

รายวิชา ภาษาอังกฤษ

รหัสวิชา อ23102 ชั้นมัธยมศึกษาปีที่ 3

เรื่อง Being an Interviewer

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ใจหมั่น



Being an Interviewer



จุดประสงค์การเรียนรู้

1. นักเรียนสามารถอ่านออกเสียงคำศัพท์และบอกความหมายคำศัพท์ที่สื่อถึงข้อดีและข้อเสียของตนเองได้
2. นักเรียนสามารถแต่งบทสนทนาระหว่างผู้สัมภาษณ์งานและผู้ถูกสัมภาษณ์ตามเงื่อนไขที่กำหนดได้



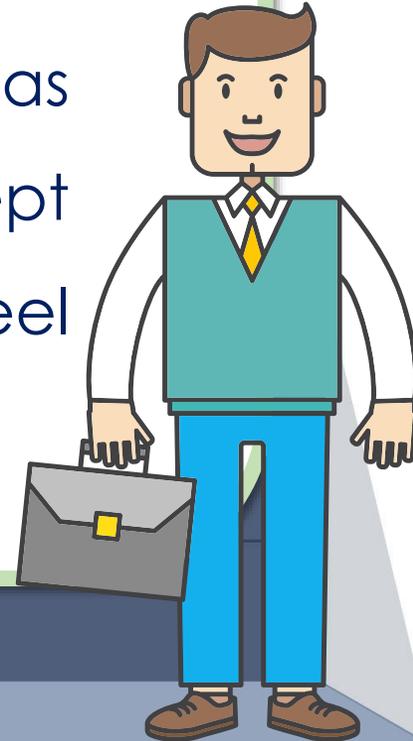
10 Tips for Job Interview



10 Tips for Job Interview

1. Look Sharp.

Before the interview, select your outfit. Depending on the industry and position, get out your best duds and check them over for spots and wrinkles. Even if the company has a casual environment, you don't want to look like you slept in your clothes. Above all, dress for confidence. If you feel good, others will respond to you accordingly.



10 Tips for Job Interview

2. Be on Time

Never arrive late to an interview. Allow extra time to arrive early in the vicinity, allowing for factors like getting lost. Enter the building 10 to 15 minutes before the interview.



10 Tips for Job Interview

3. Do Your Research

Researching the company before the interview and learning as much as possible about its services, products, customers and competition will give you an edge in understanding and addressing the company's needs. The more you know about the company and what it stands for, the better chance you have of selling yourself. You also should find out about the company's culture to gain insight into your potential happiness on the job.



10 Tips for Job Interview

4. Be Prepared

Bring along a folder containing extra copies of your resume, a copy of your references and paper to take notes. You should also have questions prepared to ask at the end of the interview.



10 Tips for Job Interview

5. Show Enthusiasm

A firm handshake and plenty of eye contact demonstrate confidence. Speak distinctly in a confident voice, even though you may feel shaky.



10 Tips for Job Interview

6. Listen

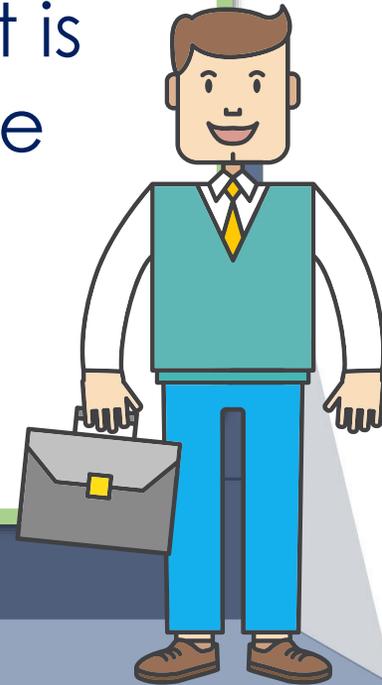
One of the most neglected interviewing skills is listening. Make sure you are not only listening, but also reading between the lines. Sometimes what is not said is just as important as what is said.



10 Tips for Job Interview

7. Answer the Question Asked

Candidates often don't think about whether or not they actually are answering the questions asked by their interviewers. Make sure you understand what is being asked, and get further clarification if you are unsure.



