

Positive language

Sometimes you can say the same thing or describe the same point in a variety of different ways. Each description might have a different effect or create a different impression on the receiver

Tick the expression which is more likely to impress the receiver and to contribute to a more favourable impression.

1. I appreciate job security
 I want a nice, safe job
2. I like watching TV every evening
 I enjoy following world events in the media
3. I prefer a flexible approach, and to explore all avenues
 I don't have any particular ideas on how to do this
4. I had a great skiing holiday in Canada last year
 I enjoy international travel
5. I gained experience in dealing with telephone enquiries
 I learned how to answer the phone
6. I am keen to acquire new skills to apply to the job
 I don't know how to do that so I would need training
7. I got pretty average grades most of the time
 I was consistently successful at school
8. I have used a variety of computer applications
 I mainly use the computer for playing games
9. My term project was rather difficult and boring
 I did an in-depth investigation for my term project which was highly relevant to my career interests
10. I am easily bored by office routine
 I prefer to be challenged by different responsibilities and opportunities
11. I want a lot of money
 I expect that the reward would be commensurate with my qualifications
12. My university career demanded independence and high academic standards
 I didn't go to lectures but managed to pass most of the exams

13. I am quite slow but I get there in the end
 I demonstrate perseverance and determination
14. I 'm keen to start making a contribution to society as soon as I can
 I need to start earning money really fast to pay off my debts
15. My friends think I'm really weird
 I have original and creative ideas
16. I prefer to keep my options open for the time being
 I haven't got a clue about what I want to do in future
17. I expect to work as an office cleaner
 I will be responsible for general office maintenance duties
18. I am a good communicator and can create a congenial atmosphere
 I find it difficult to stop to stop talking but I like playing practical jokes on colleagues
19. I enjoy a leadership role
 I like telling other people what to do
20. My last job was collecting and posting letters
 I was responsible for organising the mail distribution system
21. I'm sociable and approachable
 I spend all my time chatting and laughing
22. I prefer independent work
 I dislike working with other people as part of a team
23. My present job is really boring
 I'm looking for greater responsibility than offered by my present job
24. I take a consultative approach
 I don't like being held responsible and taking decisions alone
25. I hope that I will get a nice office when I start work
 I look forward to joining the team and meeting my new colleagues