

WORK SKILLS

THE INTERVIEW



**A Vocabulary Study for English Speakers,
English Language Learners, and ESL Students**

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Sample pages

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INTERVIEW HYGIENE VOCABULARY 2 and DEFINITIONS

HYGIENE – the rules of being clean and smelling good



TOOTHPASTE – used on the toothbrush to clean teeth



WASH – to clean your body with soap or your hair with shampoo



COMB – used to make the hair on the head look good



POWDER – used to help you feel dry and comfortable



LOTION – thick liquid used to soften the skin on body



MAKEUP – a woman can use this on her face to make her look good



LIPSTICK – used to soften the lips and add color



CLOTHES – what you wear to cover your body



IRON/PRESS – the tool and action used to remove the wrinkles from clothing



INTERVIEW – the meeting with the boss about a job

INTERVIEW QUESTIONS and THANK YOU VOCABULARY 1 FILL-INS

Select the best answer and write it on the line below:

THANK YOU

FORMAT

SINCERELY

INTERVIEW

GREETING

QUESTIONS

CO-WORKERS

NOTE

MANAGEMENT

EXPERIENCE

1. After the interview, he sent a _____ letter to the employer.

2. It is also okay to send a hand written thank you _____ to the employer.

3. The _____ or layout for the thank you letter is very important.

4. "Dear Mr. Smith," is a _____ that is used at the start of the letter.

5. "_____ " is good to use as the closing of the thank you letter.

6. You must always send a thank you letter or note after the _____.

7. You will be asked many _____ during an interview.

8. It is good to tell your employer about your past work _____ .

9. _____ - _____ are people that you work with every day on the job.

10. The _____ is the group of bosses that run the company.

INTERVIEW VOCABULARY 1 MATCHING

Make a line from the word to the meaning.

WORD

MEANING

INTERVIEW

“Good Morning”, “Good Afternoon”, or “Hello”

GREETING

The place you go to for the interview

HANDSHAKE

The meeting with an employer about a job

OFFICE

Gripping and shaking another person’s hand

RECEPTIONIST

The person or company who you will work for

EMPLOYER

Standing or sitting with your back straight

POSTURE

The first person to greet you when you enter

EYE CONTACT

You do this with your face to show happiness

SMILE

You look at someone’s eyes when they talk with you

INTERVIEW ATTIRE FOR WOMEN PICTURES



INTERVIEW SUIT
FOR WOMEN

INTERVIEW HYGIENE VOCABULARY 2 WORD SEARCH

P	S	W	M	J	L	M	W	I	Z	I	F
R	S	A	T	C	A	A	K	N	D	H	I
E	R	S	O	H	Y	K	U	T	B	P	U
S	I	H	O	P	I	E	L	E	A	H	M
S	Q	O	T	O	O	U	I	R	V	H	C
A	E	Y	H	W	F	P	P	V	R	Y	C
M	L	B	P	D	U	Y	S	I	U	G	C
E	O	E	A	E	K	E	T	E	D	I	O
I	T	M	S	R	H	X	I	W	E	E	M
P	I	H	T	M	T	I	C	T	X	N	B
H	O	K	E	I	S	X	K	N	V	E	L
A	N	P	C	V	C	L	O	T	H	E	S

Find the words listed below in the puzzle and  them.

HYGIENE

TOOTHPASTE

WASH

COMB

POWDER

LOTION

MAKEUP

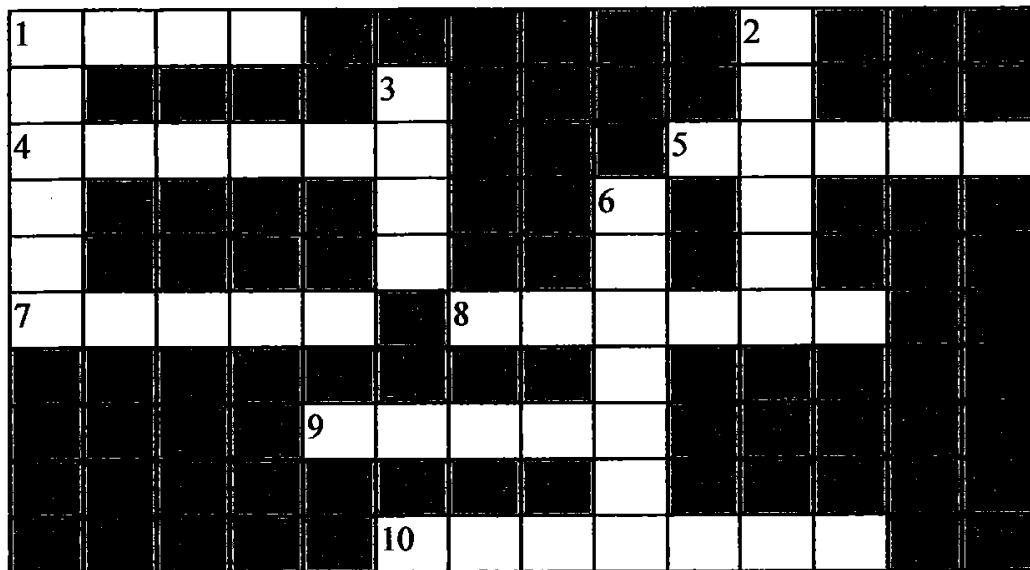
LIPSTICK

CLOTHES

PRESS

INTERVIEW

INTERVIEW ATTIRE VOCABULARY 1 CROSSWORD



ACROSS

1. A jacket and slacks that match are called a _____.
4. Interview clothing is called interview _____.
5. Matching dark _____ are worn on the feet inside the shoes.
7. A man wears a _____ under his jacket.
8. A _____ is the top part of the suit.
9. A woman can wear a _____ instead of slacks to the interview.
10. Earrings and rings are called _____.

DOWN

1. Pants are also called _____.
2. A woman's shirt is called a _____.
3. A _____ holds up a man's pants.
6. A man wears a _____ around his neck at an interview.

Select the answers from:

ATTIRE

SUIT

SLACKS

JACKET

SHIRT

NECKTIE

BELT

SOCKS

SKIRT

BLOUSE

JEWELRY

DRESS CODES



PROFESSIONAL DRESS CODE



BUSINESS CASUAL DRESS CODE



CASUAL DRESS CODE

WHAT TO BRING TO THE INTERVIEW

Bring the following to the interview in a folder or case:

1. Paper on which you have written down the name, address, and phone number of the interviewer – FIND LOCATION PRIOR TO THE INTERVIEW – TIME IT!
2. 2 Blue or Black pens
3. Notepad or paper
4. Resume – 6 copies on quality paper
5. Portfolio or examples of your work
6. Letters of recommendation, school transcripts, awards, certificates, diplomas
7. Reference Sheet with names, addresses, phone numbers, e-mail addresses
8. Documents including photo identification
9. Application form or application information including all information
 - Personal Information
 - Work History – company names, addresses, dates employed
 - Education – school names, addresses, dates attended, certificates
 - Special Skills Information
 - Reference Information
 - Availability

ARRIVE 10-15 MINUTES EARLY!!!!

SAMPLE THANK YOU NOTE (INSIDE)

DO NOT WRITE ON THE TOP OF THE INSIDE

Dear Mr. Employer, *2/2/17*
I would like to take this opportunity to thank
you for interviewing me on Wednesday. I was
very impressed with ABC Company and would
very much like to work as a salesman in the
Classic Car Division. I can be reached after 3pm
at (202) 555-0159 or at email@gmail.com. Thank
you again and I look forward to hearing from you.
Sincerely,
Your Name Here