



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 take 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 say.
- **Grab the limelight** - to receive attention and interest from the public

ACTIVITY

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 listed above.