

# *Introduction*

## **Definitions: Study 1.1**

**confidence:** the belief that you have the ability to do things well

*He's a good student, but he doesn't have confidence in his abilities.*

**employer:** a person or company that pays people to work for them

*The Mayo Clinic and IBM are the two largest employers in Rochester, Minnesota.*

**impress:** to make someone admire or respect you

*She tried to impress the interviewer with her knowledge of the company.*

**impression:** the feeling you have about someone because of their actions

*First impressions are very important in job interviews.*

**job posting:** information about an available job

*I saw the job posting for the position in the newspaper.*

**mock:** not real, but very similar to a real situation

*A mock interview looks real, but it's not.*

**position:** a job

*I would like to apply for the sales associate position.*

**practice:** to repeat something regularly in order to improve your ability

*You need to practice to improve your skills.*

**prepare:** to get ready for a difficult situation in the future

*She is preparing for her interview.*

**qualified:** having knowledge, experience, or skills, especially for a particular job

*She is the most qualified for the position.*

**replace:** to remove someone or something from its place and put a new person or thing there

*They replaced the permanent staff with temporary staff.*

**stress:** feelings of worry caused by difficult situations such as problems at work

*Regular exercise can help reduce stress.*

**stressful:** a job, experience, or situation that is stressful makes you worry a lot

*My new job is very stressful.*

# *Introduction*

## **Definitions: Study 2.1**

**challenging:** difficult in an interesting or enjoyable way

*Teaching young children is a challenging and rewarding job.*

**current:** happening or existing now

*What is your current address?*

**desire:** to want something

*You can have whatever you desire.*

**disagree:** to have or express a different opinion from someone else

*I disagree with his opinions.*

**dishonest:** not honest

*People who lie are dishonest.*

**potential:** possible in the future

*A potential problem may become a problem in the future, but it is not a problem now.*

**restate:** to say something again in a different way, so that it is clearer

*He is not changing the rules; he is restating them.*

**strengths:** positive qualities in a person's character

*She is honest and she has a positive attitude; those are her strengths.*

**struggle:** to try very hard to do something, even though it is very difficult

*We watched the little girl struggle to keep her balance on her bicycle.*

**tough:** difficult to do

*My boss has given me a tough job to do.*

**tricky:** something that is difficult to do because it is complicated

*I can get you tickets for the game, but it will be tricky.*

**weaknesses:** negative qualities in a person's character

*He is dishonest and he has a negative attitude; those are his weaknesses.*

# *The Do's of Interviewing for a Job*

## Definitions: Study 1.1

**adaptable:** able to change in order to be successful in new and different situations

*You have to be adaptable to work at this company.*

**attentive:** listening or watching carefully and showing that you are interested

*Professional performers expect their audiences to be attentive.*

**beyond:** more than what is expected

*She goes beyond her duties when she helps her coworkers finish their work.*

**comfortable:** confident, relaxed, and not worried

*I'm not very comfortable walking alone at night.*

**competitive:** to try very hard to be more successful than other people

*She is the most competitive person I know.*

**energetic:** having or involving a lot of energy

*Aerobics is too energetic for me.*

**outgoing:** someone who is outgoing likes to meet and talk to new people

*We're looking for someone with an outgoing personality.*

**punctual:** arriving, happening, or being done at exactly the time that has been arranged

*She's always very punctual for appointments.*

**respectful:** feeling or showing respect

*Respectful people are seldom late for meetings; they are almost always punctual.*

# *The Do's of Interviewing for a Job*

## Definitions: Study 2.1

**be able to:** to have the skill, strength, knowledge, etc. needed to do something  
*I have always wanted to be able to speak Japanese.*

**chance:** the opportunity to do something  
*Thank you for giving me the chance to prove myself to you.*

**enjoy:** to get pleasure from something  
*She enjoys her job very much.*

**fact:** used when talking about a situation and saying that it is true  
*I like the fact that I will be able to work with a variety of people.*

**flexible:** able to change or be changed easily according to the situation  
*I would like a job with more flexible working hours.*

**opportunity:** a chance to do something  
*This is your best opportunity to save money on a new car.*

**schedule:** a plan of what someone is going to do and when they are going to do it  
*I have a very busy schedule today.*

