

Tips for a successful interview

Is normal to feel nervous before an interview, especially if you are entering the world of work for the first time. However, you can save yourself a lot of stress and anxiety by doing a few simple things. Here is some advice you could take into consideration the next time you have to go for a job interview.

The key to a successful job interview is preparation. This means that you should begin by focusing on your CV and doing some free-interview research. It is very important to make sure your CV is up-to-date and free of mistakes. Also, you should make use of the Internet, as well as magazines and newspapers, in order to gather information about the company or organization you are applying to. Furthermore, you must know some things about the specific job position, including general responsibilities and daily duties.

Next, it is helpful to prepare for the interview itself by answering typical interview questions. Interviewers will usually ask you about what interests you in the company and the position you are applying for. You can try answering these specific questions in front of a friend or family member. Videotaping yourself might help you as well. Seeing your facial expressions, gestures, and body language can help you decide how to improve your answers and how you express yourself. Remember, there is always room for improvement; the more you practise the more confident you will be that you won't mess things up during the interview. You should also prepare questions to ask during the interview. These questions should reflect your research on the company and position. However, remember not to ask any questions about salary on your first interview. If you do, the interviewer may think that you only care about the benefits and that your interest in the company isn't genuine.

Final preparations include choosing what to wear. It is important to select something appropriate. A business suit is always acceptable. If your clothing is clean and well pressed, the interviewer will think that you are a neat and organized person. Also, you must know the location of your interview. A practice drive will ensure you know how to get to the interview and will allow you to arrive there in time. You should arrive at the interview ten minutes in advance. You must also remember to bring extra copies of your CV with you. Bringing a small notebook for notes is also a good idea. Remember to stay calm and project an image of self – confidence.

After the interview, it is suggested you send a thank-you note. In it, you should emphasise your interest and restate your specific qualifications for the position. Remember, the more you prepare, the more successful your interview will be.

EXERCISE 1:**(10x1=10 marks)**

Choose the correct word from the box to complete the sentences below. There are two extra words.

(All the words are in the text above.)

location	self-confidence	up-to-date	genuine	select	appropriate
improvement	research	include	duties	stress	qualifications

1. Final exams can cause _____ to students.
2. Social media keep _____ with what's going on in the world.
3. You must believe in yourself and have _____ to achieve your goals.
4. There has been a significant _____ in our profits.
5. Our conclusions are based on a scientific _____.
6. Our teacher shows a _____ concern about our problems.
7. The teacher interviewed us in order to _____ students for the competition.
8. Students need an education system which is more _____ to their needs.
9. The police officer asked me to draw a map showing the exact _____ of the accident.
10. To get a good job you need to have a lot of _____ such as a university degree.

EXERCISE 2: SUMMARY WRITING
(marks)

(10

Write the summary of the text above, using your own words as far as possible.

Write about 80-100 words.

[illegible]