Lesson 1. Interview tips. Phrase bank

Your day	
Phrases to start small talk	**Phrases to respond**
How're you doing today?	- Pretty good *(informal),* thank you. How're you doing? - Pretty well, thank you. - Doing good *(informal)*. How are you? - Doing well. How are you?
How's it going?	Fine/great, thanks. Having a good week. How're you doing?
How's your day going?	Great, thanks for asking. I'm very excited about the interview. And how's your day?
How's your day been so far?	So far, so good. I've been rather busy lately. And how's your day going?
Weather	
Phrases to start small talk	**Phrases to respond**
How's the weather over there? What's the weather like in [*location*] today?	(Unfortunately), it's raining/snowing. What's the weather like in [location]? - It's stopped raining/snowing, luckily. - It's quite hot today. It's normally much cooler in May.
I hear the weather's been bad in [*location*] recently.	That's right. It's been raining for three days in a row. Does it often rain where you are?
Are you enjoying the weather today?	Yes, I love summer and just hope it lasts a bit longer. How about you?
Weekend	
Phrases to start small talk	**Phrases to respond**
So, how was your weekend?	- Oh, you know, it was nothing special. I just did some housework and met up with some friends. How was your weekend? - It was a pretty quiet weekend. I can't say that I did anything special. How about your weekend?

Lesson 2. Tell me about yourself. Phrase bank

Self-presentation	
Role and responsibilities	▪ I'm a/an **[your position]**. ▪ I focus primarily on + **noun/V-ing**. ▪ I'm also responsible for + **noun/V-ing**.
Work experience	▪ I've been in the IT industry for **[number of years/months]**. ▪ I did an internship at **[name of the company]**. ▪ I started as a/an **[position]**.
Educational background	▪ I'm a senior at **[university/college name]** studying **[the main subject you study]**. ▪ I took a course in… ▪ I graduated from **[university/college name]**.
Skills and knowledge	▪ I'm (pretty) good at + **noun/V-ing**. ▪ I have good **[problem solving, communication, etc.]** skills. ▪ I have (quite) a good knowledge of + **noun/V-ing**. ▪ I'm comfortable with + **noun/V-ing**.
Accomplishments	▪ I've gained a lot of valuable experience in + **noun/V-ing**. ▪ I've managed to get a (pretty) good understanding of + **noun/V-ing**.
How the candidate feels about the position	▪ I'm really excited about the opportunity to work on this project. ▪ I think my education and experience make me a good fit for this position. ▪ I think the combination of my skills and experience could be a good addition to your team.

Bonus phrases

Be ready to talk about your past project(s) to anyone with a limited technical background in 60 seconds. This list of questions can help you structure your answer in a professional manner:
- What was the project goal?
- What specifically did you do?
- What challenges did you face?
- What were your key achievements?

Past project	
What was the project goal?	▪ On my previous project we had to **+ V.** ▪ On my previous project we were tasked with **+ noun/V-ing.** ▪ I was working on a project with a client, and they wanted to **+V**
What specifically did you do?	▪ I was responsible for **+ noun/V-ing.** ▪ I was in charge of **+ noun/V-ing.** ▪ I worked very closely with **+ N.**
What challenges did you face?	▪ I ran into a problem with **+ noun/V-ing.** ▪ We had a minor issue with … ▪ I faced a dilemma about whether to **+ V** or not.
What were your key achievements?	▪ The project allowed me to put my knowledge of … into practice. ▪ I gained a lot of valuable experience in **+ noun/V-ing.** ▪ My participation in the project taught me about **+ noun/V-ing.** ▪ I learnt that … ▪ I managed to **+ V.**

Lesson 3. Dealing with communication issues. Phrase bank

Dealing with communication issues	
Asking the interviewer to repeat the question	▪ Could you please repeat the question? ▪ Sorry, I didn't catch that. Could you say it again? ▪ Sorry?
Clarifying the question	▪ Sorry, do you mean (that) + **clause**? ▪ Let me just check if I understand you correctly. Do you mean…? ▪ Do you want me to speak about + **noun**/explain + **noun**…? ▪ Could you explain what you mean by + **noun/V-ing**…?
Signaling understanding	▪ I got it. Thank you! ▪ Ah, I see what you mean. Thanks for clarifying. ▪ Now I understand. Thanks a lot.
Buying thinking time	▪ Well, let me think about that for a moment. ▪ I'd like to give that some thought. ▪ Well, it's difficult to say exactly, but… ▪ I'm not quite sure, but I think… ▪ I'm afraid I don't know exactly, but here's a thought.

Dealing with technical issues
▪ Sorry, you're on mute. ▪ Can you please unmute yourself? ▪ Sorry, you're breaking up. ▪ The Internet connection is spotty. ▪ Can you hear me well? ▪ Sorry, the connection is not stable. I'll call you back in a minute. ▪ I guess it's an issue on your end.

Lesson 4. Answering questions in the right way. Phrase bank

Using PREP framework	
Introducing a point	▪ I think ▪ I would say
Giving reasons	▪ Because ▪ As
Giving examples	▪ For example ▪ For instance
Summarizing a point	▪ That's why ▪ Therefore

Contrasting and comparing	
Describing similarities	▪ Both … and … ▪ (Just) as + **adjective/adverb** + as ▪ (Just) like + **noun**
Describing differences	▪ The main difference between … and … **is** ▪ Unlike + **noun** ▪ Compared to/with + **noun** ▪ However

Lesson 5. STAR Framework. Phrase bank

STAR linkers	
Sequencing	- First, … - Then, … - Next, … - After that, … - In the end, … - Finally, …
Adding	- Also, … - Besides, … - In addition, … - Moreover, …
Introducing results	- So, … - As a result, …

Bonus phrases	
Situation	- Way back in 2015 … - When I was working on the XYZ project … - At the beginning of last year … - On my previous project … - When I was involved in … - We ran into the problem … - We faced some issues with …
Task	- The task was to … - We/I had to … - We/I needed to … - I was asked to … - The client wanted us to …
Actions	- I came up with the idea … - I implemented … - I identified … - I supported … - I investigated … - I spent [three months] evaluating the issue … - I set up … - I kept my team informed of/about … - I improved … - I designed …
Result	- I got promoted to … - I learnt a lot from the experience. - It taught me … - What I learnt is … - I grew into the role of … … was a huge success.

Lesson 6. Questions to the interviewer. Phrase bank

Type of questions	Examples
Clarifying questions to find out the details in order to offer a better solution	▪ What features do you want to implement immediately? ▪ How many people will use the system every day, both customers and admin staff? ▪ What are the deadlines for the development and implementation?
Project when there's little or no information about the project	▪ How much time do we have to complete this project? ▪ What is the main goal of the project? ▪ What technologies are used on the project? ▪ Do you follow a specific methodology? ▪ What software development methodology do you use? ▪ Are there any issues on the project that need to be addressed immediately?
Position	▪ What support do you offer to newcomers? ▪ How much time do you give a newcomer to integrate into the team? *or* How much time do you allow/provide for onboarding? ▪ What are your expectations of the candidate? ▪ How do you measure the success of a person in this position? *or* What are the KPIs* for this position? (**KPIs** – *key performance indicators*)
Team	▪ Can you tell me about the team I will work with? ▪ Who will I work most closely with? ▪ How big is the team? ▪ Is the team globally distributed? ▪ Do you work across different time zones?

Reacting to the interviewer's answers
▪ Thank you for your answer. ▪ Thanks, that's good to know. ▪ OK I see, thank you.