**variety:** many different types of things or people  
*The students come from a variety of different backgrounds.*

# ***Introduction***

## **Definitions: Study 3.1**

**appreciate:** to thank someone in a polite way

*Thanks so much for your help; I really appreciate it!*

**appropriate:** correct or suitable for a particular time or situation

*It is NOT appropriate to use slang in a job interview.*

**bid:** an attempt to achieve or obtain something

*Her bid for re-election was unsuccessful.*

**brand new:** completely new, especially not yet used

*His clothes look brand new.*

**cologne:** a liquid with a pleasant smell that men put on their skin or clothing to make themselves smell nice

*Men wear cologne to smell nice.*

**deodorant:** a chemical substance that people put on the skin under their arms to stop from smelling bad

*People put deodorant on after they take a bath or shower.*

**eye contact:** when two people look at each other's eyes at the same time

*He's very shy and never makes eye contact.*

**greet:** to say hello or to welcome someone

*People often greet each other with a handshake and a smile.*

**opportunity:** a chance to get a job or improve your situation at work

*People with a GED or high school diploma have more opportunities than those without.*

**perfume:** a liquid with a pleasant smell that women put on their skin or clothing to make themselves smell nice

*Women wear perfume to smell nice.*

**press:** to remove wrinkles from clothes using a hot iron

*People have their clothes pressed after they have been washed and dried.*

**provide:** to give someone something that they need

*People must provide their driver's license and proof of insurance when stopped by the police.*

# *The Do's of Interviewing for a Job*

## Definitions: Study 4.1

**attendance:** when you go somewhere such as school or work regularly  
*His attendance at school and work is excellent!*

**be number one:** most important or successful in a particular situation  
*Our customers are our number one priority!*

**day off:** when you do not go to work because of a holiday or vacation  
*I like to spend my time outside on my days off.*

**ever:** at any time; used mostly in questions, negatives, or comparisons  
*Have you ever been to Africa?*

**hardly:** almost not, or only a very small amount  
*I was so tired that I could hardly walk.*

**in advance:** before something happens or is expected to happen  
*Thank you, in advance, for your help!*

**mild:** an illness or health problem that is not serious  
*She had a mild headache.*

**never:** not at any time, or not once  
*He's never been to Africa.*

**prepare:** to get ready for something that will happen in the future  
*I haven't prepared my speech yet.*

**punctual:** arriving, happening, or being done at exactly the time that has been arranged  
*My punctuality is excellent; I always arrive at least 10 minutes early.*

**rate:** to judge the quality or ability of someone or something  
*How would you rate your attendance and punctuality?*

**responsible:** showing good judgment and able to be trusted  
*I am an honest and responsible employee.*

**shift:** a period of work  
*The night shift is from 11:00 p.m. to 7:00 a.m.*

**strengths:** positive qualities in a person's character  
*She is honest and she has a positive attitude; those are her strengths.*

