

For updated version, please click on
<http://ocw.ump.edu.my>

UHL1432 English for Occupational Communication

Job Interview Skills – During the interview

by

Nor Suhardiliana binti Sahar
Centre for Modern Languages and Human Sciences
liana@ump.edu.my

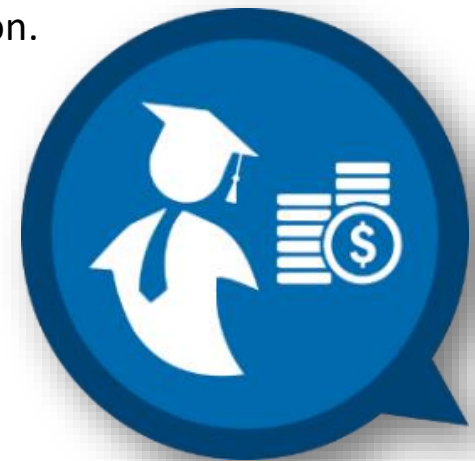


Nor Suhardiliana Sahar, 2017

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 2.1 The beginning

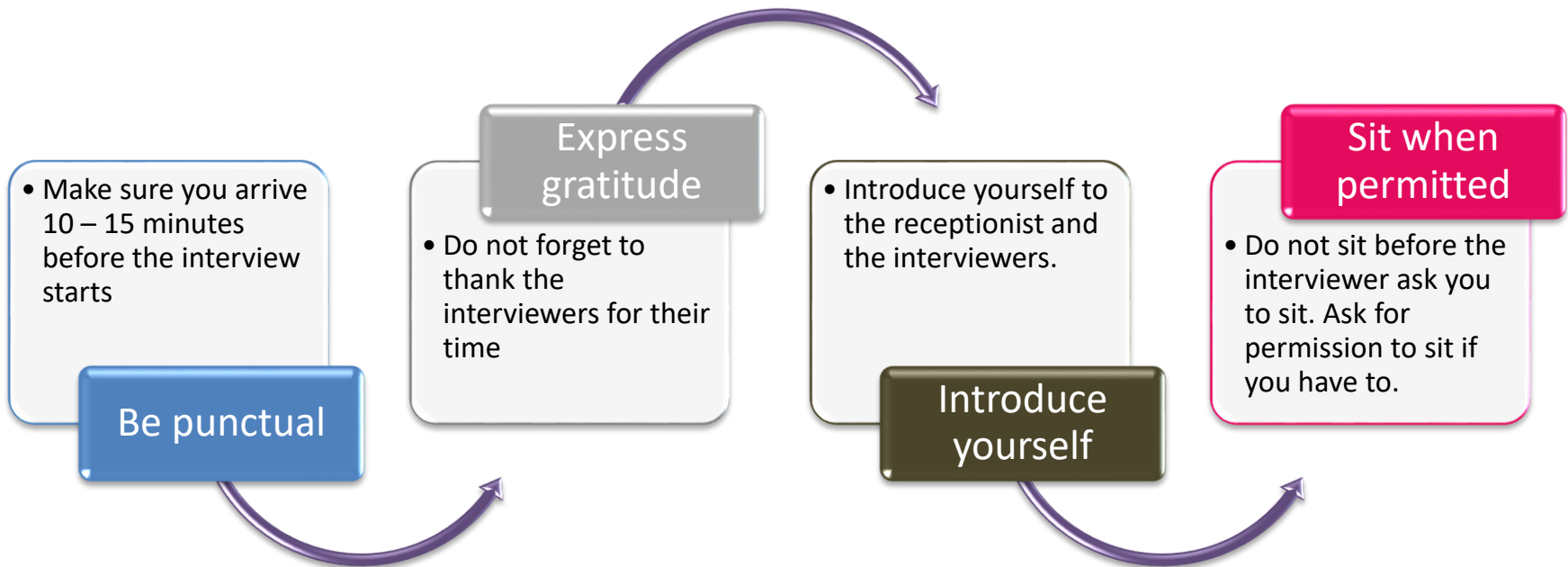
2.1.1 The process

2.1.2 The body language

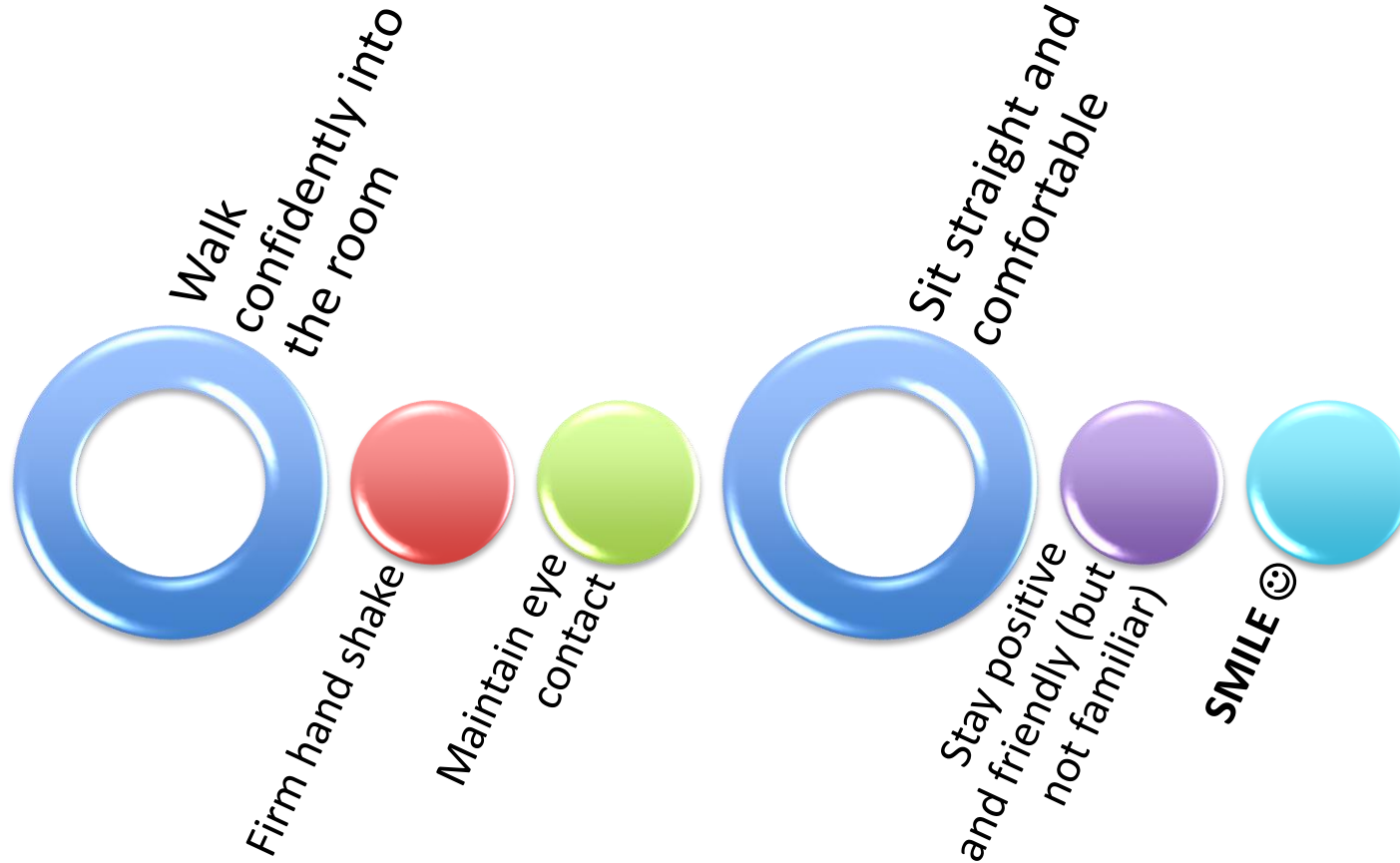
2.1.3 The language expression



The process

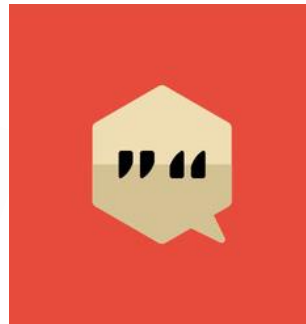


The body language



The language expression

Good morning, sir.
My name is Johan and I am here for ABC interview



May I come in? /
May I have a seat?



