conducted through \_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_ where you have groups of 10 or more candidates in one room discussing on a topic given to them.
19. The person interviewing the candidate is called the \_\_\_\_\_\_\_\_\_.
20. A question an interviewer may ask a candidate based on his good and bad points are also called \_\_\_\_\_\_\_\_\_ and \_\_\_\_\_\_\_\_\_.
21. A timetable is also known as a \_\_\_\_\_\_\_\_\_\_\_.

**CANDIDATE**

**INTERVIEW**

**INTERVIEWER**

**CV/RESUME**

**COVER LETTER**

**SCHEDULE**

**MEETING**

**CANCELLED**

**GROUP DISCUSSION**

**GREET**

**BODY LANGUAGE**

**WARM WELCOME**

**GESTURE**

**STRENGTHS**

**WEAKNESSES**

**AVAILABILITY**

**MOTIVATION**

**FLEXIBILITY**

**NIGHT SHIFT**

**PERKS**

**EMPLOYEE BENEFITS**

**WORK CONTRACT**

**REFERENCES**

**REPUTED**

**PREVIOUS EXPERIENCE**

**JOB ROLE**

**GOAL**

**OBJECTIVE**

**SELF INTRODUCTION**