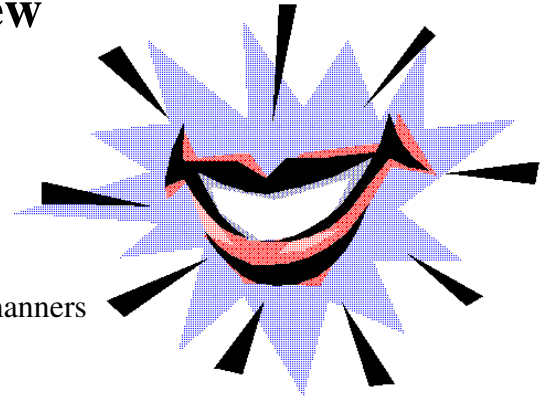


# Attitude & Manners at a Job Interview



## Pre-reading

### Questions:

- What does it mean to have a good attitude?
- What are some good manners?
- Why should you show both a good attitude and good manners at a job interview?

### Definitions:

- Attitude – a way of thinking, acting, or feeling
- Manners – a way of behaving that is polite or proper
- Alert – interested, quick to notice or act
- Motivated – to want to do something
- Enthusiastic – having or showing great interest and excitement

## Reading

17 Having a good attitude and good manners are important both at an interview and on the job.  
32 Managers agree that a person's attitude can be more important than their work experience. Your  
37 attitude makes a big difference.

56 If you are excited about being at the interview and are **eager** to be hired for the job, the  
74 employer will probably consider you for the job. If you speak softly and look at your feet during  
90 the interview, the employer may not consider you for the job. Managers are looking for someone  
96 who is alert, motivated and enthusiastic.

113 Using good manners at an interview and at your work is very important. The way you act  
133 tells a great deal to an employer. If you're polite and kind, it says that you get along with people  
144 and you have a respect for seniority, company managers and supervisors.

161 One of the first manners an employer will look for is **punctuality**, being on time for the  
178 interview. This indicates whether you're reliable and will be to work on time. Being late for an  
186 interview could hurt your chances of being hired.

201 When you meet the manager, smile. Then, offer a friendly greeting of "Hello" or "Hi".  
220 Give the manager a firm handshake. Address the manager as Mr. or Ms. unless he or she asks you  
239 to call him or her by a first name. This shows that you have respect for the manager's position.  
253 Also, look at the manager directly in the eyes, not down at your feet.

269 During the interview, sit up straight in the chair. It shows that you're alert and interested.  
282 Keep your hands and feet still during the interview. And, never chew gum.

## Understanding

1. What does the word **punctual** mean in this story? \_\_\_\_\_  
\_\_\_\_\_
2. Why is punctuality important? \_\_\_\_\_  
\_\_\_\_\_
3. What does the word **eager** mean in this story? \_\_\_\_\_  
\_\_\_\_\_
4. What is the difference between a good attitude and poor (or bad) attitude? \_\_\_\_\_  
\_\_\_\_\_
5. What are some good manners to show at an interview? \_\_\_\_\_  
\_\_\_\_\_
6. What should you never do at an interview? \_\_\_\_\_  
\_\_\_\_\_
7. What shows that you have respect for the person giving the interview? \_\_\_\_\_  
\_\_\_\_\_

## Writing

Option A: Think about a past job interview you've had. In what ways have your attitude and manners been the same as those you read about? In what ways have your attitudes and manners been different?

Option B: In your own words, write about why having a good attitude and using good manners are important at a job interview. What would you do at an interview to show the employer you had a good attitude and good manners?

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