

Name _____ Class _____

Commas

Directions: Correct the comma errors in the article below by adding or removing commas as necessary.

PRESENT YOURSELF TO ADVANTAGE

When you go on a job interview you want to present yourself to your best advantage. The following tips will help you put your best foot forward while revealing your knowledge skills and strengths to a potential employer:

- 1) Strive for a neat, well-groomed appearance, when dressing for an interview. An appropriate business suit creates a better first impression than casual clothes or inappropriate makeup and jewelry.
- 2) Do not arrive late to an interview. This does not impress a potential employer and it creates the impression that you would arrive late to work. Try to get to the interview a few minutes early. This will give you a chance to check your appearance in the restroom, and to fill out any paperwork.
- 3) During the interview, you will present yourself well if you answer the questions completely and concisely. Well thought out answers that demonstrate your skill and strengths as they relate to the position you are interviewing for, will come across much more favorably than rambling or grunting "Yes" and "No."
- 4) After answering the interviewer's questions asking questions of your own will also create a good impression. You might ask the interviewer to describe the job in more detail. You could also have several questions written down based on earlier research about the company. Ask the interviewer what he or she is looking for in the person they hire and then listen attentively to the answers.
- 5) After the interview, send a short thank you note to the interviewer. This will bring your name to mind, and confirm your continued interest in the position.

By using the above ideas, you should be able to create a good impression during your interview an impression that could get you the job you want.