10 Tips for Job Interview

8. Give Specific Examples

One specific example of your background is worth 50 vague stories. Prepare your stories before the interview. Give examples that highlight your successes and uniqueness. Your past behavior can indicate your future performance.



10 Tips for Job Interview

9. Ask Questions

Many interviewees don't ask questions and miss the opportunity to find out valuable information. Your questions indicate your interest in the company or job.



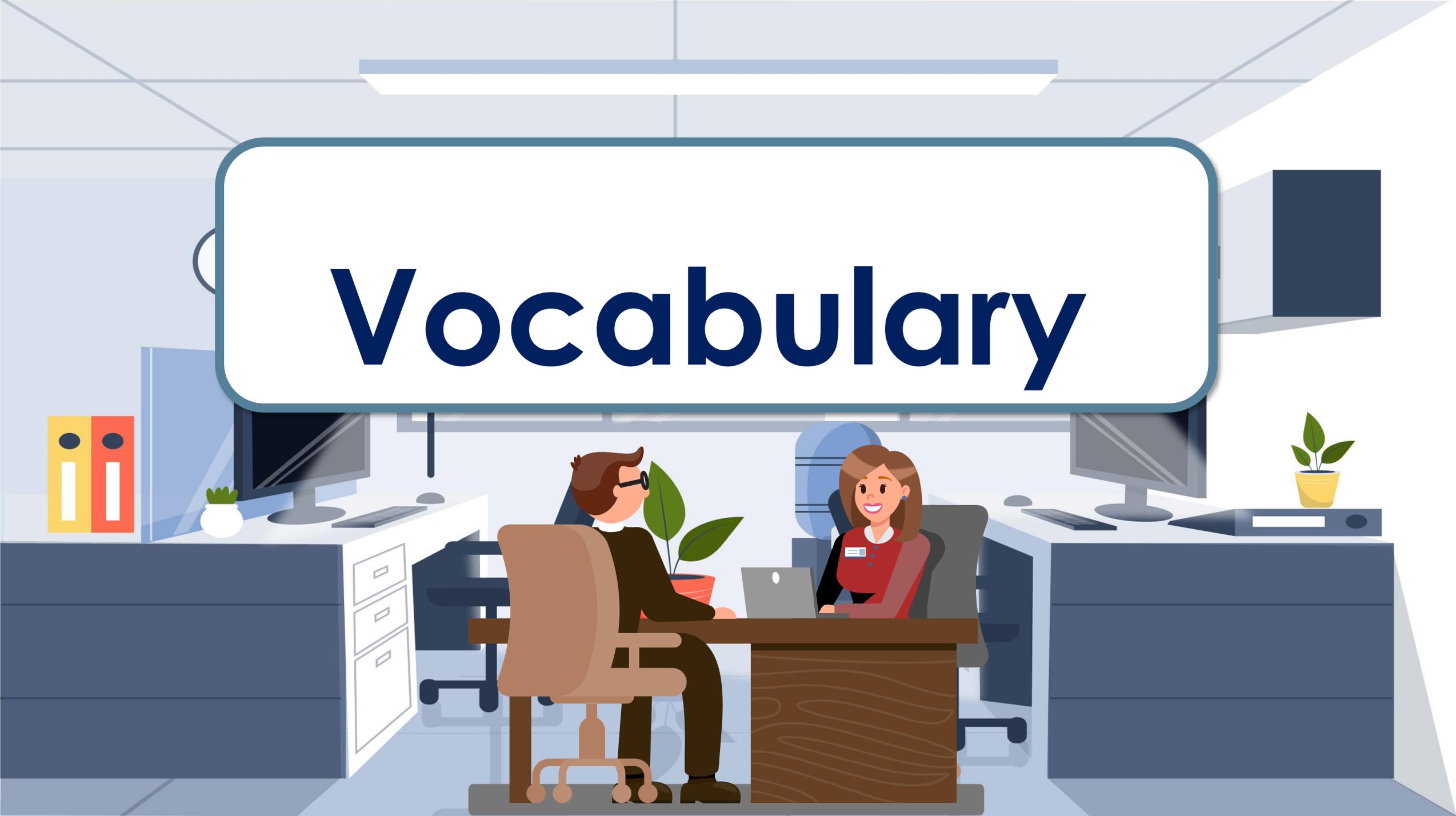
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10. Follow Up

Whether it's through email or regular mail, the follow-up is one more chance to remind the interviewer of all the valuable traits you bring to the job and company. You don't want to miss this last chance to market yourself.



