

## Unit 7, Lesson 4: A job interview

### 1. Vocabulary and expressions

Job Interview 求職面試		
interview 面試 listen 傾聽 understand 了解 eye contact 眼神接觸 good posture 良好的姿勢 firm handshake 堅定的握手 communicate well 善於溝通 professional 專業的 professional clothing 商務穿搭 strengths 優點 weaknesses 弱點 interested in 感興趣的 demanding 要求嚴格 Can you ....? 你能 嗎? Tell me about yourself. 請介紹你自己.	punctual 準時 on time 準時 follow directions 遵循指示 hard worker 努力工作者 late 遲到 chewing gum 口香糖 absolutely 絕對地 previous employer 之前的僱主 great employee 優秀的員工 position, job 職位, 工作 applicant 申請人 company 公司 flip-flops 夾腳拖 sometimes 有時 come back 回來	perform 執行 make sure 確認 believe so 相信是這樣 inventory 自陳測驗 experience 經驗 learn 學習 full time 全職 take breaks 休息 work on the weekends 周末工作 answer 回答 style 風格 Thanks for coming. 謝謝你來. company 公司

### 2. Interview behaviors

Avoid 避免	Good
arriving late or too early (太晚或太早到)	arrive 10-15 minutes before the interview
inappropriate attire (不當的衣著)	professional clothing (商務穿搭)
checking cell phone (查看手機) checking texts (看簡訊)	cell phone turned off (手機關掉)
not researching (研究, 了解) the company	researching the company
speaking poorly (說不好的話) of previous employer	answer properly (適當地) and briefly (簡要地)
having no questions to ask (沒有準備問題)	preparing good questions to ask (準備好的問題)

### 3. Interview practice

### A. Tiny's interview practice

Tiny is practicing job interviews.

#### Try 1:

Tommy: Thank you for taking the time to come here. \_\_\_\_\_ (請介紹你自己).

Tiny: My name is Tiny. I am \_\_\_\_\_ (感興趣的) the \_\_\_\_\_ (職位). I don't have \_\_\_\_\_ (經驗) for the job, but I will \_\_\_\_\_ (學習).

Tommy: Thank you for the \_\_\_\_\_ (回答). We are not a school. Next \_\_\_\_\_ (申請人), please.

#### Try 2:

Tommy: You are \_\_\_\_\_ (遲到) for the \_\_\_\_\_ (面試). We need people that are \_\_\_\_\_ (準時). Good bye.

#### Try 3:

Tommy: You are wearing \_\_\_\_\_ (夾腳拖). You don't look \_\_\_\_\_ (專業的).

Tiny: This is my \_\_\_\_\_ (風格)

Tommy: Don't \_\_\_\_\_ (回來).

#### Try 4:

Tommy: Why are you \_\_\_\_\_ (查看手機)? \_\_\_\_\_ (謝謝你來). Bye.

#### Try 5:

Tiny: Hi, I really need this job. My \_\_\_\_\_ (now / current) \_\_\_\_\_ (僱主) is too \_\_\_\_\_ (要求嚴格).

Tommy: We are \_\_\_\_\_ (要求嚴格) too. Next person.

#### Try 6:

Tommy: What do you know about the \_\_\_\_\_ (公司)?

Tiny: Huh?

**Try 7:**

Tommy: Do you have any \_\_\_\_\_ (問題) about the \_\_\_\_\_ (工作)?

Tiny: Not really.

Tommy: Thanks for your time.

**Try 8:**

Tommy: \_\_\_\_\_ (你能) \_\_\_\_\_ (遵循指示) well?

Tiny: \_\_\_\_\_ (有時) I can.

Tommy: Good luck to you. We will have to try more later.

**B. Your interview preparation**

Complete the chart below.

Good at a job interview	Not good at a job interview

**C. Your interview practice**

It's your turn now to prepare for a job interview.

Interviewer: Thanks for coming. Tell me about yourself.

You: I am interested in the position of \_\_\_\_\_ (your job in 2025 that you

selected during the last class). I am currently a \_\_\_\_\_. I started this job in \_\_\_\_\_ (year). Before this job, I was a \_\_\_\_\_ from \_\_\_\_\_ (month) \_\_\_\_\_ (year) to \_\_\_\_\_ (month) \_\_\_\_\_ (year). I worked as \_\_\_\_\_ in a \_\_\_\_\_ (company or institution).

Interviewer: Why are you leaving your current position?

You: I just \_\_\_\_\_. I am looking for new challenges.

Interviewer: What do you know about our \_\_\_\_\_ (公司)?

You: \_\_\_\_\_.

Interviewer: Your resume looks good. What are your strengths?

You: \_\_\_\_\_.

Interviewer: What are your weaknesses?

You: \_\_\_\_\_.

Interviewer: Do you have any questions about the job?

You: \_\_\_\_\_.

Interviewer: When can you start?

You: \_\_\_\_\_.

Interviewer: Thank you. We will contact you soon.

You: \_\_\_\_\_.

#### 4. Conversation in the real world

Let's talk!

## 5. Homework

Translate the English words below into Chinese.

English	Chinese	English	Chinese
performance review		product knowledge	
evaluation form		employee	
problem		customers	
sales clerk		salesperson	
punctuality		never	
superior		rarely	
need improvement		sometimes	
appearance		usually	
professional dress		always	
grooming		tow truck	
communication skills		comb hair	