

Self Introduction Interview For Teachers Academic PDF

Self introduction interview for teachers is a crucial component of the hiring process that allows candidates to showcase their personality, teaching philosophy, and professional background. A well-crafted self-introduction can set the tone for the entire interview, helping interviewers understand your suitability for the role and your ability to connect with students and colleagues. Whether you're preparing for a primary school teacher position or a role at a university, mastering the art of self-introduction is essential to making a positive impression. This article offers comprehensive guidance on how to prepare and deliver an effective self-introduction during teacher interviews, with SEO-friendly tips to help you stand out.

Importance of a Strong Self Introduction for Teacher Interviews

A compelling self-introduction serves multiple purposes in a teacher interview:

- **Establishes First Impressions:** The initial moments of an interview can set the entire tone. A confident, professional self-introduction helps create a positive first impression.
- **Showcases Teaching Philosophy:** It provides an opportunity to communicate your approach to education and classroom management.
- **Highlights Relevant Experience and Skills:** Sharing your background demonstrates your qualifications and how they align with the school's needs.
- **Builds Rapport with Interviewers:** A friendly, authentic introduction can foster a connection with the interview panel.

Preparing Your Self Introduction for Teachers

Preparation is key to delivering a memorable and impactful self-introduction. Follow these steps to craft your best pitch:

1. Understand the Job and School Context

Before crafting your self-introduction, research the school's mission, values, and teaching environment. Tailor your message to align with their expectations.

- Review the job description thoroughly.

- Learn about the school's educational philosophy.
- Identify qualities the school emphasizes, such as innovation, inclusivity, or discipline.

2. Outline Your Key Points

Structure your introduction around core themes:

- Your educational background and certifications.
- Your teaching experience and specialties.
- Your teaching philosophy and methods.
- Your strengths and unique qualities.
- Your career goals and motivation for applying.

3. Practice Concise and Clear Delivery

Aim for a self-introduction lasting about 1-2 minutes. Practice to ensure fluency and confidence, avoiding overly lengthy or vague statements.

Effective Components of a Teacher Self Introduction

To make your self-introduction impactful, include the following elements:

Personal Background

Briefly introduce yourself, including your name, educational qualifications, and any relevant personal details that add warmth and authenticity.

Educational and Professional Qualifications

Highlight your degrees, certifications, and any specialized training that relate to teaching.

Teaching Experience and Subject Expertise

Share your experience in various teaching environments, grade levels, and subject areas.

Teaching Philosophy and Approach

Describe your beliefs about education, student engagement, and classroom management.

Strengths and Skills

Mention soft skills such as communication, adaptability, patience, and creativity.

Motivation and Career Goals

Explain what inspires you to teach and your aspirations within the educational field.

Sample Self Introduction for Teachers

Here's a sample script to guide your preparation:

Good morning, my name is Jane Doe, and I hold a Bachelor's degree in Education from XYZ University, along with a teaching certification in elementary education. I have over five years of experience teaching primary school students in diverse classroom settings. My teaching philosophy centers on fostering a supportive and engaging learning environment where every child feels valued and motivated to learn.

I believe in incorporating interactive activities and technology to make lessons more dynamic. My strengths include strong communication skills, patience, and adaptability, which help me connect with students of varied backgrounds. I am passionate about nurturing critical thinking and creativity among my students. I am excited about the opportunity to contribute to your school's mission of holistic student development and to grow professionally as part of your team.

Tips for Delivering Your Self Introduction in an Interview

Once your content is prepared, focus on delivery:

- **Maintain Eye Contact:** Engage with your interviewers confidently.
- **Use Positive Body Language:** Smile, sit upright, and avoid nervous gestures.
- **Speak Clearly and Audibly:** Ensure your voice is confident and easy to understand.
- **Be Authentic and Enthusiastic:** Show genuine passion for teaching.
- **Adapt Based on the Flow:** Be prepared to tweak your introduction based on interview cues or questions.

Common Mistakes to Avoid During Teacher Self Introductions

Be mindful of pitfalls that can diminish your impact:

- Providing too much personal information irrelevant to the role.
- Using jargon or overly complex language.

- Speaking too quickly or too softly.
- Appearing unprepared or rehearsed without sincerity.
- Failing to tailor your introduction to the specific school or position.