Vocabulary

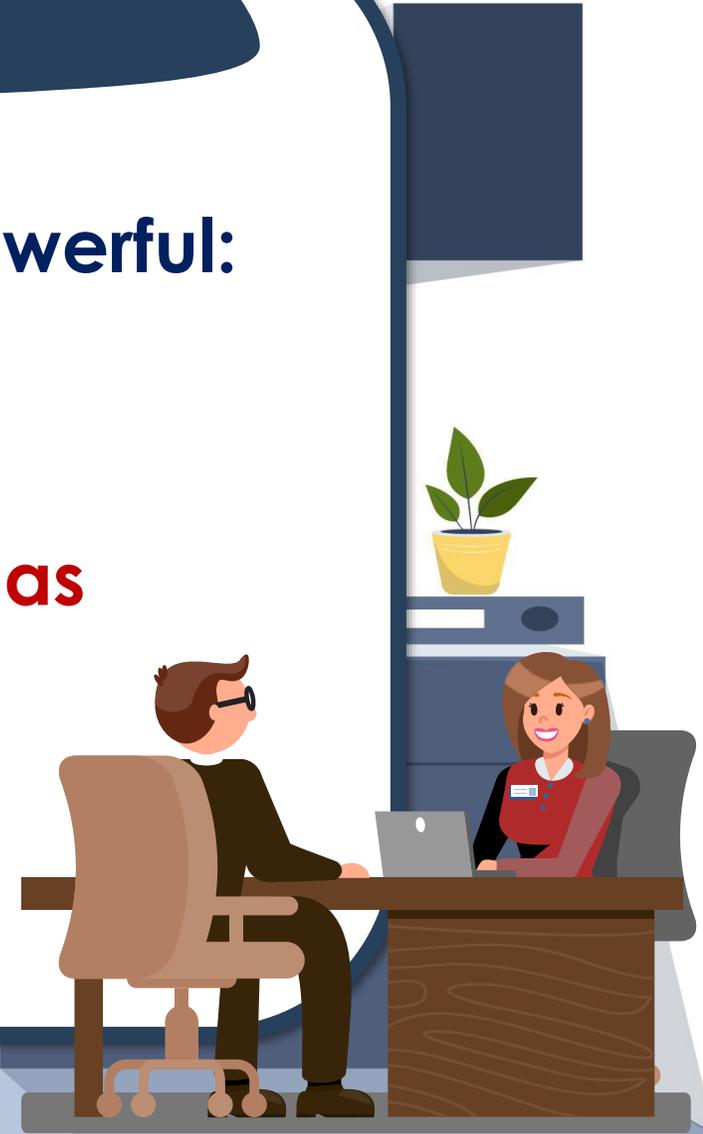


weakness (n.)

the fact or state of not being strong or powerful:

Example

Any change of policy will be interpreted as a sign of weakness.

