**Listen to the passage twice and decide whether the statements are true or false. Write "T" for true or "F" for false.**

（ ）1 People going to employment agencies usually do not know what kind of job they are looking for and go there for advice.

（ ）2 The purpose of an employment agency is to find the right job for the right person.

（ ）3 A person who is not satisfied with his salary will go to an employment counselor.

（ ）4 An employment counselor tries to find out what you are interested in and what you can do well and suggests the field you may succeed in.

（ ）5 A counselor usually refers you to people in the new field and it will often lead to a job offer.

（ ）6 Employment agencies do the same job as employment counselors.

C

Listen to the passage twice and answer the following questions according to the information you get.

1 What does it mean that the company you want to work for wants to interview you?

2 How can you reach the goal when you have the chance to be interviewed?

3 What is the first step on your way to your goal?

4 How can you learn about the company?

5 Why do you need to plan answers to common questions before being interviewed?

6 Whom should you practice your interview with?

D

Listen to the passage twice and choose the right answer to each question you hear on the tape.

1. A. Clothes.

B. Appearance.

C. Language.

D. The way you walk.

1. A. To wear a nice short skirt.

B. To look neat.

C. To look the interviewer in the eye.

D. To give the interviewer a firm handshake.

1. A. Clearly.

B. Loudly.

C. Softly.

D. Quietly.

1. A. To show irritation.

B. To leave at once.

C. To pick up a magazine and read quietly.

D. To read a novel or a short story.

1. A. On Friday afternoon.

B. A day or two after the interview.

C. On Monday morning.

D. About a week later.

1. A. More than ten minutes.

B. Less than five minutes.

C. As long as you like.

D. As long as the interviewer likes.