# *Introduction*

## **Definitions: Study 4.1**

**apologize:** to tell someone that you are sorry about something you have done

*I'm so sorry; please accept my apology.*

**arrange:** to organize or make plans for something such as a meeting, party, trip, or childcare

*She has a job interview tomorrow, and she arranged for childcare last week.*

**bracelet:** a band or chain that you wear around your wrist as a decoration

*Her bracelets are made of silver and gold.*

**crap:** something that is very bad or is of bad quality

*They sell a lot of stuff cheap, but most of it is crap.*

**disrespect:** to say or do things that shows a lack of respect for someone

*Children disrespect their parents when they lie to them.*

**noticeable:** easy to see

*Alcohol has a noticeable effect on the body.*

**opportunity:** a chance to get a job or improve your situation at work

*This is her best opportunity to get a job.*

**piss:** very informal and a very impolite word meaning to pass urine from the body

*Where's the bathroom? I have to take a piss.*

**prior:** existing or happening before something else

*This job requires no prior experience.*

**professional:** showing skill and careful attention

*He looks very professional in that suit.*

**reliable:** someone or something that can be trusted or depended on

*Bill is very reliable; if he says he'll do something, he'll do it.*

**reschedule:** to schedule a new and later date for something to happen

*I rescheduled my doctor's appointment for later in the week.*

**rude:** behaving in a way which is not polite and upsets other people

*It is rude to answer your cell phone during class.*

# *The Do's of Interviewing for a Job*

## **Definitions: Study 5.1**

**dissatisfied:** not pleased or happy with something

*Unfortunately, we have had a lot of dissatisfied customers lately.*

**find out:** to get information about something, or to learn a fact for the first time

*What did you find out at your doctor's appointment yesterday?*

**first of all:** before doing anything else

*First of all, check to make sure you have read the directions.*

**issue:** an important subject or problem that people are discussing

*Abortion is an issue that I would rather not discuss.*

**problem:** a situation that causes difficulties

*Drugs have become a serious problem in our community.*

**respectful:** feeling or showing respect

*The audience applauded respectfully at the end of the concert.*

**solve:** to find the answer to something

*He thinks money will solve all his problems.*



# *The Do's of Interviewing for a Job*

## **Definitions: Study 6.1**

**consider:** to have a particular opinion about someone or something

*I consider myself to be an honest and loyal person.*

**honest:** not likely to lie, cheat, or steal

*He was a hard-working, honest man.*

**loyal:** always supporting your friends, principles, country, etc.

*She's very loyal to her family and friends.*

**steal:** to take something that belongs to someone else

*Would you ever steal something from someone?*

**valuable:** worth a lot of money

*Their most valuable belongings were locked in a safe in the bedroom.*

**wallet:** a small flat case often made of leather, for holding paper money, bank cards, etc.

*You shouldn't keep your Social Security card in your wallet.*

# *The Do's of Interviewing for a Job*

## Definitions: Study 7.1

**business administration:** a college or university course of studies that offers instruction in general business principles and practices  
*We're looking for someone with experience in business administration.*

**currently:** at the present time  
*The factory currently employs 750 people.*

**enroll:** to officially arrange to join a course, school, or university  
*I enrolled in a Community Education computer class last week.*

**hopefully:** to express what you would like to happen  
*Hopefully, the company will hire me.*

**legal assistant:** someone whose job is to help lawyers do their work  
*Legal assistants cannot give legal advice.*

**major:** the main subject that a student studies at college or university  
*Her major is business administration.*

**to see yourself:** to imagine or think about something or someone in a particular way  
*I don't see myself retiring from this company.*

**x-ray technician:** someone whose job is to photograph the inside of someone's body using x-rays  
*My short-term goal is to become a certified x-ray technician.*

# *The Do's of Interviewing for a Job*

## Definitions: Study 8.1

**asset:** a person, skill, or quality which is useful or helps you to succeed  
*I think she will be a great asset to our company.*

**benefit:** to give you an advantage, improve your life, or help you in some way  
*They are working together to benefit the whole community.*

**definitely:** without any doubt  
*This book is definitely worth reading.*

**dependable:** able to be trusted to do what you need or expect  
*I am a very dependable person; that is one of my strengths.*

**knowledge:** the information, skills, and understanding that you have gained through learning or experience  
*I have the knowledge and skills required for this position.*

**to prove yourself:** to show how good you are at doing something  
*When I first started this job, I felt I had to prove myself.*

**responsible:** showing good judgment and able to be trusted  
*I am a very responsible person; that is one of my strengths.*

**slang:** very informal, sometimes offensive, language that is used especially by people who belong to a particular group, such as young people or criminals

*It is inappropriate to use slang during a job interview.*

**slouch:** to stand, sit, or walk with your shoulders forward so that your body is not straight

*Don't slouch in the chair during a job interview; sit up straight!*

**sucks:** very informal, used when you dislike something very much or think something is very bad

*If you ask me, this job sucks!*

**tap:** to hit your fingers lightly on something

*Please don't tap on the desk; it's very annoying and rude.*

# *The Do's of Interviewing for a Job*

## Definitions: Study 9.1

**absolutely:** used to say yes or that you agree with someone  
*May I use your restroom? Absolutely.*

**acclimate:** to become used to a new place, situation, or type of weather  
*It was hard for me get acclimated to working the third shift.*

**candidate:** a person who is competing to get a job or elected to a position  
*There are only three candidates for the job.*

**cash register:** a machine used in shops to store money and record sales  
*Are you comfortable operating a cash register?*

