
INTERVIEW: SPEAKING AND LISTENING SKILL

You may think that the conversation does not come in and affect understanding to the extent that would be correct. It is important to dress properly, and to support to what he says. For example, if applicants come for a job interview while you are in shabby clothes and urgently need a bath, you cannot expect that the applicant wishes to work for you or anything you say can be taken seriously. Remember, above all, that is on display at the interview and will be judged by the respondent / s in the same manner as the judge. A reflection and effort to ensuring that you project the right image at all times, so it is able to demand a high level of others.

The way we use our voice is almost as important as what we say. Be careful not to make any of the following:

- Speaking in a high pitched voice that is hard on the ears
- Speaking so softly that no one can hear without efforts
- Speaking in a raspy voice so it is very difficult in the ears
- Use repeated phrases as "right ',' know ',' what I mean?" And the fashionable, but perhaps most irritating 'cool'

Above all, be yourself and make sure everything is set accurate and relevant to the content of the interview. Never mention anything that could be challenged, for example, "We offer the best prices in the area." The person being interviewed could only know somewhere that offers better rates, and then try to look sincere and sure of his facts.