Additional Tips for a Successful Teacher Interview

Beyond the self-introduction, consider these strategies:

- Prepare responses to common interview questions about classroom management, handling difficult students, and lesson planning.
- Bring a portfolio of your work, including lesson plans, student work, and certifications.
- Dress professionally and arrive early.
- Follow up with a thank-you note expressing appreciation for the opportunity.

Conclusion

A well-executed self introduction interview for teachers can significantly influence your chances of landing your desired position. It provides a platform to showcase your professional credentials, teaching philosophy, and personality. Remember to prepare thoroughly, practice your delivery, and stay authentic during the interview. By emphasizing your strengths and aligning your message with the school's values, you'll leave a memorable impression that can open doors to new teaching opportunities. With these tips and insights, you are better equipped to succeed in your next teacher interview and take a confident step forward in your educational career.

Self Introduction Interview for Teachers: A Comprehensive Guide to Making a Lasting Impression

In the competitive landscape of educational recruitment, the self-introduction interview for teachers stands as a pivotal moment that can determine career trajectories. This segment of the interview process not only offers candidates an opportunity to showcase their qualifications and personality but also provides interviewers with insights into their teaching philosophy, communication skills, and cultural fit. As such, mastering the art of self-introduction is essential for teachers aspiring to secure their desired positions. This article explores the nuances of self-introduction interviews, offering detailed guidance, strategies, and best practices to help educators excel.

Understanding the Significance of Self-Introduction in Teaching Interviews

The Role of Self-Introduction in the Recruitment Process

The self-introduction segment serves as the opening act of the interview, setting the tone for the

entire conversation. For teachers, it is more than just stating their name and background; it is an opportunity to craft a compelling narrative that highlights their teaching journey, values, and aspirations. A well-executed self-introduction can:

- Capture the interviewer's attention early on
- Demonstrate professionalism and confidence
- Illustrate alignment with the school's mission and culture
- Provide a foundation for deeper discussion on teaching philosophy and experience

Given its importance, a thoughtful and strategic approach to self-introduction can significantly influence the overall outcome of the interview.

Why It Matters for Teachers

Unlike technical or subject-specific questions, the self-introduction offers a platform for teachers to express their personality, passion, and unique qualities. It allows interviewers to assess soft skills such as communication, adaptability, and enthusiasm—traits vital for effective teaching. Moreover, a strong self-introduction can differentiate a candidate in a competitive pool, showcasing not just qualifications but also authenticity and emotional intelligence.

Preparing for Your Self-Introduction: Strategies and Tips

Research the Institution Thoroughly

Before crafting your self-introduction, invest time in understanding the school or educational organization. Key aspects include:

- Mission and values
- Teaching philosophy
- Student demographics
- Extracurricular emphasis
- Community engagement

This knowledge enables you to tailor your introduction, aligning your background and goals with the institution's ethos. For example, if a school emphasizes inclusive education, highlighting your experience with diverse learners will resonate.

Identify Your Unique Selling Points

Reflect on what makes you a standout candidate. Consider:

- Specializations or certifications (e.g., bilingual teaching, special education)
- Innovative teaching methods you employ
- Success stories or notable achievements
- Your passion for education and student development

Create a list of 3-5 key points that you want to emphasize during your self-introduction.

Structure Your Self-Introduction Effectively

A clear structure ensures your message is coherent and impactful. A typical format includes:

- Greeting and Personal Details: Briefly introduce yourself, including name and current or most recent position.
- Educational Background: Highlight relevant degrees, certifications, and ongoing professional development.
- Teaching Experience: Summarize your teaching history, emphasizing roles, subjects, and grade levels.
- Teaching Philosophy: Share your core beliefs about education and student engagement.
- Achievements and Skills: Mention notable accomplishments, special skills, or innovative practices.
- Motivation and Goals: Express your enthusiasm for teaching at this particular institution and your professional aspirations.

Practicing this structure ensures a natural flow and helps you stay concise and focused.

Content Tips for an Effective Self-Introduction

Be Authentic and Positive

Authenticity resonates. Speak genuinely about your experiences and motivations. Maintain a positive tone, even when discussing challenges, framing them as learning opportunities.

Highlight Your Passion for Teaching

Enthusiasm is contagious. Convey your love for education and your commitment to student development. Share anecdotes that demonstrate your dedication.

