



## Unit 28 – Talking your way into a job

### Task 02

- Announcer: Listen to the interview between Stella and Ms Bailey, her job coach.
- Stella: Good morning Ms Bailey. The application worked! However, I really need your help again. I need some good tips on how to succeed at my job interview next week.
- MB: Hello Stella. Yes of course. There are 9 steps to remember about doing well at an interview.
- Stella: What are they?
- MB: Step 1: Find out about the company before you go.
- Stella: How is the best way to do that?
- MB: Look at their company website to find out how big they are. Find articles about their products or services on the internet.
- Stella: Ok ... I can do that and make notes. What's next?
- MB: Step 2: Prepare your answers ... Why you are confident that you can do the job. How you can help them.
- Stella: So I should tell them about my abilities and training.
- MB: Exactly. Plus, about your work experience and your soft skills ... e.g. working well in a team, or being very motivated. The best way is to record it all on your smart phone to check you sound confident and truthful. Listen and learn it!
- Stella: That's a really helpful idea! What's the next step?
- MB: Step 3: Get ready and get there. Dress well to show respect, don't forget about little details like clean shoes, hair and fingernails ... and arrive at least 15 minutes before the interview.
- Stella: Why should I arrive so early?
- MB: It will give you time to see if you want to work there and see if the people are friendly or stressed out about their jobs.