



# Job Interview Confidence

Reading Worksheet — Level C | [tahricteaches.com](http://tahricteaches.com)

Many people feel worried before a job **interview**. This is a meeting where a boss asks you questions. You want the job, so you feel **nervous**. That is okay. Everyone feels this way. The good news is that you can learn to feel better and to feel strong.

The best way to feel calm is to **prepare**. Learn about the company before you go. Think about the questions the boss might ask you. Write down some good answers. When you know what to say, you feel more ready and more calm.

You can also **practice** at home. Ask a friend to be the boss. Answer their questions out loud. Do this many times. Soon the words come easy. Practice helps you feel sure of yourself.

On the day, wear clean clothes and arrive early. Give a firm handshake and a big smile. Look at the person's eyes. Speak slowly and clearly. Be honest about your skills. Do not say you can do things that you cannot do.

With good preparation, you will feel more **confidence**. Remember, the boss wants to meet a nice, calm person. You do not need to be perfect. Just be yourself, stay positive, and do your best. Take a deep breath and walk in with a smile. Good luck!

## A. Vocabulary

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|--------------------|---|
| 1. interview ____  | a. things you can do well                               |
| 2. confidence ____ | b. do something many times to get better at it          |
| 3. nervous ____    | c. happy look you make with your mouth                  |
| 4. prepare ____    | d. meeting where someone asks you questions about a job |
| 5. practice ____   | e. feeling sure about yourself and what you can do      |
| 6. handshake ____  | f. feeling worried or a little scared about something   |
| 7. smile ____      | g. get ready for something before it happens            |
| 8. honest ____     | h. holding and shaking someone's hand to say hello      |
| 9. skills ____     | i. telling the truth and not lying                      |
| 10. calm ____      | j. quiet and relaxed, not worried                       |

## B. True or False

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|---|---|
| ___ 1. An interview is a meeting where a boss asks you questions. | ___ 2. It is strange to feel nervous before an interview. |
| ___ 3. You should learn about the company before you go.          | ___ 4. Practice makes the words come more easily.         |
| ___ 5. You should arrive late for the interview.                  | ___ 6. A firm handshake and a smile are good ideas.       |

\_\_\_ 7. You should look at the floor when you speak.

\_\_\_ 8. You should be honest about your skills.

\_\_\_ 9. You must be perfect to get the job.

\_\_\_ 10. Good preparation helps you feel more confidence.

### C. Fill in the Blanks

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**Word Bank:** interview, nervous, prepare, practice, handshake, honest, skills, calm

1. A job \_\_\_\_\_ is a meeting where a boss asks you questions.
2. Many people feel \_\_\_\_\_ and worried before they go.
3. You should \_\_\_\_\_ by learning about the company first.
4. Give a firm \_\_\_\_\_ and a big smile when you say hello.
5. Be \_\_\_\_\_ and tell the truth about what you can do.



### D. Comprehension Questions

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1. What is a job interview?
2. Name two things you can do to feel more ready for an interview.
3. What should you do on the day of the interview?

### E. Discussion Questions

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1. What makes you feel nervous, and what helps you feel calm again?
2. What job would you like to have one day, and why?



# Answer Key

## Job Interview Confidence

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**A. Vocabulary:** 1-d, 2-e, 3-f, 4-g, 5-b, 6-h, 7-c, 8-i, 9-a, 10-j

**B. True/False:** 1-T, 2-F, 3-T, 4-T, 5-F, 6-T, 7-F, 8-T, 9-F, 10-T

**C. Fill Blanks:** 1-interview, 2-nervous, 3-prepare, 4-handshake, 5-honest

**D. Comprehension:**

1. It is a meeting where a boss asks you questions about a job.
2. You can prepare by learning about the company and practice answering questions at home.
3. You should wear clean clothes, arrive early, give a handshake and a smile, and be honest about your skills.