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:** Do you have any questions?

**Keiko:** Yes. How many people are on your sales team?

**Company:** We have about 25 sales associates at this branch.

**Keiko:** And who would be my direct supervisor?

**Company:** I would be one of two direct supervisors.

**Keiko:** Okay, thank you. That’s all.

**Company:** Thank you. It was nice meeting you. We’ll try to contact you by next week.

**Keiko:** Thank you. It was nice meeting you, too. Thanks for your time.

**Company:** Likewise.

**Keiko:** I look forward to getting an email from you, and working for you soon.
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。

At the end of the interview, you may have an opportunity to ask a few questions, so be prepared for that.

It’s a good idea to express your eagerness to work for the company again. And don’t forget to show your appreciation to the interviewer for sharing his/her time.

It is considered polite to send a thank you letter to the person who interviewed you within a day of the interview.

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: Well, that just about wraps it up. Do you have any questions for me?

Keiko: Yes, actually. Roughly how many people are currently working in the sales department?

Company: We have about 25 sales associates at this branch.

Keiko: And who would I be reporting to?

Company: I’m one of two direct supervisors, so you’d be reporting to me and the other sales manager.

Keiko: Okay, thank you. I don’t think I have any other questions.

Company: I’ve enjoyed meeting you. Thank you for coming in today. We hope to contact you by next week at the latest.

Keiko: Thank you very much for your time; it was a pleasure meeting with you.

Company: Likewise.

Keiko: I look forward to hearing from you—and hopefully joining your company—soon. Thank you.
D. Practice (練習問題)

Answer the questions.
以下の問いに答えましょう。

1. Have you ever prepared a list of questions to ask the interviewer at the end of the interview?

2. Have you ever sent a thank you letter after an interview?

3. Do you think a thank you letter is necessary? Why or why not?

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。

With a partner, practice the final stage of an interview using the expressions above.