



Job Interview Phrases

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A job **interview** is an important day. It is a meeting between you and a company. The company wants to know if you are a good worker. You answer questions about yourself and your work. You also ask questions about the job. Interviews can feel scary, but they are exciting too.

Before the interview, you must write a **resume**. A resume is a paper that tells your story. It shows your name, your skills, and your past jobs. You give this paper to the company. A good resume helps you get an interview.

On the interview day, you meet the **employer**. The employer is the person who may give you the job. You shake hands and say hello. You smile and sit down. The employer asks you many questions about your work. Listen carefully and answer each question.

You must feel **confident** during the interview. Confident means you feel sure about yourself. Sit up straight in your chair. Look at the employer's eyes when you talk. Speak clearly and do not talk too fast. Take a small breath before a hard question.

It is very important to be **punctual** for your interview. Punctual means you arrive on time, or a little early. Come ten minutes before the meeting starts. Wear nice, clean clothes and bring your resume. After the interview, say thank you. Then wait for a phone call or an email.

A. Vocabulary

- | | |
|-------------------------|---|
| 1. interview ____ | a. arriving on time |
| 2. resume ____ | b. good things you are good at |
| 3. employer ____ | c. work you have done before |
| 4. confident ____ | d. things that show you can do a job |
| 5. punctual ____ | e. meeting where a company asks you questions for a job |
| 6. skills ____ | f. paper that lists your name, skills, and past jobs |
| 7. experience ____ | g. person or company that gives you a job |
| 8. handshake ____ | h. feeling sure about yourself |
| 9. strengths ____ | i. things you are good at doing |
| 10. qualifications ____ | j. holding and shaking someone's hand to say hello |

B. True or False

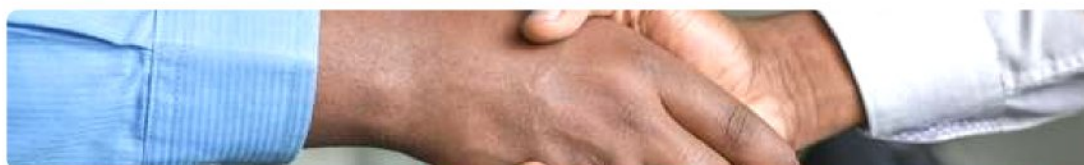
- | | |
|--|--|
| ____ 1. An interview is a meeting between you and a company. | ____ 2. A resume tells your name, skills, and past jobs. |
| ____ 3. You should never look at the employer's eyes. | ____ 4. Punctual means you arrive late. |

- ___ 5. You should smile and shake hands at the start of an interview.
- ___ 6. A good resume can help you get an interview.
- ___ 7. You should wear dirty clothes to an interview.
- ___ 8. Confident means you feel scared and nervous.
- ___ 9. It is good to arrive ten minutes early for an interview.
- ___ 10. You should never say thank you after an interview.

C. Fill in the Blanks

Word Bank: skills, handshake, experience, strengths, qualifications, interview, resume, confident

1. You need good _____ to get a job, like typing or talking to people.
2. Please shake my hand. A _____ is a polite way to say hello.
3. I have five years of work _____ as a teacher.
4. My best _____ are being organized and friendly.
5. You need the right _____, like a diploma, for this job.



D. Comprehension Questions

1. What is a resume, and why is it important?
2. What should you do when you first meet the employer?
3. Why is it important to be punctual for an interview?

E. Discussion Questions

1. What skills or strengths do you think are important for a good job?
2. Have you ever had an interview? How did you feel before and after?



Answer Key

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

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

C. Fill Blanks: 1-skills, 2-handshake, 3-experience, 4-strengths, 5-qualifications

D. Comprehension:

1. A resume is a paper that shows your name, skills, and past jobs, and it helps you get an interview.
2. You should shake hands, smile, and say hello.
3. Being punctual shows the employer that you are responsible and respect their time.

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