



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: So tell me why you applied for this job concretely.

Keiko: I applied for this job because it seems like I have the right skills. I am sure I can use these skills at your company. And this is exactly what I want to do.

Company: How do you think your experience at your previous job will help you here?

Keiko: I learned how to work with others, even difficult people. I am pretty sure you won't be disappointed if you hire me.

Company: And one more thing. If we hire you, what do you think your main role will be? What part will you play on the team?

Keiko: Well, I will be there to support the sales team in any way I can of course.

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 explaining why you are applying for a certain job, stay focused on the positive aspects and avoid criticizing your former employers. Also, don't discuss salary or vacation; save those topics for the second round of interviews.

When discussing what you can offer the company, provide concrete examples of positive contributions you made at your current job.

When describing your understanding of the position for which you are applying, confidently explain that you possess the skills and qualifications to do the job well.

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: Keiko, can you tell me why you applied for this position?

Keiko: Yes. Firstly, I feel this job matches my skill set perfectly. Not only would I offer your company a fresh outlook, but working here would allow me to reach my full potential as a professional. Secondly, I would prove myself as a committed company employee.

Company: Okay. And how do you think your experience at your current job helped prepare you for the work you'd be doing here?

Keiko: In my current position I had a lot of opportunity to grow, and I mastered the art of working harmoniously with others. I learned how to cultivate strong inter-personal relationships. I am confident that I can offer what you are looking for.

Company: Great. Now I'd like to ask you about how you see this role, this sales position. We have many sales associates, so how would you stand out from the others?

Keiko: Well, in addition to working well with the team, I believe it is important for the sales associate to continually and proactively seek out new leads, bring in fresh ideas, and follow through on these ideas. You can't just sit around waiting for things to happen; you create your own opportunities. So basically I see this as a key liaison role: I will be connecting the company with future clients, thereby increasing sales.

Brad: Sounds like a good place to start.

D. Practice (練習問題)

Answer the questions.

以下の問いに答えましょう。

1. Are you a confident person?
2. If not, how do you perform in interviews? How do you convince a potential employer that you are the right person for the job?
3. To convince an interviewer, how do you prepare for moments when you must speak with confidence?

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。

You are the person being interviewed for a job. Pair up and prepare to explain why you are the person for the job. Reverse roles and ask your partner why he/she is the right person for the job.