



### 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: I think I understand your skill set fairly well. Now please talk about your achievements in your previous work.

Keiko: Okay. As I mentioned, I am tenacious. So in my previous job I used this skill a lot, and I think it helped increase sales.

Company: What else did you do? I mean, how else did you help your former company achieve high sales?

Keiko: Since I am good at analytical work, I could easily scan market reports, read up on competitors to try and gain an edge over them.

Company: Okay. Now I'd like to hear about your problems in your previous job. No company is perfect, right?

Keiko: Right. Well, I wasn't very good at using new software. Sometimes it took our technical expert a lot of time to show me how to use it. Also I didn't get along with the receptionist at all. She was not easy to work with!

Company: I see. Thanks.

**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。

In order to sound more persuasive, you should not only describe your skills and expertise, but show your accomplishments and how you went about achieving those accomplishments.

When discussing your skills or accomplishments, you should give concrete examples to make your story more convincing.

When asked about the challenges you faced at a previous job, avoid talking about problems you had with other employees, or personality clashes.

**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: Sounds great. You've shed more light on your skill set. Do you mind switching gears for a moment and discussing actual achievements? Give me one or two examples if possible.

Keiko: Well for starters, I am very proud of the fact that I helped increase sales of a product we rolled out last year, a smartphone accessory. My tenacity certainly played a role in that project.

Company: I see. And how exactly did you help increase sales?

Keiko: Since I'm good at analytical work, I was able to read and process reports, produce financial forecasts, and try to stay informed. In this way I kept my team informed, and we knew what we had to do to stay ahead of the competitors.

Company: Okay, thank you for that. Now I would like to explore difficulties you experienced in the workplace.

Keiko: Yes, well, most of the problems I encountered at work were technical related. Luckily we have a strong tech support team so these problems didn't remain long.

Company: Okay, 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. Think about your current job. What are some problems you have encountered recently?
2. How would you describe those difficulties in a job interview?
3. Do you have concrete examples to show of your professional accomplishments?

**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。

In pairs, discuss past achievements and difficulties encountered at work.