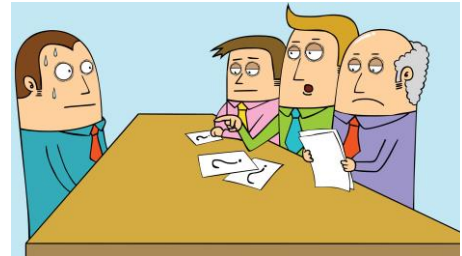


Writing Task

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)



Hello Peter,

I'm delighted to hear from you, I know that you are edgy because of the looming job interview.

I understand that having a group interview is nerve-racking and nail-biting. But it's going to be alright and I'm here to lend you a helping hand by giving you some handy tips.

Let's talk about the preparation for the interview first. To begin with, you should utterly know and be familiar with the details of the job. As a promoter, you have to savvy what the selling point of the product is. Therefore, I counsel you to do some research on the mobile company such as which phone you recommend the most and the reason for it. If you are well-prepared, you won't be agitated when the interviewer bombarded you with a barrage of questions.

Secondly, you should have a virtuous understanding of why you're the prime person for the role of being and what your strengths are. Then you can shine in the crowd and job.

Try to show that your personality and past experiences fit the job splendidly. Last but not the least, do showcase your interests for the job by preparing one or two phone-related questions to ask. There is nothing wrong with having done your investigation and wants to know more about the company and the position. This not only leaves positive last impression on the interviewer and also shows your passion for the job.

Let's move on to the things to do during the interview. First of all, be on time. It's important to be 10-15 minutes early. It helps you to avoid accidents like when you have a stomachache due to collywobbles. Moreover, you can tidy up your clothes and regain your composure. You should brace yourself up for the interview. Secondly, you enter the company with good manners. Everyone around may be your interviewers. Make sure you greet the interviewer and the other candidates courteously. Be aware of what you're communicating through your posture and stance. You may have some body language but definitely not pointing at the others. They will very offensive. Furthermore, remember to maintain eye contact with the others. This gives people a fondness that you stay focused in the interview.

Chill out! You will cross that bridge when you come to it. I am sure that you will ace it. I hope my advice helps. Feel free to send me an email if you have any questions.

Regards,

Chris