**orientation:** training or preparation for a new job or activity  
*This is orientation week for all the new employees.*

**policy:** a plan of what to do in particular situations that has been agreed by a government, business, etc.  
*Our company has a strict no-smoking policy.*

**promote:** to give someone a more important job in the same company or organization  
*There are many promotional opportunities within our company.*

**recommendation:** a formal letter or statement saying that someone would be a suitable person to do a job, take a course of study, etc.  
*You should have at least three letters of recommendation.*

**review:** a judgment about how good, useful, or successful someone or something is  
*I have my annual review next week; I hope I get a raise.*

**select:** to choose someone or something  
*We have selected three final candidates for the position.*

**solely:** not involving anything or anyone else  
*Financial aid is given solely on the basis of financial need.*

**typically:** in the way that something usually happens  
*Employees typically receive a paycheck every two weeks.*

# Introduction

## Vocabulary: Quiz 3.2

Use the words in the boxes to complete the sentences.

deodorant	shower	first impression	cologne
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1. Take a \_\_\_\_\_ and brush your teeth before your interview.
2. You want to make a good \_\_\_\_\_.
3. Use \_\_\_\_\_, but no perfume or \_\_\_\_\_.

scheduled	shake	pressed	greet
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4. Make sure your clothing is neat, \_\_\_\_\_, and appropriate for the interview.
5. Arrive 5-10 minutes before your interview is \_\_\_\_\_.
6. When the interviewer \_\_\_\_\_ you, make sure to stand and \_\_\_\_\_ their hand.

appreciate	eye-contact	state	position
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7. You also want to maintain good \_\_\_\_\_ during the interview.
8. Let the interviewer know that you \_\_\_\_\_ their time.
9. \_\_\_\_\_ your interest in the \_\_\_\_\_.

opportunity	brand new	thank you	bid
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10. Make that one last \_\_\_\_\_ for the position.
11. Take the time to write a \_\_\_\_\_ note.
12. It's a great \_\_\_\_\_ to make an impression.
13. It will provide you an opportunity for a \_\_\_\_\_ job.

# *Introduction*

## Vocabulary: Quiz 4.2

Use the words in the boxes to complete the sentences.

prior	arranged	respect	reliable
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1. Plan on being there 10 minutes \_\_\_\_\_ to the interview.
2. This is showing \_\_\_\_\_ for the interviewer's time.
3. Make sure that you have \_\_\_\_\_ for \_\_\_\_\_ daycare.

reschedule	bracelets	apologize	disrespect
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4. Call, \_\_\_\_\_, and \_\_\_\_\_ your interview.
5. This is a sign of \_\_\_\_\_ to the interviewer.
6. Don't wear too many \_\_\_\_\_ or long dangling earrings.

rude	slouch	noticeable	tap
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7. Don't \_\_\_\_\_ on the table or the desk.
8. It's inappropriate and \_\_\_\_\_.
9. Chewing gum is \_\_\_\_\_ and inappropriate during an interview.
10. Don't \_\_\_\_\_ in the chair during an interview.

piss	slang	crap	sucks
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11. Don't use \_\_\_\_\_ during an interview.
12. Words like \_\_\_\_\_ or \_\_\_\_\_ or that \_\_\_\_\_ are inappropriate during an interview.

# Introduction

## Vocabulary: Quiz 5.2

Use the words in the boxes to complete the sentences.

customer	energy	appearance	qualifications
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1. One of the \_\_\_\_\_ is previous sales experience.
2. One of the qualifications is \_\_\_\_\_ focused.
3. One of the qualifications is high \_\_\_\_\_.
4. One of the qualifications is a professional \_\_\_\_\_.

confidence	team	friendly	communication
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5. One of the qualifications is strong \_\_\_\_\_ skills.
6. One of the qualifications is self \_\_\_\_\_.
7. One of the qualifications is a \_\_\_\_\_ player.
8. One of the qualifications is a \_\_\_\_\_ personality.

sales associate	hire	applicant	improves
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9. Which \_\_\_\_\_ has the best answers and questions during the interview?
10. Which applicant \_\_\_\_\_ most?
11. Which applicant best meets the position requirements for \_\_\_\_\_?
12. Which applicant would you \_\_\_\_\_ and why?