

SHIKSHAN PRASARAK MANDAL'S
GOPAL KRISHNA GOKHALE COLLEGE, KOLHAPUR



DEPARTMENT OF ENGLISH
SUBJECT: ENGLISH FOR COMMUNICATION

B.A.III

SEMESTER V

Seminar

YEAR: 2023-2024

SUBMITTED TO
SHIVAJI UNIVERSITY, KOLHAPUR



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1.A.2. Presentation of Subject Matter

1.A.2.1 Preparation Before Interview.

Interview may apply to different situations. These might be

- i) Interview for a Job.
- ii) Interview to crack different competitive examinations.
- iii) Interviews for promotion.

Let's see what preparation you have to do to achieve success in the Interview.

In order to prove that you are the best candidate for the job, your preparation will begin when you first decide to apply for the job. This begins with an advertisement in the newspaper, in a shop window or trade journal. If you are eligible and have all necessary qualifications you may apply for the same.

Some basic preparations you can do are as given below:

i) Preparation before Interview

ii) In the Interview room.

Read advertisement and start preparing your Application letter. Write an Application letter in a format that you have studied. Be careful about punctuation marks in a letter. You have to also prepare your 'curriculum vitae' (C.V.), or Resume or a Bio-data, which is a list of person's skills and experience.

The Preparation before interview: First of all the Institution or organization you are going apply will receive your application with C.V. and they will assess whether or not you have the experience, skills and knowledge they are looking for. The scrutiny committee will study your C.V. and if they think that you are eligible suitable, they will send you a call letter to attend an interview in order to find out in more details about your possible attitude and aptitude for the job.

- Read and keep the call letter carefully and safely. See the details like day, date and time mentioned in the call letter.
- Purchase one file or folder and keep your certificates carefully and in proper sequence. Don't put them in jumbled form.
- See what they have asked you to bring at the time of the interview. Make a list of it.
- Prepare for some basic questions like - your introduction, about native place, your specialization, paper names and numbers of your UG and PG etc.
- Go through your curriculum vitae carefully.
- Don't wear fashionable, colorful, showy or gaudy clothes, your dress should be simple, clean and well pressed. you should feel comfortable in it.
- Reach in time, half an hour in advance. It will release your tension.
- Gather some information about the institution, organization where you are going to face an interview.
- Read the newspaper of the day.

Check your Progress - I

- 1) What documents will you attach to your Application letter.
- 2) How should your dress be at time of Interview?
- 3) Where is the day, date and time of the interview mentioned?
- 4) How will you carry your certificates?
- 5) What basic preparation will you do?

LA 2.2 In the Interview / During the Interview.

- ▶ Ask permission of the Interviewers by asking "May I come In Sir/Madam?"
- ▶ Wait until they say "yes, come in."
- ▶ Enter with a smile and in a happy mood.
- ▶ Greet the interviewers in cheerful way by saying "Good Morning/Good Afternoon Sir/Madam"
- ▶ Ask the permission of the interviewers to have you seat.
- ▶ Wait until they ask you to sit down.
- ▶ Say "Thank you" to them for offering you a seat.
- ▶ Sit in comfortable manner.
- ▶ Be energetic and happy, Don't show on the face that you have tension of all the world.
- ▶ Listen to the questions carefully.
- ▶ Speak clearly and with confidence. Don't mumble.
- ▶ Don't make any awkward movements.
- ▶ Don't put yourself in a crisis.
- ▶ Use good posture, and have a good eye contact with the interviewers.



- ▶ Sit up straight. Never slouch, xail.
- ▶ Make sure that you understand the question. If not ask the interviewers to clarify the question.
- ▶ Think before answering the questions.
- ▶ Give brief and to the point answers.
- ▶ Know your resume well.
- ▶ Be polite and humble.
- ▶ Thank the interviewers.