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Looking Ahead

JANICE BROWN and Jose Casa were selected by the Plainfield High School Student Council to participate in a television program entitled "Looking Ahead." Their school guidance counselor, Mrs. Gunther, accompanied them.

The three walked across the lobby to Studio 19. Mr. Wong, the host of the show, was there to meet them.

"Good morning," Mr. Wong said. "WPDQ is glad to have you as our guest *panelists* (members of a group who join in discussing some subject). Come right into this area and be seated. Then we can prepare ourselves for the telecast. We will be broadcasting in about ten minutes."

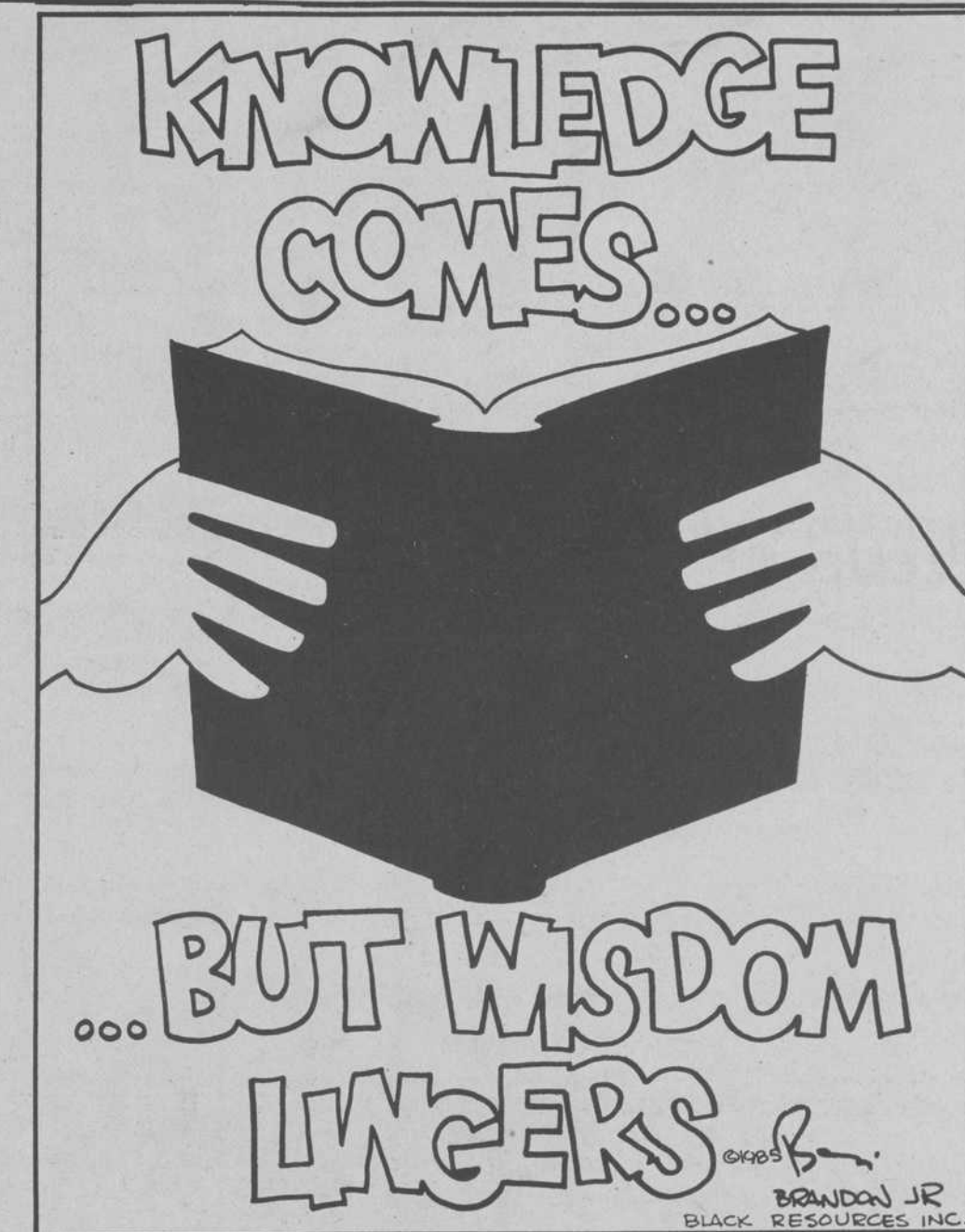
"Thank you, Mr. Wong." Mrs. Gunther said. "We are pleased to have been asked to participate. Our student panelists are Janice Brown and Jose Casa. As part of their English unit, they are learning how to make wise career choices. As their guidance counselor, I have been **focusing** on preparing for the world of work. So I think they will be able to share some important information with your viewers."

"That's fine," said Mr. Wong. "I just received my *cue* (signal). We'll be on the air in two minutes."

A cameraman gave Mr. Wong a nod and he started his weekly telecast.

"Good morning. Welcome to 'Looking Ahead.' Our guests today are from Plainfield High School. On my left is Jose Casa. Seated next to him is Janice Brown. They are both seniors. Their guidance counselor, Mrs. Gunther, is seated on my right. They are here to give us some important points on job interviews. Mrs. Gunther, would you like to begin?" asked Mr. Wong.

"Thank you, Mr. Wong. When you have a job interview, everything that you do and



say creates an impression. The employer uses your work record and application as well as your behavior during the interview to determine if you are the right person for the job. Janice will tell you some things to keep in mind before the interview."

"It is important to wear clean, neat clothes because your appearance will be one of the first things the interviewer will notice," Janice explained. "Be sure that your hands and nails are clean and that

your hair is clean and arranged neatly. Be prepared to fill in any forms. Take any items you need such as your Social Security card, birth certificate, work permit and a pen. One final hint: go to the interview alone. Do not take friends or relatives. The employer wants to interview you, not your acquaintances."

"Thank you, Janice," Mrs. Gunther said. "Now, Jose will give some advice to follow during the interview."

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