JOB INTERVIEW (advance 3)

[1] You have to sell your personality and skills in a job interview. [2] Be punctual, neatly dressed and keep a good posture. [3] Don't slouch, do't smoke, and don't be negative in any way. [4] Speak clearly, but don't say more than you need to. [5] If asked, describe your qualifications and career history in the first two minutes. [6] Explain your skills in the second two minutes. [7] Come with some examples of SUCCESSFUL things you have done in the past. [8] Be ready to explain how you solved some work problem in the past. [9] Be ready to explain how you can help this new employer. [10] Think up a harmless answer to questions such as "what is your greatest weakness." [11] Keep all your personal doubts private. [12] Be ready to ask a couple of sensible questions about the new job.

Let's talk:

1. What are you selling in a job interview?

2. Think of three personal things that will make a good impression.

3. Name three things that will probably make a bad impression.

4. Finish this sentence: Speak clearly, but...

5. Tell your neighbor your qualifications and career history in two minutes.

6. Explain your skills to your neighbor in two minutes.

7 .Make a question using the words: what / successful

8. Think of two examples of successful job achievements.

9. Give an example of how you could help an employer.

10. What question you could ask an employer about the new job?