Showcase Your Teaching Style and Methodologies

Describe how you engage students, your classroom management techniques, and your approach to inclusive education. This provides insight into your practical skills.

Align with the School's Needs

Connect your background with the specific requirements of the school. For instance, if the school emphasizes extracurricular activities, mention your experience leading clubs or sports.

Practice Conciseness and Clarity

Aim for a 2-3 minute presentation. Practice to ensure clarity, confident delivery, and appropriate pacing.

Common Mistakes to Avoid in Self-Introduction

- Rambling: Overloading your introduction with excessive detail can dilute your key messages.
- Lack of Preparation: Failing to adapt your introduction to the specific school or position may seem impersonal.
- Overly Formal or Informal Language: Striking the right tone is crucial?professional yet personable.
- Ignoring Non-Verbal Cues: Maintain eye contact, good posture, and a warm smile to convey confidence and approachability.
- Neglecting to Practice: Unrehearsed delivery may come across as nervous or unprepared.

Sample Self-Introduction Outline for Teachers

To provide clarity, here's a sample framework:

- Greeting and Personal Background

"Good morning. My name is Jane Doe, and I am a dedicated primary school teacher with over five years of experience in inclusive classrooms."

- Educational Credentials

"I hold a Bachelor's degree in Elementary Education from XYZ University and am certified in special

education."

- Teaching Experience

"In my previous role at ABC School, I developed innovative literacy programs that increased student reading levels by an average of one grade within a year."

- Teaching Philosophy

"I believe in fostering a nurturing environment where students feel empowered to explore and express themselves."

- Achievements and Skills

"Beyond curriculum delivery, I've led extracurricular activities such as the school's environmental club, promoting community engagement."

- Motivation for Applying

"I am excited about the opportunity to contribute to your school's mission of holistic student development and to bring my passion for inclusive education to your diverse student body."

Enhancing Your Self-Introduction with Additional Elements

Use of Personal Stories

Sharing brief anecdotes can humanize your introduction. For instance, recounting a moment when a student overcame challenges with your support can showcase your impact.

Incorporating Visual Aids (if appropriate)

Some organizations might allow or encourage the use of visual aids or portfolio presentations, which can reinforce your narrative.

Follow-up Statements

Conclude your self-introduction with a statement expressing enthusiasm to discuss further:

"I look forward to discussing how my experience and teaching philosophy can contribute to your school's goals."

Post-Introduction: Navigating the Next Steps

After delivering your self-introduction, be prepared for subsequent questions that delve deeper into your experience, teaching methods, and problem-solving skills. Maintain the same level of professionalism and enthusiasm. Remember to listen attentively, answer thoughtfully, and demonstrate your suitability for the role.

Conclusion: The Art of Making a Memorable First Impression

Mastering the self-introduction interview for teachers involves a combination of preparation, authenticity, and strategic communication. It is your chance to set a positive tone, showcase your passion, and differentiate yourself from other candidates. By understanding the significance of this segment, carefully structuring your narrative, and practicing delivery, you can leave a lasting impression that paves the way for further opportunities. Remember, a compelling self-introduction is not just about reciting credentials; it's about connecting with your audience and conveying your unique value as an educator committed to making a difference.

Question What key points should I include in a self-introduction during a teacher interview? Focus on your educational background, teaching experience, core teaching philosophies, strengths, and why you're passionate about education. Highlight any special skills or achievements relevant to the position. **Answer** How can I make my self-introduction stand out in a teacher interview? Share a compelling story or example that showcases your teaching impact, demonstrate enthusiasm for the role, and tailor your introduction to align with the school's values and goals. What common mistakes should I avoid in a teacher self-introduction? Avoid being overly generic, speaking negatively about previous employers, providing too much personal information, or sounding unprepared. Keep it professional, concise, and relevant. How should I address my teaching philosophy during the interview? Briefly describe your core beliefs about education, how you engage students, and your approach to classroom management, providing examples to illustrate your methods. What questions should I prepare to ask after my self-introduction in a teacher interview? Prepare questions about the school's teaching environment, professional development opportunities, student demographics, curriculum standards, and how success is measured in the role. How can I demonstrate my adaptability and teamwork skills in a self-introduction? Share experiences where you collaborated with colleagues, adapted to new curricula or technologies, and contributed positively to the school community. What tone should I adopt in my self-introduction during a teacher interview? Maintain a professional, confident, and enthusiastic tone. Show genuine passion for teaching and respect for the interviewers and the institution.

