

Business English 360 – Tips for your First Job Interview (Part 2)

Demonstrating a Professional Attitude

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Vocabulary

to set apart – to distinguish or make different; “Walmart sets itself apart from other companies by offering extremely low prices.”

personable – friendly or able to get along well with others; “Because Ron is such a personable boss, every employee feels comfortable talking to him about problems.”

the right stuff – the talent or characteristics needed for a job or task; “The professor gave Kathy a lot of extra guidance because he thought she had the right stuff to become an academic.”

to gauge – to evaluate or assess; “All applicants had to take a written and oral test to gauge their English language ability.”

“For starters” – to begin or firstly; “So, you want to get a driver’s license? For starters, you’ll have to take a written test.”

conservative – traditional, moderate, or restrained in style; “Judith chose a very conservative bathing suit so that she didn’t attract too much attention.”

go easy on the (something) – not use too much of (something); “John wanted to lose weight so he went easy on the fatty foods and desserts over his holiday.”

overdressed / underdressed – wearing too formal clothing / wearing too informal clothing; “Cindy felt very underdressed when she wore jeans to the graduation ceremony.”

dressed for success – wearing very professional clothes; “Wilson arrived at the meeting dressed for success, and he impressed the prospective clients with his speaking skills as well.”

interrogation – a formal process of questioning, especially by police; “The detective began his interrogation of the suspect by asking where he had been the night before.”

call the shots - be in control; “It is clear that Sally calls the shots in the marriage and that Ian just does whatever she says.”

to field questions - to answer questions; “Senator Dalton had to field a lot of difficult questions from the press after news of government corruption broke.”

a positive note – a good feeling or point; “Professor Norbert always began his lectures with a joke just to start things off on a positive note.”

to wipe the sweat from your brow – to show relief by drying your forehead of sweat; “Phillip used a towel to wipe the sweat from his brow after the tennis match.”

Discussion Questions

1. What are the positive aspects of your personality that can't be seen in your resume?
2. Do you think it is worse to talk too much or too little in a job interview?
3. What are some things you can do before the interview to relax and feel more confident?

Review

1. Which of the following are characteristics that you should try to show in an interview? (Select all that apply)
 - A. Confident
 - B. Professional
 - C. Awkward
 - D. Personable
 - E. Nervous
 - F. Comfortable
 - G. Controlling
2. What does Tim mention as one primary purpose of an interview?
 - A. To exchange resumes
 - B. To test your ability to work with others
 - C. To assess your personality
 - D. To shake your hand
3. Which of the following are things that Tim recommends in terms of dress? (Select all that apply)
 - A. Wear a lot of makeup
 - B. Be neatly trimmed
 - C. Have nice jewelry
 - D. Wear a conservative suit
 - E. Dress formally
 - F. Ask what you should wear beforehand
4. After dressing well, what does Tim say are the first two things that help you convey professional enthusiasm?
 - A. Smiling and making eye contact
 - B. Making eye contact and asking questions
 - C. Saying thank you and smiling
 - D. Shaking hands firmly and asking questions
5. Tim says that we must be active in the interview, but that we should not _____ control of the interview.

6. According to Tim, what should you show interest in during the interview?
 - A. Your experience
 - B. The company
 - C. The interviewer's family
 - D. The salary