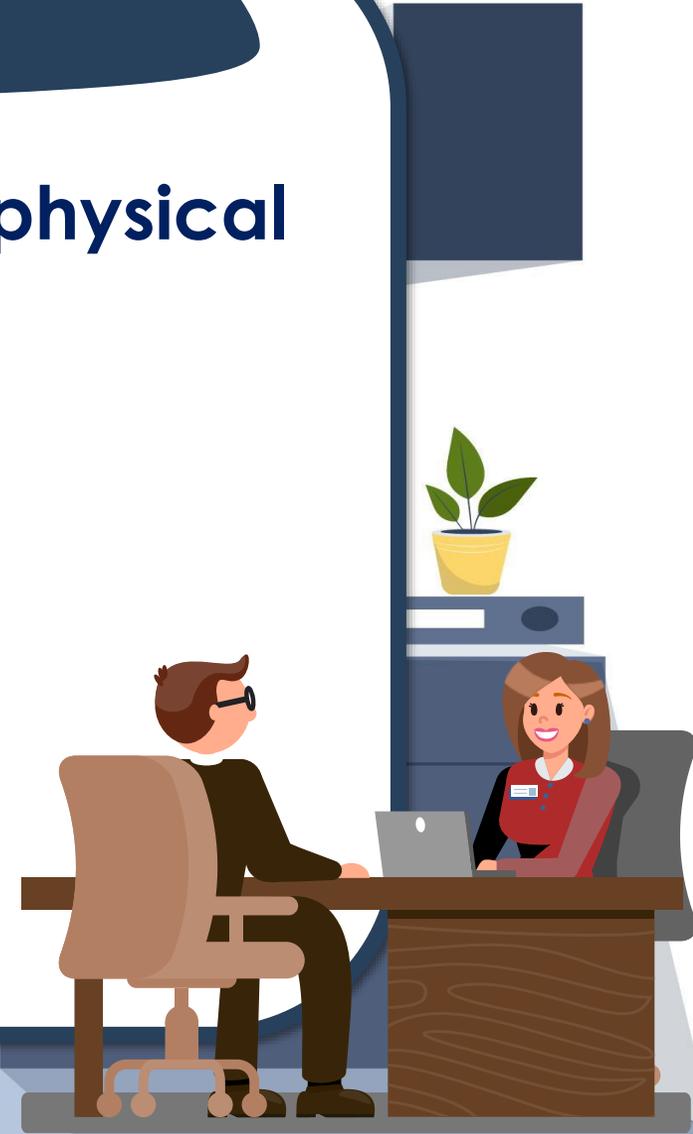


strength (n.)

the ability to do things that need a lot of physical or mental effort:

Example

My strength is easy going.

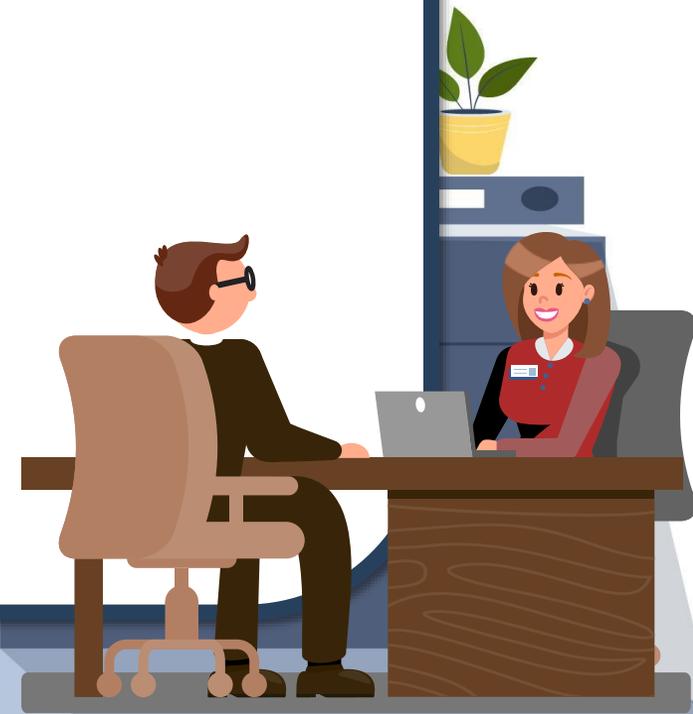


flexibility (n.)

the ability to change or be changed easily
according to the situation:

Example

**The schedule doesn't allow
much flexibility.**



sensitive (adj.)

easily upset by the things people say or do, or causing people to be upset, embarrassed, or angry:

Example

He was very sensitive about his scar and thought everyone was staring at him.



procrastinate (v.)

to keep delaying something that must be done,
often because it is unpleasant or boring:

Example

**I know I've got to deal with the problem
at some point - I'm just procrastinating.**



creativity (n.)

the ability to produce or use original and unusual ideas:

Example

Too many rules might deaden creativity.



insecure (adj.)

Insecure people have little confidence and are uncertain about their own abilities or if other people really like them:

Example

He still feels insecure about his ability to do the job.