Related keywords: teacher interview, self-introduction tips, interview questions for teachers,

teaching experience, classroom management, interview preparation, education background, professional strengths, teaching philosophy, interview success

CAREER ESSENTIALS THE INTERVIEW ENGLISH EDITION

career essentials the interview english edition is a comprehensive guide designed to prepare professionals and job seekers for one of the most critical stages of the employment process: the interview. Mastering interview skills in English is essential in today's globalized job market, where effective communication can significantly influence career success. This article provides valuable insights, practical tips, and strategies to help you excel in interviews conducted in English, ensuring you make a confident and positive impression on potential employers.

Understanding the Importance of the Interview in Career Development

The interview is more than just a conversation; it's an opportunity to showcase your skills, experience, and personality. It serves as a platform for employers to assess if you are the right fit for the organization and for you to determine if the role aligns with your career goals.

Why Preparation is Key

Preparing thoroughly for an interview can:

- Boost your confidence
- Help you communicate your strengths effectively
- Reduce nervousness and anxiety
- Ensure you answer questions thoughtfully and coherently

Key Components of a Successful Interview in English

Achieving success in an interview involves several critical components, from understanding common questions to demonstrating professionalism.

1. Research the Company and Role

Before the interview:

- Visit the company's website
- Understand its mission, values, and culture
- Review the job description carefully
- Stay updated on recent news or developments related to the organization

2. Practice Common Interview Questions

Familiarize yourself with typical questions such as:

- ?Tell me about yourself.?
- ?What are your strengths and weaknesses??
- ?Why do you want to work here??
- ?Describe a challenge you faced and how you handled it.?
- ?Where do you see yourself in five years??

Preparing clear, concise answers in English can help you communicate effectively and leave a positive impression.

3. Develop Your STAR Responses

Use the STAR method (Situation, Task, Action, Result) to structure behavioral questions:

- Situation: Set the context
- Task: Explain your responsibility
- Action: Describe what you did
- Result: Share the outcome

This approach ensures your answers are detailed yet focused.

Essential English Language Skills for Interview Success

Proficiency in English enhances your ability to communicate ideas clearly and confidently.

1. Vocabulary and Phrasing

Build a professional vocabulary related to your industry and role. Practice common phrases and expressions used in interviews.

2. Pronunciation and Clarity

Work on your pronunciation to ensure clarity. Consider recording yourself or practicing with a language partner.

3. Listening Skills

Active listening during the interview allows you to respond appropriately. Practice listening to English podcasts, webinars, or interviews.

4. Body Language and Non-verbal Communication

Maintain eye contact, use appropriate gestures, and sit upright to convey confidence.

Practical Tips for During the Interview

Effective strategies can help you perform at your best during the interview.

1. Dress Professionally

Choose attire suitable for the company's culture, ensuring it is neat and appropriate.

2. Arrive Early

Plan your route in advance and arrive 10-15 minutes before the scheduled time.

3. Bring Necessary Documents

Carry multiple copies of your CV, a list of references, and any other relevant documents.

4. Listen Carefully and Ask Clarifying Questions

If you don't understand a question, politely ask for clarification.

5. Showcase Your Skills and Achievements

Use specific examples to demonstrate your competencies.

6. Prepare Questions for the Interviewer

Have thoughtful questions ready about the company, role, or team to show genuine interest.

Common Mistakes to Avoid in English Interviews

Being aware of potential pitfalls can help you avoid them.

- Speaking too quickly or unclearly
- Providing vague or generic answers
- Focusing too much on weaknesses without framing them positively
- Neglecting to ask questions
- Failing to demonstrate enthusiasm or interest

Post-Interview Strategies

The interview process doesn't end when you leave the room.

1. Send a Thank-You Email

Within 24 hours, express gratitude for the opportunity and reiterate your interest.

2. Reflect on Your Performance

Identify areas where you excelled and aspects to improve for future interviews.

3. Follow Up

If you haven't heard back within the specified timeframe, politely inquire about the decision.

