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

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.

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

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

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

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

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Job Interview Tips – Level 1.5