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WeCan Scholars Interview and Business Writing Skills

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Basic Interview Skills

Before the Interview

- **Do background research on company**
 - Website
 - Do internet search and check out any press releases or information not on company website
- **Re read job descriptions – responsibilities and requirements of the position. How do you fit in?**
- **Review your own resume and cover letter. Make sure you remember how you presented yourself**
- **Think of possible questions relating to the position you are applying for and work on answers**
 - What are your strengths and weaknesses? Mention lessons learned when you describe a weakness



Basic Interview Skills

Before the Interview

- Find out name of interviewer if possible. If your interviewer is not Chinese, make sure you find out how to pronounce his/her name
- Prepare wardrobe. Dress appropriately – first impressions count
 - Better to be overdressed than underdressed
 - Grooming
- Look up address and plan how to get there



Common Interview Questions x 10

Before the Interview

- 1. Can you tell us a little bit about yourself?**
- 2. Why do you want to work for our company?**
- 3. What are your strengths and weaknesses?**
- 4. Can you give an example of a time when you overcame a challenge?**
- 5. How do you handle stress and pressure?**
- 6. What are your long-term career goals?**
- 7. Can you describe a time when you worked successfully as part of a team?**
- 8. What do you know about our company and our industry?**
- 9. How do you stay organized and manage your time effectively?**
- 10. Do you have any questions for us?**

Basic Interview Skills

Virtual Interviews

- Quiet location
- Test out IT/technology in advance
- Virtual background (if appropriate)
- Grooming



Basic Interview Skills

Day of the interview

- Be punctual. Arrive at least 15 minutes before interview time
- Be polite to everyone you meet including the receptionist
- If you shake hands, make sure it is a proper grip



Basic Interview Skills

During the Interview

- **Body language**
 - Sit up straight, don't slouch
 - Sit with both feet on the floor. Don't cross your legs and swing or tap
 - Maintain eye contact but don't stare
 - Don't look bored
 - Smile
- **Listen before answering**
- **Ask interviewer to repeat question or clarify if you don't understand the question**
- **It is fine to take a minute to think through before answer**



Basic Interview Skills

During the Interview

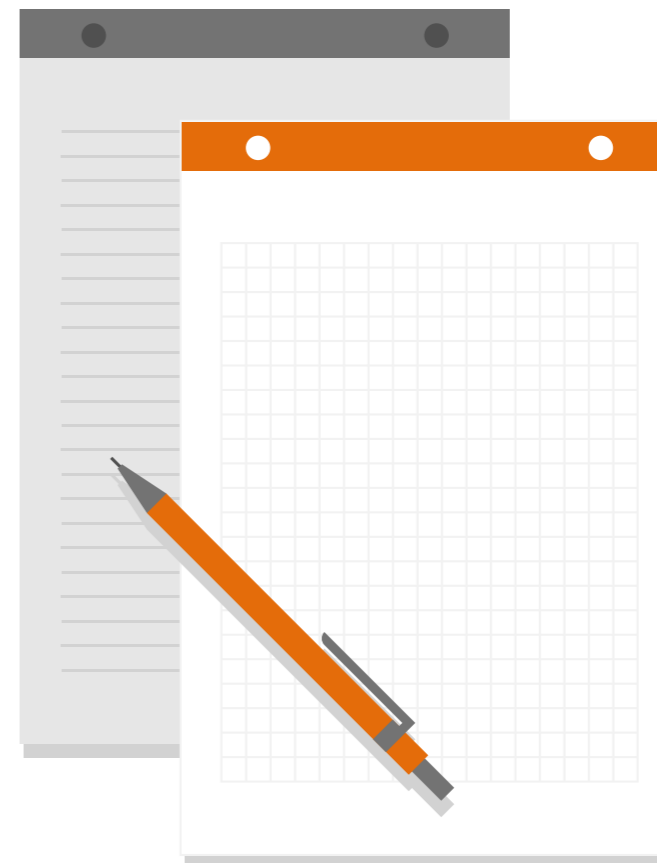
- **Don't ramble when you answer question. Try to avoid using speech fillers e.g. "um", "eh"**
- **Be truthful, do not embellish your resume**
- **Ask questions. Interviewer usually ask if you have any questions. So prepare a few in advance to show genuine interest in the position and the company**
 - E.g. what is the reporting structure
 - Never ask about salary!



