

Unit 7, Lesson 4: A job interview

1. Vocabulary and expressions

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

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 for 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 practice 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 / an) _____. I started this job In _____ (year). Before this job, I was _____ (a / an) _____ from _____ (month) _____ (year) to _____ (month) _____ (year). I worked as _____ (a / an) _____ in a _____ (company or institution).

Interviewer: Why are you leaving your current position?

You: I just _____. I am looking for new _____ (挑戰).

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

You: _____.

Interviewer: What are your _____ (優點)?

You: _____.

Interviewer: What are your _____ (弱點)?

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	
supervisor		improve	