



## WORLD MISSION

HIGH SCHOOL

| EXAM DETAILS |                  | TRAINEE'S DETAILS |                  |
|--------------|------------------|-------------------|------------------|
| Sector       | ICT & MULTIMEDIA | Trainee's name    |                  |
| Trade        | ALL              | Trainer's name    | AYEBARE PATIENCE |
| Module code  |                  | Module title      | ENGLISH HOMEWORK |
| Level        | LEVEL 5          | Date              | .....            |

Read the following passage and answer the question that follows.

Tough interviews can be stressful and challenging, but if you can make it through unscathed, you will prove your strength and professionalism. A job interview is a chance for you to assess the company and your future potential colleagues. So, how can one prepare for a job interview?

Keep in mind, this company called you. From the sack of Curriculum Vitae (CV) they received, something about you gave them the confidence in your qualifications and abilities to want to get to know you better. That knowledge alone should put a spring in your step and arm you with the confidence necessary for a successful interview.

Save the bright colors for the first casual Friday at your new job. For the interview though, keep it neat and professional. Doing so will immediately create an air of quiet confidence that will be evident in how the interviewer responds to you.

Few things in life can boost your confidence levels like a good round of exercise. Try to schedule a vigorous workout routine as close to the interview time as possible. Doing so will keep the butterflies in your stomach at bay, and will help you to interview from a standpoint of strength versus weakness.

Get plenty of rest the night before. You may be thinking to yourself, is this important?" But believe it or not, many job seekers are so nervous they find it hard to sleep and wind up pacing the floor half the night, only to be exhausted by the time they get to the interview, I don't have to tell you how adverse this condition can be to an interviewee.

Don't forget to eat. Studies have proven, time and again, that a nutritious breakfast increases concentration. The ability to focus is essential for a winning interview. And besides, few things are distracting as the sound of a growling stomach.

Equip yourself with ample research on the company's needs. Visit as many websites as possible, read between the lines about how their current growth patterns, product or

marketplace positioning and so forth speaks to present and future needs their areas of pain. From that information, ferret out where you sense their needs and your needs intersect and paint a picture that you are their solution.

Hire an interview coach to act the part of the interviewer. This will go a long way to quieting those nerves by giving you an opportunity to practice your tone and ensuring you will not verbally stumble during the actual event.

The person interviewing has one goal in mind: fill a vacancy with the best qualified candidate possible. So practice, prepare and be cognizant of the fact that this company would not have called you, if they did not need you.

Before attending the interview, you should review the job specification and identify any requirements where your skills do not quite match up. Once you understand your shortcomings for the role, you can begin to plan how to answer any difficult questions around them..

Ideally, you should be able to demonstrate what actions you will take to minimise the impact of your weaknesses and also what you are doing to build your skills in that area. By taking this approach you are meeting the issue head on and quickly minimising any worries the interviewer might have about you.

**In not more than 120 words, summarize how one can prepare for a job interview.**

**REWRITE THE SENTENCES AS INSTRUCTED IN BRACKETS**

1. Did he manage to switch on the computer? (Rewrite using.....succeed.....)
2. Andrew will stay at home instead of going to the cinema. (Rewrite using.....would rather.....)
3. She is able to sing well but she did not join the church choir. (Rewrite the sentence and begin: Despite.....)
4. Alfred lent Maria a mathematical set. (Rewrite using.....borrow.....)
5. The woman collapsed as soon as she reached the hospital. (Rewrite and begin: Immediately.....)
6. The patient stayed in bed for a long time. He became very uncomfortable. (Join and begin: The .....that.....)
7. We have not received rainfall in our district for five months. (Rewrite the sentence beginning: It is .....
8. Opio does not play football. Opio does not play volley ball. (Rewrite as one sentence using:.....neither.....nor.....)
9. Are you the owner of this luggage? (Rewrite beginning: Does.....)

10. We keep dogs for protection. We keep dogs for hunting. (Rewrite and begin:  
Not only.....)

**END**