Worksheet 1

- Professional appearance
- Eye contact
- Active listening

- Informal clothing
- Casual demeanor
- Inattentive posture
### Worksheet 2

<table>
<thead>
<tr>
<th>He / she is sitting up straight.</th>
<th>He / she is slouching in his / her chair.</th>
</tr>
</thead>
<tbody>
<tr>
<td>He / she is wearing smart clothes.</td>
<td>He / she is wearing untidy clothes.</td>
</tr>
<tr>
<td>His / her face, hair and hands are clean.</td>
<td>His / her face, hair and hands are dirty.</td>
</tr>
<tr>
<td>He / she is smiling.</td>
<td>He / she is frowning.</td>
</tr>
<tr>
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Worksheet 4

Task 3

*Use the words from the box to fill in the gaps about when we use *should* and *shouldn’t*. *

1. We use *should* and *shouldn’t* to give __________________________

2. *should* / *shouldn’t* ________________ change when we use *I* / *you* / *we* / *they* / *he* / *she* / *it*

3. After *should* / *shouldn’t* we use __________________________
   For example: __________________________

4. With an adjective (describing word) we need to use the verb ________________
   For example:

   - the verb (doing word) with no –ing or ‘to’
   - He should **wear** smart clothes
   - doesn’t **be**
   - He should **be** polite.
   - advice **does**

Task 4

*Use the information about Mick to make sentences giving him advice with *should* or *shouldn’t*. *

1. He’s wearing untidy clothes. __________________________

2. His face, hair and hands are dirty. __________________________

3. He’s frowning. __________________________

4. He’s avoiding eye contact. __________________________

5. He’s slouching in his chair. __________________________

6. He’s rude. __________________________

7. He doesn’t shake hands. __________________________

8. He’s late. __________________________

9. He’s chewing gum. __________________________

10. He’s using informal language. __________________________
Worksheet 5 – Task 4

Check your answers.

Check with your teacher if you have something different.

1. He should wear smart clothes.  or  He shouldn’t wear untidy clothes.
2. He should wash his face, hair and hands.  or  He shouldn’t have a dirty face, hair and hands.
3. He should smile.  or  He shouldn’t frown.
4. He should make eye contact.  or  He shouldn’t avoid eye contact.
5. He should sit up straight.  or  He shouldn’t slouch in his chair.
6. He should be polite.  or  He shouldn’t be rude.
7. He should shake hands.
8. He should be on time.  or  He shouldn’t be late.
9. He shouldn’t chew gum.
10. He should use formal language.  or  He shouldn’t use informal language.
Worksheet 6

Task 5

Here are the phrases which Anna used in her interview.

Listen to Mick’s interview again and choose which phrase is a better thing to say.

Write the correct number in the speech bubble.

1. Yes. Very nice.
2. Anna Jones. Pleased to meet you.
3. Good morning. How do you do?
4. Could I have a glass of water, please?

Before we start, would you like to ask me anything?

I’m Samantha Smith.

Lovely weather, isn’t it?

Good Morning.
Worksheet 7

Your friend has a job interview next week.
Finish the email below giving them advice on how to get the job.

To: sam@email.com
Subject: Job interview!

Hi Sam,
I hear you've got a job interview next week – congratulations! I know it's stressful, but I'm sure you'll be fine.
Remember, you should always

Anyway, good luck, and let me know how it goes.
M