

Job Interview Tips

Pre-reading

Questions:

- Think about your last job interview:
 - When was it?
 - Where was it?
 - How did you feel?

Definitions:

- Tip – a helpful or useful idea
- Discuss – to talk about something
- Prepare – to get ready for something



Reading

16 Ming has her first job interview in two days. She is **nervous**. She is unsure of
what to expect. She is worried about what to do.

26 Ming goes to English class. She asks her teacher, Gail, what she should know
40 about job interviews. Gail says, “This is a good question. Let’s discuss some job
54 interview tips in class today.”

59 Gail makes a list on the white board. The list reads:

- 70 • Know where to go for the interview.
- 77 • Be there on time. (Don’t be late!)
- 84 • Wear neat, clean clothes.
- 88 • Smile and be friendly.
- 92 • Ask questions that you have about the job.

100 Ming asks, “Should I ask about pay?” Gail says, “Yes, but wait until the end of
116 the interview.” Ming is thankful for the tips. She feels more prepared.

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Level 1.5

Understanding

1. What does the word **nervous** mean? _____

2. Why is Ming nervous? _____

3. Who does she ask for help? _____

4. What are two tips Gail writes on the white board? _____

5. When should Ming ask about pay? _____

Writing

Choice A: Retell the story in your own words.

Choice B: Write about how you prepare for a job interview.