Hello! I am here for DEF interview.



Good morning. I am Joan. Here are my documents.



Topic 2.2 The middle

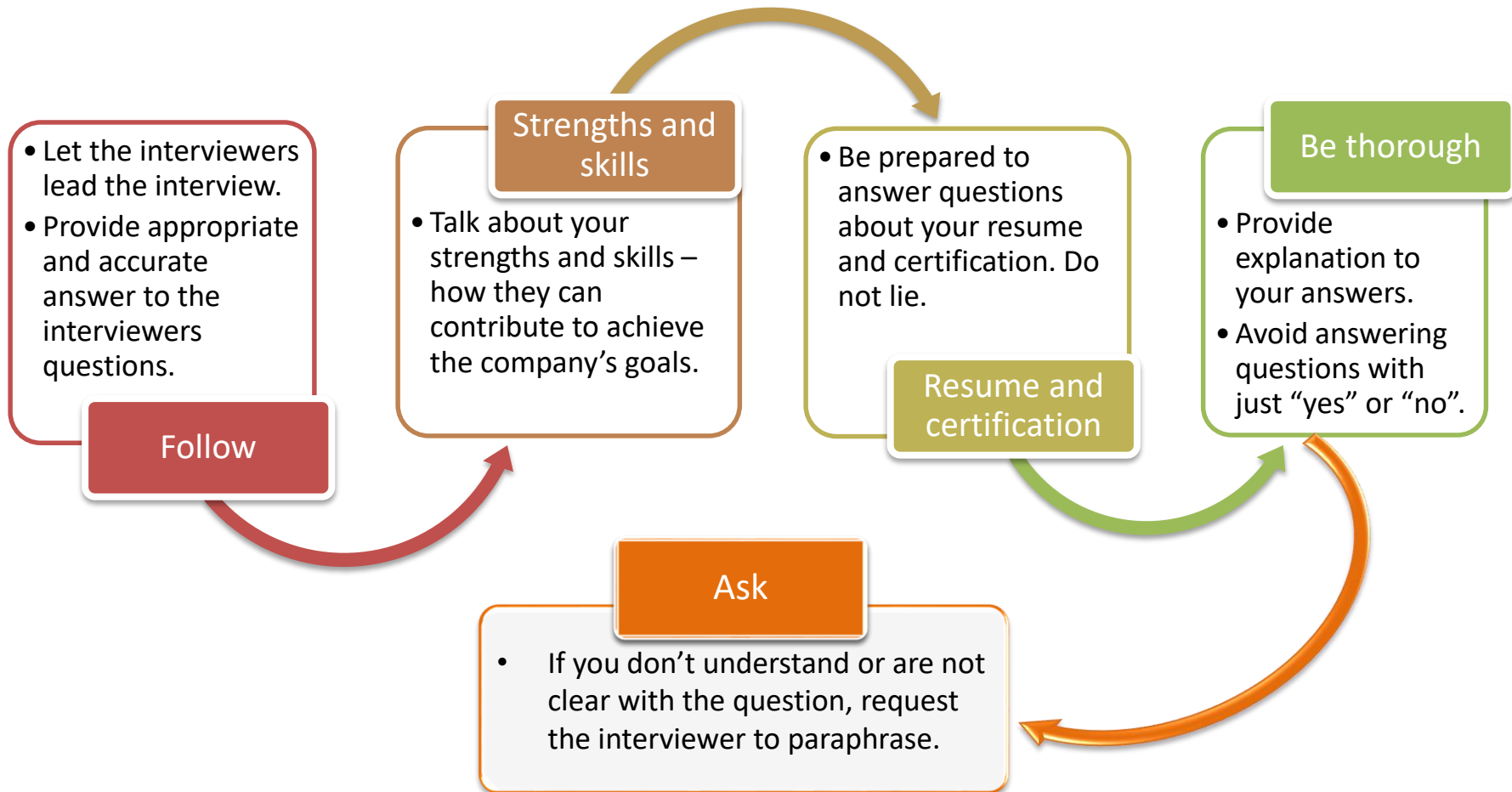
2.2.1 The process

2.2.2 The body language

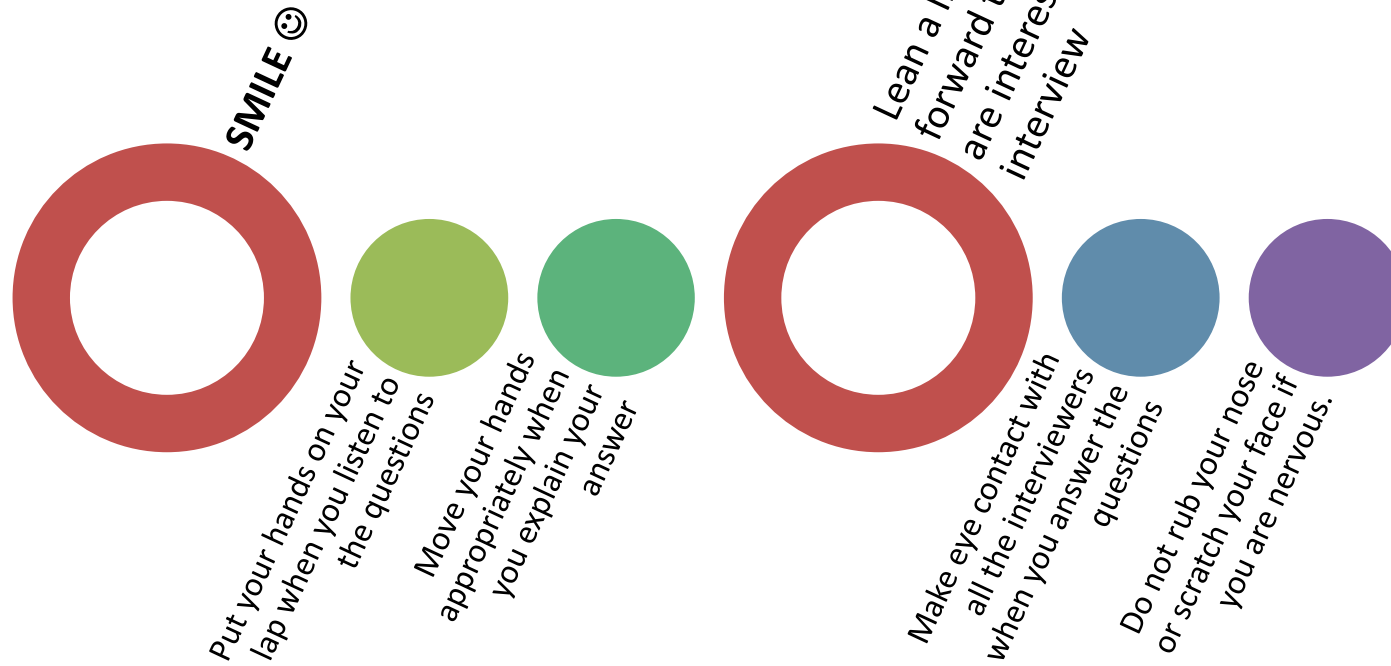
2.2.3 The language expression



The process



The body language




The language expression



Thank you
for your
question. In
my opinion...



“ ”




I would like to
highlight that
my strength ...



“ ”



“ ”



Excuse me,
sir. Can you
repeat the
question,
please?



“ ”



My
experience
during my
internship
has made
me ...