Additional Resources for Improving Your Interview English Skills

Enhance your interview readiness with these tools:

- Language Learning Apps: Duolingo, Babbel, or Rosetta Stone
- Online Practice Platforms: Interviewing.io, Pramp
- English Conversation Groups: Local meetups or virtual groups
- Professional Coaching: Career coaches specializing in interview preparation

Conclusion: Mastering the Interview in English for Career Success

career essentials the interview english edition emphasizes that preparation, practice, and confidence are paramount to succeeding in interviews conducted in English. By understanding the common questions, honing your language skills, and employing effective communication strategies, you can significantly improve your chances of landing your desired job. Remember, the interview is an

opportunity to showcase your unique value?approach it with enthusiasm and professionalism, and let your skills and personality shine through.

With consistent effort and the right mindset, you'll be well on your way to mastering the art of the English interview and advancing your career prospects globally.

Career Essentials: The Interview English Edition ? An Expert Review and In-Depth Analysis

In today's competitive job landscape, acing interviews is more critical than ever. Whether you're a recent graduate entering the workforce or a seasoned professional seeking new opportunities, mastering interview skills can be the difference between landing your dream role and missing out. One resource that has garnered attention among career development enthusiasts is "Career Essentials: The Interview English Edition." This comprehensive guide aims to equip job seekers with the tools, strategies, and confidence needed to excel in English-language interviews.

In this review, we delve into the core features, content quality, usability, and overall value of "Career Essentials: The Interview English Edition," offering insights into how it can serve as an indispensable asset in your career toolkit.

Overview of "Career Essentials: The Interview English Edition"

"Career Essentials: The Interview English Edition" is a specialized instructional resource designed to prepare individuals for English-language interviews across various industries. It is tailored to meet the needs of diverse learners?from beginners with basic English skills to advanced speakers seeking to refine their interview techniques.

The guide blends practical language exercises, interview strategies, and cultural insights to ensure users are well-prepared for real-world interview scenarios. Its comprehensive approach makes it suitable for job seekers aiming to improve their communication skills, understand interview expectations, and confidently present themselves.

Key Features and Content Breakdown

1. Structured Curriculum Covering All Interview Phases

One of the standout aspects of this edition is its well-organized curriculum, which systematically covers every stage of the interview process:

- Preparation Phase: Understanding the company, role, and common interview questions.
- Self-Presentation: Crafting effective resumes, cover letters, and elevator pitches.

- Interview Techniques: Mastering answering strategies, body language, and voice modulation.
- Follow-Up: Post-interview etiquette and thank-you notes.

This structure ensures learners build their skills progressively, gaining confidence with each module.

2. Language and Communication Skills

Given its focus on the "English Edition," the guide emphasizes language proficiency alongside interview tactics. It includes:

- Vocabulary Building: Industry-specific terminology and common interview phrases.
- Sample Responses: Model answers to typical questions like "Tell me about yourself," "What are your strengths and weaknesses?" and situational questions.
- Listening Exercises: Audio clips featuring native speakers simulating interview dialogues to improve comprehension and pronunciation.
- Pronunciation Tips: Focused guidance on key phrases to ensure clarity and professionalism.

3. Practical Practice Modules

The guide doesn't merely present theory; it offers a plethora of exercises designed for active learning:

- Mock Interview Scenarios: Role-playing activities that simulate real interview settings.
- Questionnaires and Quizzes: Self-assessment tools to evaluate understanding and retention.
- Writing Tasks: Crafting personalized responses, cover letters, and thank-you emails.
- Interactive Role Plays: Opportunities to practice answering questions in timed conditions, fostering spontaneity and confidence.

4. Cultural Nuances and Etiquette

Understanding cultural expectations is vital in international or English-based interviews. The guide covers:

- Interview Etiquette: Appropriate dress code, punctuality, and handshake protocols.
- Cultural Sensitivities: Do's and don'ts when communicating with interviewers from different backgrounds.
- Behavioral Tips: Demonstrating professionalism, enthusiasm, and adaptability.

5. Supplementary Resources

To enhance learning, the guide offers additional materials:

- Video Tutorials: Step-by-step visual demonstrations.
- Downloadable Templates: Resume formats, response frameworks, and email samples.
- Glossaries: Comprehensive lists of industry-specific and interview-specific terms.

Strengths of "Career Essentials: The Interview English Edition"

1. Comprehensive and User-Friendly Design

The guide's logical progression and clear layout make it accessible for learners at varying levels. Its modular design allows users to focus on specific areas where they need improvement.

