



How do you prepare for an interview? Here is a woman sharing her experience in a job interview and how she prepared for it.

My interview is today. It is with a marketing company. It is a large **corporation** with its **headquarters** in San Francisco, CA. It also has **satellite offices** across the U.S. and in Europe. I'm not sure if this would be the right fit for me, but I'm keeping an open mind.

I got some sound advice from my aunt. She said that I should be confident but not **cocky**. That means I have to look for opportunities to talk about my qualifications, but don't make the mistake of boasting or worse, making things up. I do that sometimes when I get really nervous. My brain stops working and my mouth takes over.

I need to be respectful but not **meek**. I want to be professional with everyone, my co-workers and my bosses. But, I don't want them to think that I would let my co-workers walk all over me.

I should show them that I'm a team- player. Nobody likes a person who tries to **grab the limelight** all of the time, especially if they're new, like me.

Okay, I think I'm ready. I have my resume, my transcript, and the address of the office where I'm going for the interview. Now, all I need are my shoes.

LANGUAGE FOCUS

corporation - a large business or company

headquarters - any center from which operations are directed

satellite office - remote office locations placed within a large concentration of employee residences, allowing employees to telecommute

cocky - over confident

meek - very quiet and ready to do what other people to say

grab the limelight - to receive attention and interest from the public

LET'S TALK

- 1) Give a concise summary of the tips on how to be prepared in an interview mentioned by the woman.**
- 2) Tell briefly about how you prepared with your previous job interview. Use as many vocabulary as listed above.**