

**DRŽAVNO NATJECANJE U ZNANJU ENGLESKOG JEZIKA**  
**za 4. razrede srednjih škola**

<b>SLUŠANJE S RAZUMIJEVANJEM</b>
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Good morning. May I have your attention, please? The listening part of the test will start now. Open your tests to page 2. As you can see, the listening task and questions are on this page.

You will hear a recording about Interviewing for a Job.

You will hear the recording twice, and there will be a short pause between the two listenings.

You can write your answers during both the first and second listening.

Listen to the recording. For each of the questions 1-5, choose ONE answer (A, B, C or D) that fits best according to the recording.

Write the corresponding letter (A, B, C or D) on the Answer Sheet.

The task begins with an example (0).

Remember to write your answers on the Answer Sheet.

While you are listening, write your answers on the task itself. You can cross out your answers, change them, make notes or underline words if you wish.

After the second listening, you will have 1 minute to check your answers.  
During this time, you should write your final answers on the Answer Sheet.

Now, let's begin. You have 30 seconds to read through the questions.

[Count silently to 30 – and then say the following:]

Now you will hear the recording.

## **Interviewing for a Job**

As a career coach, when giving advice to people who are looking for a job, the first thing that comes to mind concerns the application form. My suggestion may sound silly to some, but it is the first hurdle that a person is confronted with and must overcome. What you should do is actually photocopy the application form and practise filling in the copy so that you don't make any mistakes when you do the final version. Also, the applicant should type the very final version, as this will impress whoever's going to read it, especially if your handwriting is considered barely legible.

I also suggest to people to strictly use the space provided; you know, don't go on and on, but the chief thing is to fill in the information very concisely and don't exceed the space that you're given—now this is very significant as well. Otherwise, it seems the applicant can't follow or respect specific instructions, so the first impression is that the person is absolutely sloppy about following details and lacks the ability to do so. You may not know this but 95% of applicants are rejected on this basis—on the basis of the application alone. I often have people ask me why this is, and I feel it's because the selectors in a personnel department are so overworked; they don't have time to read everything. For example, there may be 300 applicants for the job you go after, and the person receiving your application often skims the form and looks for the important things, as well as the simple things: spelling, presentation, and also vagueness, lack of precision.

Another aspect to stress is that you should use words that show your interest in high achievement. Now, let me explain what I mean: words like 'ambition', 'responsibility', 'success', 'promotion'—when interviewers see any of these words on an applicant's form, it tells them the person is highly motivated and comfortable with being challenged. However, the ultimate key to get their attention is if you've got something interesting or eye-catching to put on your form. This is, overall, the most vital and will make you stand out from the rest, and it gives any interviewer something to talk to you about apart from anything else; for instance, an adventurous holiday, a holiday job that you've done, an odd interest you've got, as long as it's not too weird, you know, that sort of thing.

When it comes to the interview itself, I'll emphasise that the interviewee should ask plenty of questions, not just sit there and be the passive partner. Furthermore, one should always be positive, be confident, don't undersell yourself. Of course, you should also find out about the company that will interview you. It can't be stressed enough how beneficial and essential it is to make lots of enquiries about and study the company's background beforehand—about everything you can: its activities, if it has any particular policies that differ from other companies of that sort, and its subsidiaries—and even its competitors!

One special thing to be really prepared for are some surprises in the interview. I've known all sorts of things to happen. I've witnessed applicants being asked to solve *The Times* crossword or sort through today's in-tray, putting letters in order of priority. The other thing that's quite common nowadays are group interviews with a few other applicants. You might find that you're expected to spend a day with a personnel manager, even having lunch with or possibly even assisting him or her.

However, sometimes other, let's say *unpleasant*, "surprise" techniques are used to provoke the candidate. The interviewer may use an insulting tone or get up, walk around, shout or something like that. What should one do in that situation? Well, generally speaking, it's pretty obvious: just don't lose your cool. You're being tested on how you deal with unexpected stress, so don't panic. My top advice is role-playing the interviewer and interviewee with a friend; this is the best way to prepare yourself—just practice being interviewed. Then, in return, you can present yourself positively, as someone who's socially sensitive, sparkling, has a sense of humour, adaptable and intelligent—if all of those things are possible! The main thing to remember is this: if you keep in mind that surprise techniques may happen in the interview, you'll probably be all right. Unfortunately, it's impossible to prepare for each and every one, so you just have to learn to expect the unexpected!

[Count silently to 5 and then say the following:]

**Now you will hear the recording again.**

[After the second reading, say the following:]

**You now have 1 minute to check your answers and copy them onto the Answer Sheet.**

[Count silently to 60 – and then say the following:]

**This is the end of the listening task. You may now go on to do the other parts of the test.**

## PART 2 - Task 1: LISTENING COMPREHENSION

### Task 1: Interviewing for a Job

You will hear a recording about interviewing for a job. Listen carefully to the instructions. For each of the questions 1- 5, choose ONE answer (A, B, C or D) that fits best according to the recording. Write the corresponding letter (A, B, C or D) on the Answer Sheet. You will hear the recording twice.

You have 30 seconds to read through all the questions.

The task begins with an example (0).

After you hear the recording for the second time, you have 1 minute to check your answers and transfer them to the Answer Sheet.

- (0) The speaker believes that a person who is applying for a job should initially
- A write his or her final version neatly and cleanly before posting it.
  - B photocopy the application form and practice filling the copy in first.
  - C check if handwriting is illegible and make a final copy of the application form.
  - D send a photocopied application form to the company to impress them.
- (1) According to the speaker, what's most important when filling out the form is
- A to be sure to give lengthy and verbose responses in the space provided.
  - B to show how unsystematic and excessively casual you are.
  - C to make certain the information is very briefly and clearly expressed.
  - D to use a separate sheet for any extra information you wish to provide.
- (2) The speaker points out that personnel staff routinely
- A read application forms for each and every detail.
  - B reject one out of ten applicants based on writing skills.
  - C note the attention to details given by each applicant.
  - D read application forms quickly so as to note only the essential points.
- (3) In the speaker's opinion, what will truly help you get the interviewer's attention is
- A to mention on your form any uncommon hobbies or jobs that you've had.
  - B to use words that show that you want to be successful.
  - C to avoid answering questions about your leisure interests.
  - D to write that you want to apply for a high position within the organisation.
- (4) Regarding the interview, the speaker feels that it is crucial to
- A have told the interviewer that you are sensitive and clever.
  - B have done some research into the company's history.
  - C have been as compliant to the interviewer as you can.
  - D have asked the interviewer to explain what his or her company does.
- (5) The speaker feels the best way to be prepared for surprises in an interview is to
- A remain calm even though the interviewer is insulting you.
  - B practice not panicking in stressful situations.
  - C arrange to participate in some mock interviews beforehand.
  - D address the interviewer in a reciprocally surprising manner.

(5 points)

<b>PART 2 TASK 1 - LISTENING COMPREHENSION</b>	
<b>1</b>	<b>C</b>
<b>2</b>	<b>D</b>
<b>3</b>	<b>A</b>
<b>4</b>	<b>B</b>
<b>5</b>	<b>C</b>
<b>Total points:</b>	