

## Business English 360 – Tips for your First Job Interview (Part 2)

### Demonstrating a Professional Attitude

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#### Vocabulary

**to set apart** – to distinguish or make different; “Walmart sets itself apart from other companies by offering extremely low prices.”

**personable** – friendly or able to get along well with others; “Because Ron is such a personable boss, every employee feels comfortable talking to him about problems.”

**the right stuff** – the talent or characteristics needed for a job or task; “The professor gave Kathy a lot of extra guidance because he thought she had the right stuff to become an academic.”

**to gauge** – to evaluate or assess; “All applicants had to take a written and oral test to gauge their English language ability.”

**“For starters”** – to begin or firstly; “So, you want to get a driver’s license? For starters, you’ll have to take a written test.”

**conservative** – traditional, moderate, or restrained in style; “Judith chose a very conservative bathing suit so that she didn’t attract too much attention.”

**go easy on the (something)** – not use too much of (something); “John wanted to lose weight so he went easy on the fatty foods and desserts over his holiday.”

**overdressed / underdressed** – wearing too formal clothing / wearing too informal clothing; “Cindy felt very underdressed when she wore jeans to the graduation ceremony.”

**dressed for success** – wearing very professional clothes; “Wilson arrived at the meeting dressed for success, and he impressed the prospective clients with his speaking skills as well.”

**interrogation** – a formal process of questioning, especially by police; “The detective began his interrogation of the suspect by asking where he had been the night before.”

**call the shots** - be in control; “It is clear that Sally calls the shots in the marriage and that Ian just does whatever she says.”

**to field questions** - to answer questions; “Senator Dalton had to field a lot of difficult questions from the press after news of government corruption broke.”

**a positive note** – a good feeling or point; “Professor Norbert always began his lectures with a joke just to start things off on a positive note.”

**to wipe the sweat from your brow** – to show relief by drying your forehead of sweat; “Phillip used a towel to wipe the sweat from his brow after the tennis match.”

## Transcript

Hello and welcome back to [www.BusinessEnglish360.com](http://www.BusinessEnglish360.com). I'm Tim Simmons, and I'm glad you could join me today for the second in our series on your first job interview. In this show, we're going to take a look at how to demonstrate a professional attitude during your interview. This can be a difficult thing to do when you're feeling nervous and have a hundred other things on your mind. But it's really important - especially for your first job interview. Here's why.

Yes, your experience and skills are important, just like we talked about last week. But demonstrating a professional attitude is also key to [setting yourself apart](#) from other candidates. You need to show that you're confident, comfortable, and [personable](#). Employers can't really see your personality or attitude from your resume. Indeed, the main purpose of an interview is to meet you face-to-face and see if you have [the right stuff](#)... the right intangible qualities... the right professionalism... to do the job right. Interviewers want to get to know you a bit and [gauge](#) how you'll get along with others in the work environment. Remember, you're not there just to summarize your resume. You need to make a good personal impression too. So, let's have a look at how you can do that.

[For starters](#), you need to look the part. Appearance is *very* important, and you should choose simple and [conservative](#) clothing. Make sure you're neatly trimmed and go easy on the makeup, jewelry, and cologne or perfume. Don't worry too much if you arrive and find that it's a fairly casual environment. It's better to be [overdressed](#) than [underdressed](#), and you're showing respect for the interviewer and the process by dressing formally.

You're [dressed for success](#). Now what? Well, you need to adopt an attitude... an outward self... that conveys professional enthusiasm. This starts with two things: eye contact and a smile. These show that you're engaged and personable. Also make sure you're ready with a firm and confident handshake. Be quick to respond when an interviewer extends his or her hand. Or take the initiative yourself.

Great stuff. You're done with the introductions – now comes the tough part: the interview itself. Your primary job is to answer questions, but it's not a police [interrogation](#). You need to be an active participant in the interview. You need to engage in a dialog. Show interest in the company and position. Show excitement about your own experience and what you might bring to the company. At the same time, be careful not to take control of the conversation. Let the interviewer [call the shots](#) and set the pace. You need to show them enthusiasm, but make sure you keep your answers to the point. You prepared well for this interview, right?

So, you've managed [to field the interviewer's questions](#) with professional excitement and confidence. The interview is drawing to a close and you have to think about going out on a [positive note](#). How do you do that? Well, the end of the interview is an excellent time for *you* to ask some questions.... about the company, its products, the interviewer's role in the company, or whatever else your research has prepared you to discuss. And finally, you want to thank the interviewers for their time and let them know that they can contact you if they have any further questions. Exit the same way you entered. By that I mean with a smile and a solid handshake. Walk out confidently. And if you need [to wipe the sweat from your brow](#) or loosen your tie, wait until you're out of sight...

That's all for today. If you'd like to test yourself on what we've just covered, have a look at the [www.BusinessEnglish360.com](http://www.BusinessEnglish360.com) website. There you'll find a quiz about today's show as well as a complete transcript. Next week, we'll look at the topic of pre-interview research. So long, and see you again soon.

### Discussion Questions

1. What are the positive aspects of your personality that can't be seen in your resume?
2. Do you think it is worse to talk too much or too little in a job interview?
3. What are some things you can do before the interview to relax and feel more confident?

### Review

1. Which of the following are characteristics that you should try to show in an interview? (Select all that apply)
  - A. Confident
  - B. Professional
  - C. Awkward
  - D. Personable
  - E. Nervous
  - F. Comfortable
  - G. Controlling
2. What does Tim mention as one primary purpose of an interview?
  - A. To exchange resumes
  - B. To test your ability to work with others
  - C. To assess your personality
  - D. To shake your hand
3. Which of the following are things that Tim recommends in terms of dress? (Select all that apply)
  - A. Wear a lot of makeup
  - B. Be neatly trimmed
  - C. Have nice jewelry
  - D. Wear a conservative suit
  - E. Dress formally
  - F. Ask what you should wear beforehand
4. After dressing well, what does Tim say are the first two things that help you convey professional enthusiasm?
  - A. Smiling and making eye contact
  - B. Making eye contact and asking questions
  - C. Saying thank you and smiling
  - D. Shaking hands firmly and asking questions
5. Tim says that we must be active in the interview, but that we should not \_\_\_\_\_ control of the interview.  
\_\_\_\_\_
6. According to Tim, what should you show interest in during the interview?
  - A. Your experience
  - B. The company
  - C. The interviewer's family
  - D. The salary

**Review Answers**

1. Which of the following are characteristics that you should try to show during an interview? (Select all that apply)  
**A Confident**  
**B Professional**  
**D Personable**  
**F Comfortable**
2. What does Tim mention as one primary purpose of an interview?  
**C To assess your personality**
3. Which of the following are things that Tim recommends in terms of dress? (Select all that apply)  
**B Be neatly trimmed**  
**D Wear a conservative suit**  
**E Dress formally**
4. After dressing well, what does Tim say are the first two things that help you convey professional enthusiasm?  
**A Smiling and making eye contact**
5. Tim says that we must be active in the interview, but that we should not \_\_\_\_\_ control of the interview.  
**Take**
6. According to Time, what should you show interest in during the interview?  
**B The company**