

Your Preferred Job



For your Second Interview, here is a scenario where you are free to apply for a job entirely of your choosing

You will be asked Questions, which you can answer in any way you wish. There will be a Key to this Activity, but it has to be understood that the Key can only remain as a guide. If after looking at the Key, you are still uncertain of whether your answer is on the right lines, feel free to consult your Tutor

However, in the Tutor-marked Assignment you will be given a similar exercise, and your Tutor will be able to mark it and let you know if you do have any problems. I am sure with the practice Activity and the Tutor-marked Assignment, you will feel far more confident about the prospect of the often harrowing experience that an Interview can present. The main thing to bear in mind is that it is not so much what you say or write that is important, it is that you can be clearly understood and your message has been passed on without undue problems. The best of luck with this quite difficult part of expressing yourself in your own language.

The truth is that it is almost impossible to be completely prepared for Interviews, as by their nature, you will not know what questions exactly you will be asked. The best we can do is to give you at least a rough idea of what is likely to be presented, anything else in the end will be up to you. Most people however do cope with the unexpected, we always have done - it is part of the adventure of experience!

Activity 2

Proceed as for Activity One.

QUESTIONER

Why have you applied for this post?

YOU

(Your answer can be imaginary or based on your own experience)

QUESTIONER

What makes you think you would be well suited to this post?

YOU

(Here again you can use your experience or invent. The main thing is to be clear and reasonably concise... That is to say, try to avoid repeating yourself, or rambling on about effectively nothing; this was called in Anna Tobin's excellent article.)

QUESTIONER

Can you give a clear description of how you would tackle this job from day to day? Please give a brief description of what is involved, and how you would tackle it.

YOU

(Here you have to picture clearly what precisely this job is, and your way of dealing with it. Before you start this Activity, you might write a description of the job, and your desired contribution to it)

QUESTIONER

All jobs have their own problems; can you please outline any difficulties that could take place, and how you would deal with them.

YOU

(Here problems will be directly affected by the nature of the job. Anyone considering a post has to be aware of possible difficulties; not being aware of them puts you at a serious disadvantage, for you cannot then take steps in advance to deal with them.)

QUESTIONER

And finally do you have any particular questions for us?

YOU

(You should think carefully about your answer, so you know what to ask; very often at Interviews they will ask you this type of question...)

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