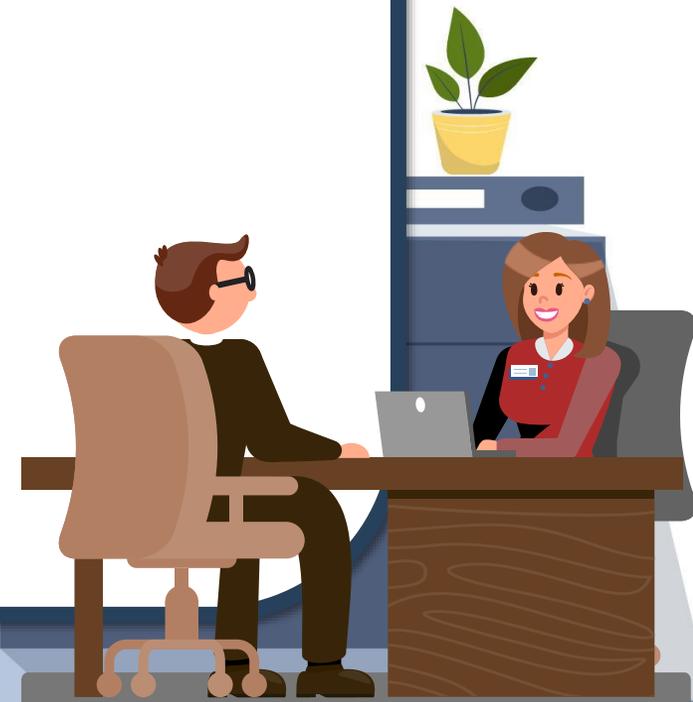


honesty (n.)

the quality of being honest:

Example

I appreciate your honesty.



self-control (n.)

the ability to control your emotions and actions:

Example

I wish I had exercised more self-control at the buffet.



self-criticism (n.)

the habit or act of criticizing yourself, especially your own behaviour, work, or performance:

Example

His account of his life was full of self-doubt and self-criticism.



introverted (adj.)

shy, quiet, and preferring to spend time alone rather than often being with other people:

Example

When she started school, she became cautious, quiet and introverted.

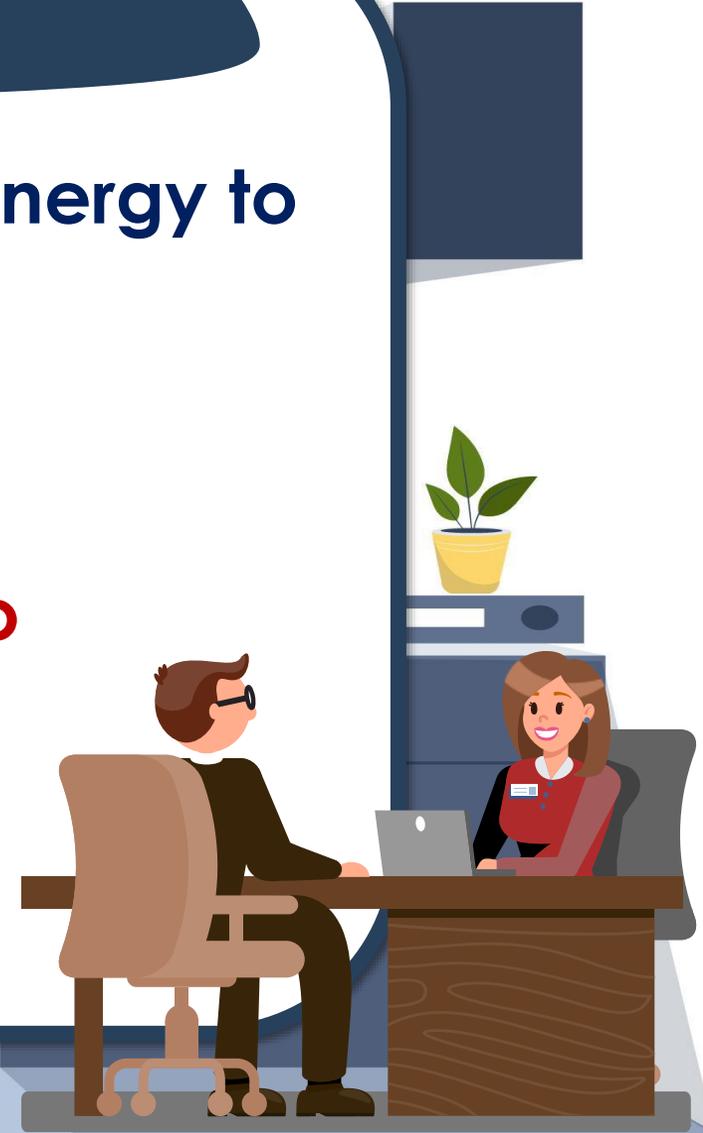


dedication (n.)

the willingness to give a lot of time and energy to something because it is important:

Example

He has always shown great dedication to the cause.

