

ใบงานที่ 1 เรื่อง 10 Tips for job interview
 หน่วยการเรียนรู้ที่ 8 เรื่อง Occupations
 แผนการจัดการเรียนรู้ที่ 56 เรื่อง Job Interview Training
 รายวิชา ภาษาอังกฤษ รหัสวิชา อ23102 ภาคเรียนที่ 2 ชั้นมัธยมศึกษาปีที่ 3

A. Direction: Match the vocabulary correctly according to the definition given.

| | | | | |
|-------------|------------|---------|---------------|-----------|
| sharp | vicinity | insight | enthusiasm | research |
| bring along | distinctly | outfit | clarification | neglected |

| | | |
|-----|-------|---|
| 1. | _____ | a detailed study of a subject, especially in order to discover (new) information or reach a (new) understanding. |
| 2. | _____ | a set of clothes worn for a particular occasion or activity |
| 3. | _____ | to take someone or something with you |
| 4. | _____ | fashionable |
| 5. | _____ | a feeling of energetic interest in a particular subject or activity and an eagerness to be involved in it |
| 6. | _____ | the area around a place or where the speaker is |
| 7. | _____ | an explanation or more details that makes something clear or easier to understand |
| 8. | _____ | in a way that is clearly noticeable or very definite |
| 9. | _____ | a clear, deep, and sometimes sudden understanding of a complicated problem or situation, or the ability to have such an understanding |
| 10. | _____ | not receiving enough care or attention |

B. Directions: Complete the summarize of the article “10 Tips for job interview”.

10 Tips for job interview

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| 5. | enthusiasm | a feeling of energetic interest in a particular subject or activity and an eagerness to be involved in it |
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B. Directions: Complete the summarize of the article “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.

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.

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.

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.

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.

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.

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.

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.

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.

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.

***The answer doesn't have to be exact. ***