

1. Match the headings below to the paragraphs.

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|-----------------------|---------------------------------|---------------------------|
| a) Your body language | c) What type of person are you? | e) Pay attention to time! |
| b) The first meeting | d) What to do with your hands | |

2. Read the article again and write T (true) or F (false) in front of each sentence.

- a) Body language can help to show if you are telling the truth.
- b) A traffic jam is not a good reason for being late.
- c) You should offer your hand first when shaking hands.
- d) You shouldn't look at the other person when you shake hands.
- e) You should sit on the edge of the chair during an interview.
- f) It is not a good idea to fold your arms during an interview.

3. Write a list of 4 or 5 things you should or shouldn't do when you go to a job interview.

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