Topic 2.3 The ending

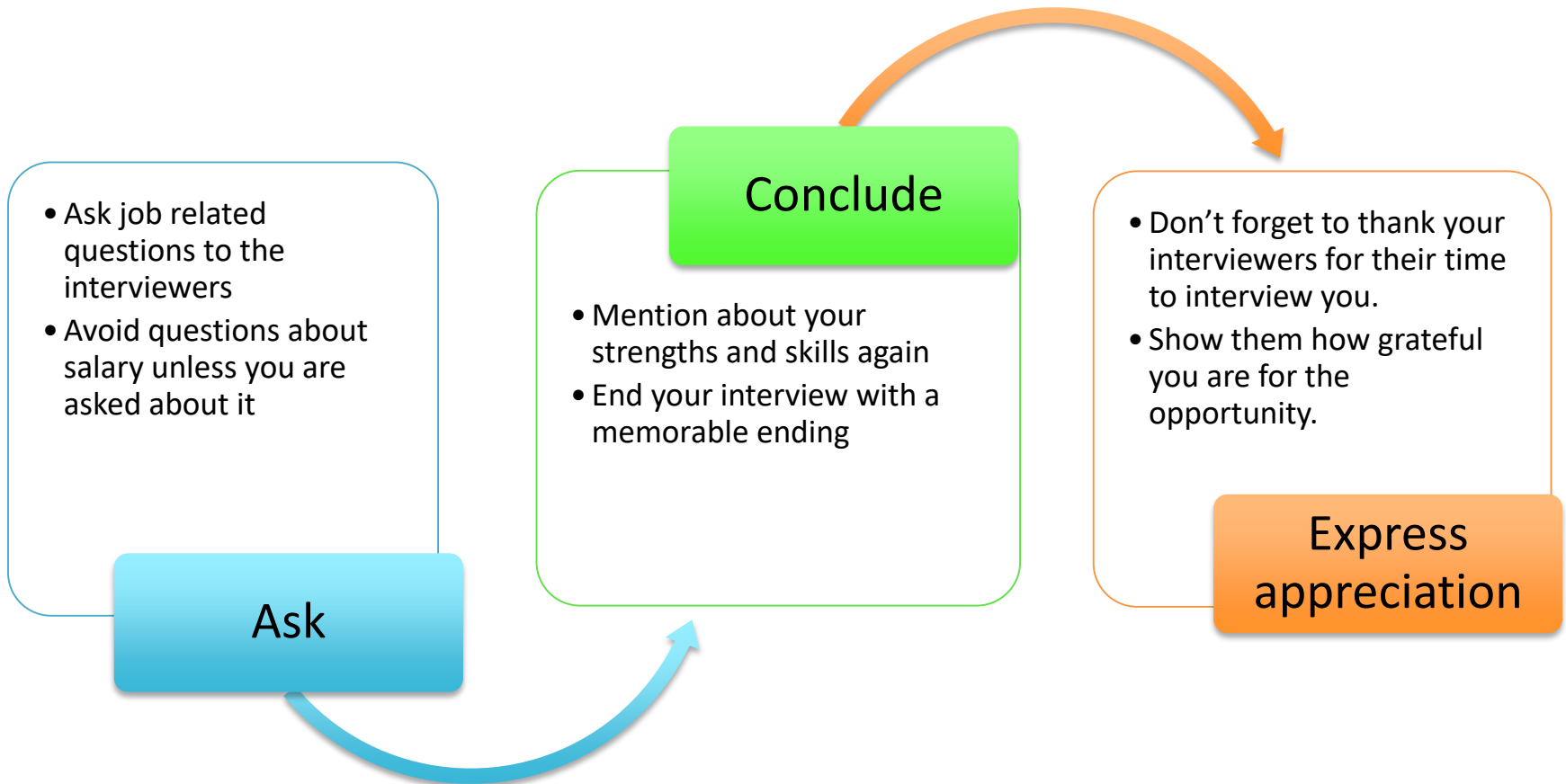
2.3.1 The process

2.3.2 The body language

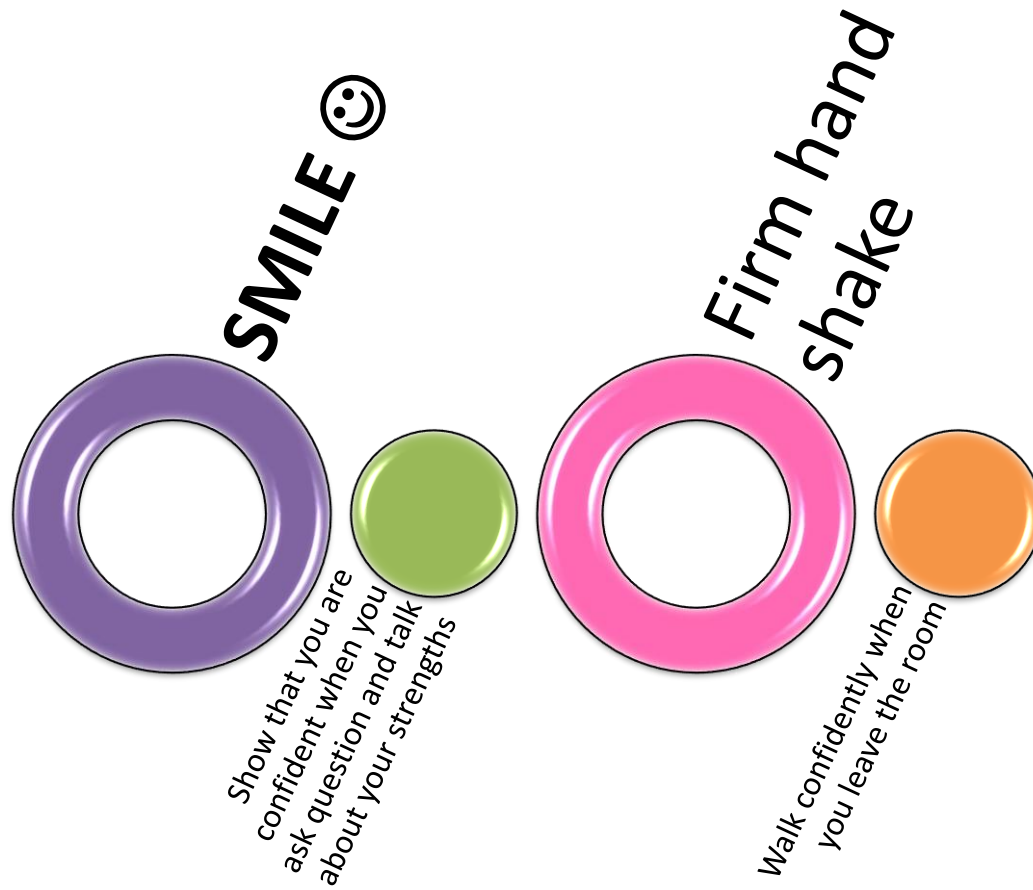
2.3.3 The language expression



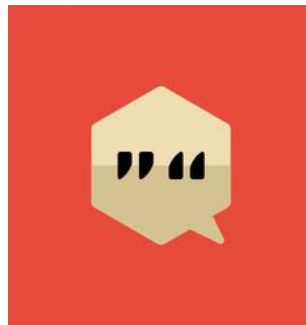
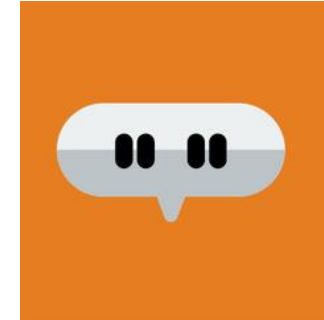
The process



The body language



The language expression



Conclusion of The Chapter

- By the end of this lesson, students should be able to:
 - understand the interview process
 - demonstrate appropriate body language in an interview
 - use accurate language expression in an interview



Reference

1. Interviewing Skills: What to Do During an Interview. (n.d). Retrieved August 26, 2017, from <https://www.gcflearnfree.org/interviewingskills/what-to-do-during-an-interview/1/>
2. What Happens During the Interview?(n.d). Retrieved August 26, 2017, from <http://www.pvamu.edu/sa/interview/what-happens-during-the-interview/>
3. Sticker Style Vector Callouts. (n.d). Retrieved August 26, 2017 from <https://www.vecteezy.com/vector-art/107353-sticker-style-vector-callouts>
4. Free Callouts Quotations Vector Pack. (n.d).Retrieved August 26, 2017 from <https://www.vecteezy.com/vector-art/102933-free-callouts-quotations-vector-pack>



Author Information

Nor Suhardiliana binti Sahar
Nurul Nadia binti Muhammad
Hanisah binti Bon @ Kasbon
Department of English Language,
Centre for Modern Languages and Human Sciences

