

# Written Skills Job Interview Questions And Answers



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## Written Skills Interview Questions And Answers Guide.

### Question - 1:

How to rate writing skills in comparison to verbal skills?

#### Ans:

Discuss how both skills - as well as listening - are important to being a good communicator, and that while one or the other may be your strong suit, you're working to become strongly proficient at both speaking and writing. Explain how you're doing so - class work, independent study, membership in Toastmasters International or a writing group; show brief writing samples.

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### Question - 2:

Which resources do you use when it is necessary to expand and/or correct your vocabulary in a technical sense while you are writing at work?

#### Ans:

Applicant should be able to use a dictionary to ascertain the correct usage of a word and its spelling. They should also use a thesaurus to develop greater fluency and powers of expression. Candidate should have knowledge of any online resources that may be available for his specific profession.

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### Question - 3:

What goals to improve your technical and writing skills in the future?

#### Ans:

Applicant should have a continuous commitment to improve written skills. They should have a plan on how they will improve their skills.

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### Question - 4:

When you writing about business correspondence how to make sure that the grammar is correct? Do you check for spelling errors?

#### Ans:

Applicant should understand the necessity of proofreading and be prepared to make adjustments to correct or clarify the content.

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### Question - 5:

What is your experience about group projects?

#### Ans:

- \* Discuss your positive relationship with the project supervisor; compliment coworkers.
- \* Mention a specific project, including the group goals and your particular responsibilities.

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### Question - 6:

How to delegate responsibility?

#### Ans:

- \* Discuss how you involve everyone in the overall picture.
- \* Discuss specific projects that were successful because of your team effort.

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### Question - 7:

How to organize time?

#### Ans:

\* Affirm that you put first things first. Each day you identify A-level tasks and get those done before moving on to B-level tasks. You return voicemail messages once



or twice daily and urgent messages immediately.

\* Discuss how you went through a typical day on one of your previous jobs.

\* Comment that you use up-to-date planning products. These include planning software such as PlanPlusOnline, and PDA (personal digital assistant) hand-held devices, such as a BlackBerry. If you organize yourself on paper, mention a formal business product such as a Franklin Planner. (Pulling out a pocket calendar is like pulling out a slide rule.) Conclude with true examples showing that you completed multiple tasks on time.

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### Question - 8:

How to deal with unexpected events on the job?

#### Ans:

\* Mention specific instances where you were able to complete a project (or projects) on time despite unforeseen complications.

\* Discuss how you immediately reprioritize your assignments in emergencies.

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### Question - 9:

How good are you at making oral presentations?

#### Ans:

\* Discuss how you prepare. Name presentation skills. Mention specific instances where you've given a good show.

\* Offer to give a one-minute oral presentation on a topic you've practiced.

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### Question - 10:

What do you like most about the gathering information to deal with a problem?

#### Ans:

\* Comment that wanting to do a first-rate job, you're uncomfortable when you're uncertain that you've compiled enough research to quit and make a decision that affects the wellbeing of others.

\* Explain that you use multiple resources - Web, books, journals, and expert people - and you become frustrated when key resources aren't adequate.

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### Question - 11:

What is toughest job problem that you've ever faced?

#### Ans:

Recall a problem, the skills used in your action to deal with it, and the successful results; this is a skills-detailed version of PAR (problem, action, result). Explain how you could apply those same skills to the prospective job.

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### Question - 12:

What resources do you use when it is necessary to expand and/or correct your vocabulary in a technical sense while you are writing at work?

#### Ans:

Applicant should be able to use a dictionary to ascertain the correct usage of a word and its spelling. They should also use a thesaurus to develop greater fluency and powers of expression. Candidate should have knowledge of any online resources that may be available for his specific profession.

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### Question - 13:

When writing business correspondence how do you make sure that the grammar is correct? Do you check for spelling errors?

#### Ans:

Applicant should understand the necessity of proofreading and be prepared to make adjustments to correct or clarify the content.

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### Question - 14:

Do you have goals to improve your technical and writing skills in the future?

#### Ans:

Applicant should have a continuous commitment to improve written skills. They should have a plan on how they will improve their skills.

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### Question - 15:

What processes do you use to clarify your written work and verify its accuracy? Have you developed a precise routine to confirm this accuracy?

#### Ans:

Candidate should demonstrate precision by insuring accuracy in the text, by asking others to proofread it, or by re-reading to check clarity and implication.

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### Question - 16:

Can you tell me about a recent writing assignment, what it entailed, and what steps you took to make sure the assignment was correct?



**Ans:**

Answer should indicate that the job seeker is willing to expand their written proficiency, willing to proofread, and take the time to make sure facts are accurate.

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**Question - 17:**

What specific benefit has resulted from your efforts to improve your vocabulary and writing skill?

**Ans:**

Applicant's answer should demonstrate an enthusiasm for being more accurate and precise in the use of terminology. They should want to have superior writing skills.

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