2. Practical Focus with Real-World Application

By emphasizing simulated interviews and practical exercises, the resource bridges the gap between theory and actual interview experiences, boosting confidence and readiness.

3. Emphasis on Language Proficiency

The inclusion of listening exercises, pronunciation tips, and vocabulary-building activities addresses the often overlooked aspect of language skills in interview success.

4. Cultural and Etiquette Insights

For candidates aiming to interview internationally or in multicultural contexts, understanding cultural nuances is invaluable. This guide's dedicated section on etiquette enhances professionalism.

5. Rich Supplementary Materials

Downloadable templates and multimedia resources add depth and flexibility, enabling learners to practice anytime, anywhere.

Areas for Improvement and Considerations

While the guide is robust, potential areas for enhancement include:

- Customization for Specific Industries: Tailoring content for niche sectors like tech, healthcare, or finance could further increase relevance.
- Interactive Web Platform: An online portal with live practice sessions, peer forums, and expert feedback might elevate the learning experience.
- Updated Content for Emerging Trends: Incorporating modules on virtual interviews, video conferencing etiquette, and remote communication skills?especially pertinent post-2020?would keep the guide current.

Who Should Use "Career Essentials: The Interview English Edition"?

This resource caters to a broad audience:

- Job Seekers with Basic English Skills: Looking to improve their interview vocabulary and confidence.
- Professionals Transitioning to International Roles: Needing to adapt to different interview styles and cultural expectations.
- Students and Recent Graduates: Preparing for internships, apprenticeships, or entry-level positions.
- HR and Career Coaches: As a teaching aid for clients or students.

In essence, anyone aiming to enhance their English communication skills for interviews will find this guide valuable.

Conclusion: Is It Worth the Investment?

"Career Essentials: The Interview English Edition" stands out as a comprehensive, practical, and user-oriented resource designed to demystify the interview process for English-speaking contexts. Its balanced focus on language skills, interview strategy, and cultural etiquette makes it an all-in-one toolkit for aspiring professionals.

The guide?s emphasis on interactive practice and real-world application ensures learners are not just passively absorbing information but actively preparing for actual interviews. For individuals serious about elevating their interview game in English, this edition offers a solid foundation and actionable strategies.

While no single resource can guarantee success, "Career Essentials: The Interview English Edition" significantly increases the likelihood of interview success by equipping candidates with the essential skills, confidence, and cultural awareness needed to stand out. Investing in this guide can be a pivotal step toward achieving your career aspirations in an increasingly globalized job market.

Final Verdict: A highly recommended resource for anyone aiming to master English-language interviews ? practical, comprehensive, and adaptable to various career stages.

Question What are the key components covered in 'Career Essentials: The Interview English Edition'? The book covers essential interview skills, including effective communication, answering common interview questions, body language, and professional vocabulary tailored for English-speaking interviews. How can 'Career Essentials: The Interview English Edition' help non-native English speakers? It provides practical tips, common interview phrases, and language strategies to help non-native speakers confidently navigate English interviews and improve their communication skills. Does the book include sample interview questions and model answers? Yes, it features a variety of common interview questions along with sample answers to help readers prepare and practice their responses. Is there guidance on how to handle behavioral interview questions in the book? Absolutely, the book offers techniques to effectively answer behavioral questions by using the STAR (Situation, Task, Action, Result) method and related strategies. Can 'Career Essentials: The Interview English Edition' assist with virtual interview preparation? Yes, it includes tips for virtual interviews, such as setting up your environment, camera etiquette, and digital communication skills. Does the book address dressing and body language for interviews? Yes, it emphasizes professional attire and positive body language cues to make a strong first impression. Is there advice on following up after an interview in this edition? Certainly, it provides guidance on crafting thank-you emails and maintaining communication post-interview to leave a lasting impression. How does the book help improve overall English communication skills for interviews? It offers vocabulary building exercises, pronunciation tips, and practice scenarios to enhance clarity and confidence during interviews. Who is the ideal audience for 'Career Essentials: The Interview English Edition'? The book is ideal for job seekers, recent graduates, and professionals aiming to improve their interview skills in English, regardless of industry or experience level.

Related keywords: career, interview, English, edition, professional development, job interview tips, communication skills, career guidance, interview preparation, workplace English

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