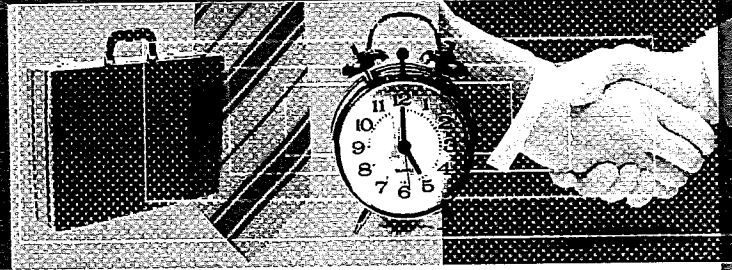


WORK WITH THE READING

- ⊙ A. Read the article and gather information about how to make a good first impression.

Job Interviews 101



1 You finally got that call you have been waiting for—an interview for a new job. At first, you will probably feel overjoyed¹, but as the interview gets closer, you are likely to get more and more nervous about the big day. Experts say that you only have 30 seconds to make a good first impression at a job interview. The key to a successful interview is to be prepared



and stay **professional** at all times. To make sure you do your best, remember these ten tips:

- 2 *Be prepared.* Learn as much as you can about the company before the interview. Go to the business's website and read it so you are aware of how things work there. Think of questions the interviewer might ask you and practice your answers with a friend. Know how to discuss both your strengths and your **weaknesses** because you will be asked about both!
- 3 *Dress the part.* If you walk in wearing jeans and a T-shirt, you are not likely to get the position. Wear clothing that is neat, clean, and presentable. Most companies **expect** applicants to wear business clothes, such as a shirt and tie or a nice suit. Dressing well shows that you are serious about the job.

¹ overjoyed: very happy

4 *Be **punctual**.* Arriving late to an interview can be deadly. No employer wants to hire someone who is not **responsible** enough to come to work on time. Get to the interview 10–15 minutes early to help yourself relax before you step into the office.

5 *Make eye contact.* Look your interviewer in the eye when you greet him or her and keep eye

contact throughout the entire interview. Keeping eye contact shows the other person that you are both honest and confident.

6 *Be polite.* Sit up straight when you are being interviewed, listen carefully to what the interviewer is saying, and avoid using **slang** or bad words. If you don't understand a question, ask politely, "Could you please repeat that?" When you are polite, you appear more professional and are more likely to get the job.

7 *Don't interrupt².* Interrupting is **considered** rude. Let the interviewer finish what she or he is saying. If you have something important to say, try to remember it and wait for a moment of silence to speak up.

8 *Find shared interests.* Try to notice what the interviewer finds important. Listen for

² interrupt: to make somebody stop speaking



topics that you both know something about and discuss them. If you can't think of anything, nod³ yes or agree with points that the interviewer makes.

- 9 *Sell yourself.* Don't be afraid to talk about your **accomplishments**. Employers want to hire people who are successful and confident in their abilities. However, be careful not to **exaggerate**. Do not lie about past job responsibilities. You don't want employers to ask your old boss about things you never did!
- 10 *Stay positive.* Avoid complaining about a bad boss or job you had before. Being negative can make employers worry that you are not a team player, or that you don't work well

with others. And remember to smile. Smiling shows you are easygoing and enthusiastic.

- 11 *Ask questions.* At the end of the interview, ask specific questions about the job or company, such as "What kind of work can I expect to be doing the first year?" or "Where do you see the company five years from now?" You want to show the employer that you have done your **research** and that you care about working there.
- 12 Interviewing is not easy, but it is easier when you know what to do and what to expect. If you stay honest and professional, you will get yourself one step closer to the job you want. Oh, and one more thing: don't forget to breathe!

³ **nod:** to move your head down and then up again quickly as a way of saying yes

B. VOCABULARY Complete each sentence with the vocabulary from Reading 2.

accomplishment (n.)	professional (adj.)	responsible (adj.)
consider (v.)	punctual (adj.)	slang (n.)
exaggerate (v.)	research (n.)	weakness (n.)
expect (v.)		

- In the interview, Scott did not _____ his work experience. He knew his six months in sales wasn't a lot, but he wouldn't lie.
- My boss is a great person, but he has one _____. He almost never smiles, even when things are going well!
- You are not allowed to use your cell phone in some restaurants because many people _____ it rude.
- Alain is always _____. He's never late for anything.
- Many teenagers use so much _____ when they talk to each other that their own parents can't understand them.

6. Takeshi is very _____. He always pays his bills on time.
7. You were late for work again today. I _____ you to arrive on time tomorrow.
8. A friend told me about a good company, so I did some _____ online. I learned that it was one of the top companies to work for here.
9. When you speak to customers, you should always be _____. You should be polite and try to help them as quickly as you can.
10. Getting a job as an accountant has been my greatest professional _____. It's something I dreamed about for years.



C. Go online for more practice with the vocabulary.

D. Complete the T-chart with information from the article.

Job Interview <i>Dos</i>	Job Interview <i>Don'ts</i>
Dress professionally.	Don't be negative.

E. Read the statements. Write *T* (true) or *F* (false). Then correct each false statement to make it true according to the article.

- ___ 1. Learn as much as you can about the company before the interview.
- ___ 2. Most companies expect you to wear casual clothes to an interview.
- ___ 3. Arrive 30–40 minutes early so you can start the interview early.
- ___ 4. Keeping eye contact shows that you are confident.
- ___ 5. It's OK to lie a little about a past job to impress the interviewer.
- ___ 6. Avoid complaining about a boss you had before.
- ___ 7. At the end of the interview, tell the interviewer a personal story.



F. Match these main ideas from the reading with the correct supporting details below. Then read the article again to check your answers.

- ___ 1. Be prepared. ___ 4. Be polite. ___ 7. Sell your
___ 2. Dress the part. ___ 5. Don't interrupt. ___ 8. Stay posi
___ 3. Be punctual. ___ 6. Find shared interests.

- a. If you have something important to say, try to remember it and wait for a moment of silence to speak up.
b. If you don't understand a question, ask politely, "Could you please repeat that?"
c. Most companies expect applicants to wear business clothes.
d. Being negative can make employers worry that you are not a team player.
e. No employer wants to hire someone who is not responsible enough to come to work on time.
f. Think of questions the interviewer might ask you.
g. Employers want to hire people who are successful and confident.
h. Listen for topics that you both know something about and discuss them.



WRITE WHAT YOU THINK

A. Discuss the questions in a group. Look back at your Quick Write on page 12 as you think about what you learned.

1. Which job interview tip from Reading 2 do you think is the most important? Which is the hardest to do? Why?
2. In your opinion, what is the best way to make a job interviewer interested in you?

B. Before you watch the video, discuss the questions in a group.

1. What are three things you should do when you begin an interview for a new job?
2. What things should you do after your interview for a new job?



C. Go online to watch the video about job interviewing skills. Then check your comprehension.

common ground (*n.*) opinions or interests shared by two or more people
generic (*adj.*) describing a general type of something, not one thing in particular
rattle through (*phr. v.*) to say something very quickly
scale (*v.*) to observe