Basic Interview Skills

During the Interview

- Don't give up if you feel the job is not what you want to pursue or that you have not answered the questions well
- Remember to thank the interviewer



Basic Interview Skills

After the Interview

- Follow up is important – why?
- Send thank you email to the recruiter or HR person at the company on the same day or the next day at the latest



Interview tips

Your questions

- *How to deepen the interviewer's impression of me during the interview?*
- *What do the interviewers / bosses value most during the interview?*
- *I understand that a self-introduction should provide additional information beyond what's on my CV. How can I organise my self-introduction in a way that is engaging and meaningful to the interviewer?*
- *What are some tips for a fresh graduate student to prepare for a self-introduction when they don't have much work experience?*
- *How to properly respond to questions that I don't know how to answer?*

Email – why do we use it?

Fast and instantaneous

Written, can be kept as a record (for evidence) and can be easily organised

Professional
(cf. WhatsApp, Discord, TikTok)



Email – basic formatting

1. To / copy to
2. Subject line
3. Salutation
4. Opening/Greeting
5. Introduction
6. Body (main content)
7. Closing
8. Signature

Formal vs. Informal

Formal

- Dear Sir(s)/Mr. X
- Greetings (e.g. I hope this email finds you well)
- Closing (e.g. Please / Kindly let me when this is ready.)
- Signature (e.g. Yours faithfully / Yours sincerely)

Informal

- Dear/ Hi
- Greetings (e.g. Hope you are keeping well)
- Closing (e.g. Let me know when this is ready.)
- Signature (e.g. Best regards / Cheers)

Writing tips

- 1 Choose a title that draws attention.
- 2 Find out all you can about your topic.
- 3 Organize your ideas before you begin.
- 4 Add your own style to your writing.
- 5 Include interesting information.
- 6 Make sure you stick to the topic.
- 7 Use words wisely.
- 8 Remember that good grammar counts.
- 9 Reread and revise your writing.
- 10 Enjoy your writing and others will, too!

Email – checkin and proofreading

1. If you don't check or proofread – you will end up with the above typos!
2. Spelling mistakes are unprofessional and shows you are careless. It will affect the reader's perception of you.
3. So easy to proofread and check – the tools already embedded in the email system (i.e. Outlook).
4. Is your email clear and accurate or are there any scope for misunderstanding?
5. What about the 'tone' of your email? Friendly? Aggressive? Appropriate?

ChatGPT

You asked:

What is your opinion on incorporating ChatGPT technology into our writing process?

So I asked ChatGPT-4:

Should I incorporate ChatGPT technology into my writing process?

ChatGPT

“Incorporating ChatGPT technology into your writing process can have several benefits, depending on your goals and requirements. Here are some pros and cons to consider:

Pros:

1. **Idea generation:** ChatGPT can help you brainstorm ideas, generate outlines, and come up with creative concepts for your writing projects.
2. **Writing assistance:** ChatGPT can assist in writing drafts or providing suggestions to improve your writing, making the process more efficient.
3. **Language and grammar support:** ChatGPT can help you find the right words, phrases, or expressions, as well as provide grammar and punctuation suggestions.
4. **Research assistance:** ChatGPT can provide summaries and insights from various sources, making it easier to gather relevant information for your writing.
5. **Overcoming writer's block:** ChatGPT can serve as a conversation partner to help you break through writer's block and keep your writing process moving forward.

ChatGPT

Cons:

1. **Over-reliance:** Relying too heavily on ChatGPT may make your writing lose its personal touch or unique voice.
2. **Accuracy and reliability:** While ChatGPT is knowledgeable, it may sometimes provide inaccurate or outdated information. Always verify important facts.
3. **Ethical considerations:** Using AI-generated content in your work may raise ethical questions, especially if it is not properly attributed or heavily relied upon.
4. **Subscription costs:** Accessing advanced features of ChatGPT typically requires a subscription, which may be a constraint for some users.
5. **Editing and refinement:** AI-generated content may require additional editing to ensure it meets your desired quality and style.

Ultimately, whether to incorporate ChatGPT technology into your writing process depends on your individual needs and preferences. If you decide to use it, be mindful of the potential drawbacks and use the technology as a tool to complement, rather than replace, your own writing skills.”

Improving business writing skills

What is the most effective way to improve business writing skills?

- Start writing! Just write...
- Practise
- Read
(non-fiction, newspapers, LinkedIn posts, etc)





Thank You

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