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UHL1432 English for Occupational Communication

Job Interview Skills – Before the interview

by

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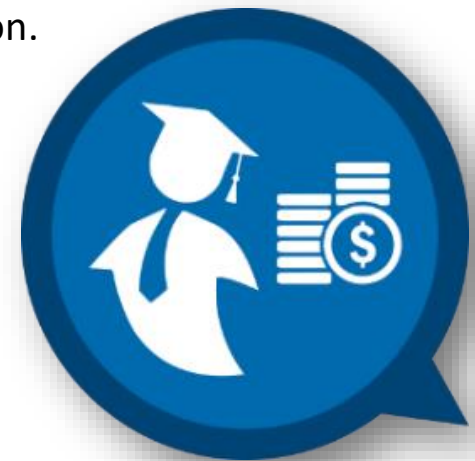


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Communitising Technology

Chapter Description

- **Aims**
 - Can provide concrete information required in an interview but does so with limited precision.
- **Expected Outcomes**
 - Apply appropriate and accurate language in written and/or spoken communication.
 - Use appropriate and accurate content in written and/or spoken communication.
 - Demonstrate effective delivery strategies in spoken communication.
- **Assessment**
 - Mock Job Interview 15%



Topic 1.1: Grooming for interview

1.1.1 Menswear

1.1.2 Womenswear

1.1.3 Grooming



1.1.1 Menswear

Do's

Suit

- Two-piece matching suit.
- Conservative colours – dark grey, navy blue, and etc.

Shirt

- Long sleeves shirt
- White, light colours – light blue, light purple

Ties

- Colour - Navy blue, black, grey, or brown
- Pattern - pinstripe

Accessories

- Shoes matched belt
- Wristwatch

Shoes and socks

- Socks – dark colour / mid-calf length
- Shoes - leather

Don'ts

Suits

- Blazer
- Sports jacket

Shirt

Striking coloured shirt

Pants

Short pants

Ties

Character ties



1.1.1 Womenswear

Do's

Suit

- Two-piece matching suit.
- Conservative colours – dark grey, navy blue, and etc.

Shirt

- Tailored blouse
- White, light coloured

Skirt

- Match blazer colour
- Cover thighs when sit down

Accessories

- Wristwatch
- Leather purse or briefcase

Shoes

- Mid heel
- Closed-toe pump

Don'ts

Shirt

- See through
- Deep V neck

Skirt

Mini skirt

Accessories

Large jewelry

Shoes

Platform
Pumped stiletto



1.1.3 Grooming

Facial hair

- Clean shaven
- Well groomed facial hair

Make up

- Minimal and natural

Nail care

- Clean nails
- Manicured
- Neutral polish



Topic 1.2 Before the interview



1.2.1 Background Research

Company

- **Company website**
 - Read mission and vision
 - Review product and services
 - Look at how your experience and background can contribute to the company's goal

Interviewer

- **Linked In**
 - Research the interviewer's professional background
 - Identify interviewer's area of interest
 - Find commonalities between you and the interviewer
- **Twitter**
 - Keep you update with the company events
 - Enable you to make a conversation with the interviewer about the company events



1.2.2 Be prepared

Location

Prepare your direction before the interview

- Identify the venue. Drive there a day before to estimate the distance.

Documents

Prepare copies of important documents

- Ensure that you make copies of all important documents i.e. resume, cover letter, certificates, letter of acknowledgement, and etc.

Speech

Practice your response to possible questions

- Stand in front of a mirror and practice answering possible questions that may be asked by the interviewer(s).
- Rehearse for a few times to ensure you know how to answer the questions.
- Prepare a list of career related questions to ask to the interviewer(s)

Attire

Dress for success

- If you need to iron your suit, make sure to iron it a day before the interview.
- Try on your suit a day or two prior to the interview to make sure the suit is appropriate and comfortable.



Conclusion of The Chapter

- By the end of this lesson, students should be able to:
 - Identify appropriate attire to wear for the interview
 - Wear appropriate attire to the interview
 - Take appropriate action to prepare before the interview



Reference

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