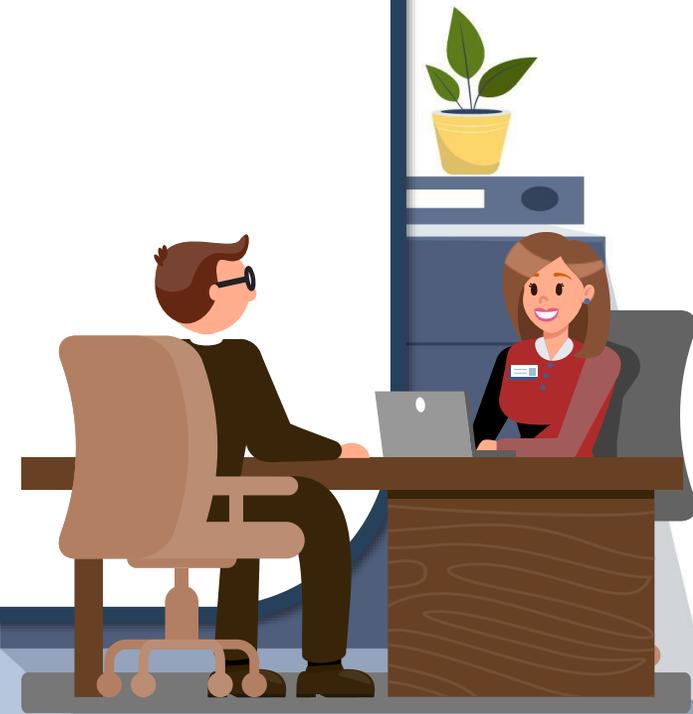


easy-going (adj.)

relaxed and not easily upset or worried:

Example

a friendly, easy-going type of guy



ใบงานที่ 1

Directions: Categorize these words.

dedication

introverted

sensitive

easy going

insecure

creativity

flexibility

procrastinated

self-criticism

self-control

honesty

ใบงานที่ 1

dedication

introverted

sensitive

easy going

insecure

creativity

flexibility

procrastinated

self-criticism

self-control

honesty

Strengths	Weaknesses
dedication easy-going creativity flexibility self-control honesty	introverted sensitive insecure procrastinated self-criticism





What is your greatest strength?

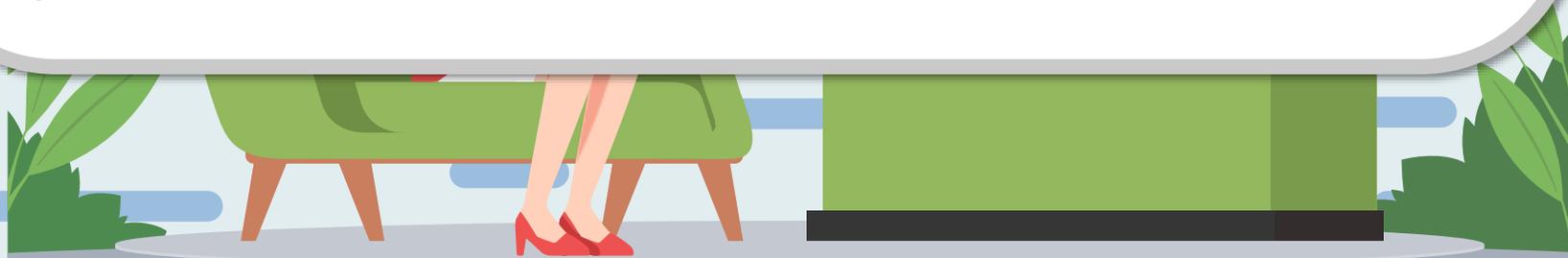


What is your weakness?



ใบงานที่ 2

Directions: Write the dialogue between an interviewer and interviewee using 5 words from the box. The dialogue should be composed with questions and answers about these following topics: personal information, position, strength, and weakness.





บทเรียนครั้งต่อไป

เรื่อง Being a Job Planer





สิ่งที่คุณ สิ่งที่ต้องเตรียม ใบงานเรื่อง

Being a Job Planer

สามารถดาวน์โหลดใบความรู้และใบงานได้ที่

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