

Prepare examples, not memorised speeches.

WORK THROUGH THIS PAGE IN YOUR OWN WORDS.

1 Highlight five responsibilities in the advert.

2 Choose four truthful examples.

3 Practise aloud, but never word for word.

4 Prepare three informed questions.

What to do next—and when.

WORK THROUGH THIS PAGE IN YOUR OWN WORDS.

- 1 **48 hours: research the organisation and role.**
- 2 **24 hours: choose examples and draft your questions.**
- 3 **12 hours: test travel, technology and documents.**
- 4 **2 hours: review one reference sheet, then stop.**