



### A. Common Mistake (よくある間違い)

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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)**

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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)**

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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)**

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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)**

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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.