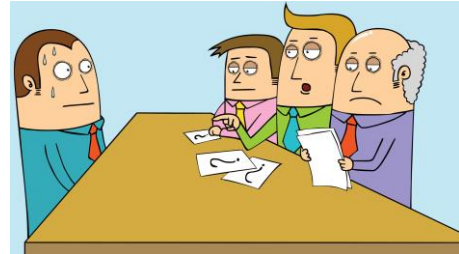


Writing Task

Your friend is going for a job interview for the position of 'Part-time Promoter' for a mobile phone company. It will be a group interview. Your friend is very nervous and has asked you for your advice. Write an email to your friend offering advice on how to prepare for the interview and what to do during the interview.

(HKDSE Practice Paper Q.8)

Good work



Hi Pat,

A few days ago, you told me you were nervous because you are going for a job interview for the position of "Part-time Promoter" for a phone company. It's completely natural for you to be nervous about it, and here are a few suggestions I'd like to share with you, hoping that they can make this upcoming challenge be easier for you.

As an old saying goes, "Preparation is the key". Good preparation for the interview is one of the crucial parts to help you perform well in it. A lack of preparation can really mess you up during the event, no matter how talented or skilled you are. Since you're interviewing for the "part-time promoter" position, you could put effort into gathering information about the phone company's products, and think about how you would promote them, as in like an imaginary scenario. Besides searching for information, you could also think of a way to present your strengths and sugar-coat your weakness so that they won't be like that much of a hinderance to your performance in the job. Also, don't forget to practise. You should try to search for frequently asked questions in interviews on the web and write a script for how to answer them. Practise the script for a few times, so if these questions ever show up, you'd be ready to deal with them with perfect confidence. Also practise your speaking skills, especially those for doing persuasion. (You could do it in front of a mirror so that you can be aware of your facial expressions and body gestures too.) Try anything and everything that would be helpful for refining your performance. The more you practise, the more you would be familiar with these skills, and this will greatly enhance your performance and eloquence.

Then, let's move on to what you should and shouldn't do during the interview. After all, your fate is only decided by how you perform in the interview. First off, you should arrive at the venue early, roughly 15 minutes before the interview starts to allow yourself some time for warming up and adapting to the environment. As one who's been to multiple interviews before (and messed up once due to being too nervous), I can tell you that getting used to the

environment can calm your nerves, making it easier for you to keep a clear head. Always remember, being mentally prepared plays a vital role in your performance. If you're still nervous right before the interview, consider taking a few deep breaths or drinking some water to chill yourself out. When entering the venue, try to keep your chin up and appear confident, even if you're really anxious. Doing so assists in leaving a good impression on the interviewers. As you said, you are going to have a group interview. In the group, keep demonstrating your patience, curtesy, and confidence. If the members bombard you with a barrage of questions or ask you something that is out of your expectation and catches you off guard, you still shouldn't panic. Panicking not only won't help, it will also affect the interviewers' opinion on you, and possibly ruin your performance later or wear away your remaining confidence. Instead, try your best to organize your thoughts and come up with answers. Then proceed to provide them with what you think is the best answer to the question.

Finally, you would like to ask questions about the nature of the job, if allowed. The action helps showcase your attitude of being eager to gain a better understanding of the job, and your enthusiasm. This also assists in leaving a good impression. The questions don't have to be too complex or anything, just basic ones will do.

To sum up, a good rule of thumb is that you prepare, practise and give fit your best shot at the interview. It's never easy, however, if you put into the effort, I'm certain you can manage it. Anyway, I hope my advice helps, and I wish you the best of luck in your interview. Be sure to tell me if you're hired. We can celebrate it together! I am looking forward to hearing from you soon.

Best regards

Chris

