



A. Common Mistake (よくある間違い)

Read the article below and see if you can improve it.

下の文章を読んで、改善できる点はないか探してみましょう。

Company: Hello. Come in and sit down.

Keiko: Hello, thanks.

Company: Tell me about yourself.

Keiko: Uh, sure. My name is Keiko Jones. I've been in sales for three years. I like working in sales very much. I'm from Osaka, Japan, but I have lived in San Diego for four years.

Company: And why did you decide to apply for this job?

Keiko: Well, you know, since I have been in sales for three years at the same company, I wanted to try working for a different company.

Company: I see. Well, why this particular company?

Keiko: Sorry? I didn't hear you.

Company: I said, why did you apply for this particular job and not a job with another company?

Keiko: Well, it was one of the first ads I saw on the job site. It looked really good.

B. Today's point (今日のポイント)

Check those points with your tutor.

講師と一緒に、以下のポイントを確認しましょう。

When being interviewed for a job, try to avoid using such words as "uh...um" and "you know." These words sound unprofessional and too colloquial.

When you can't understand what the interviewer has said, it is acceptable to ask him/her to repeat him/herself.

During your introduction, it is standard to briefly describe your previous work experience.

C. Natural Conversation (会話練習)

Read the following sentences with your tutor keeping today's points in mind.

Today's pointに注意しながら、以下の文章を読みましょう。

Company: Hello. Come on in and have a seat. I'm Robert Smith. Nice to meet you.

Keiko: Hello, thank you. I'm Keiko Jones. I'm pleased to meet you.

Company: I thought we'd start with brief introductions. Could you tell me a little about yourself, please?

Keiko: Certainly. I'm originally from Osaka, Japan, and I've been a resident of San Diego for four years. I worked for three of those years at StratumCorps, in the sales and marketing department. Prior to that I served as interpreter for the World Trade Center.

Company: Great. And what appealed to you about the position at our company?

Keiko: I'm sorry. Could you say that again, please?

Company: Yes. What made you decide to apply for the sales position with our company?

Keiko: Well, first of all, I have long respected your company for being an industry leader. And when I saw you needed bilingual sales agents, I thought my skills and qualifications would be a perfect match.

D. Practice (練習問題)

Answer the questions.

以下の問いに答えましょう。

1. Have you been on many job interviews?
2. If so, do you generally feel upbeat or nervous about interviewing for a new job?
3. What information should be included in a brief self-introduction?

E. Exercise (演習)

Do a rollplay with your tutor on the topic below using what you learned today.

今日学んだことを活かして、以下のトピックについて講師とロールプレイングしてみましょう。

In pairs, act out a scene from a job interview. One person represents the company, and the other person is interviewing for a new job. Give a brief self-introduction, then switch roles.