

Language for ...

job interviews

1 Warmer

a. Find ten adjectives of personality in the wordsearch. Complete the table with the words that you find.

t	h	f	r	l	r	h	h	r	h	x	p
o	f	a	o	l	t	k	f	w	u	o	l
l	e	c	r	g	a	v	s	q	b	t	e
e	n	h	g	d	n	c	s	a	b	n	a
r	e	e	a	t	w	e	u	w	x	f	s
a	r	e	n	z	c	o	r	u	g	p	a
n	g	r	i	k	s	m	r	v	d	r	n
t	e	f	s	u	f	l	q	k	o	r	t
t	t	u	e	c	a	l	m	e	i	u	m
z	i	l	d	i	l	l	f	d	d	n	s
l	c	a	e	a	s	y	g	o	i	n	g
f	x	a	p	a	t	i	e	n	t	w	p

Adjectives	
1.organised	6.easygoing
2.pleasant	7.hardworking
3.tolerant	8.cheerful
4.calm	9.energetic
5.patient	10.nervous

b. Choose the correct preposition from the box to complete the sentences.

- I decided to apply _____ FOR the job.
- I have a Master's _____ IN Business.
- I work _____ FOR a big technology company called *Intel*.
- I work _____ AS an administrator.
- I work _____ IN Finance.

as in(x2) for(x2)



Language for ...

job interviews



c. Discuss the questions.

1. What do you do?
2. In your job or studies, what kind of personality do you need?
3. In your job or studies, what kind of skills do you need?
4. Describe a time you had a job interview.
5. Have you ever done a job interview in English?

2 Text

In this part of the lesson, you're going to watch a video filmed in London. Four Londoners talk about their jobs and their experiences of job interviews:

a. Watch the video. For each speaker, write the missing word from their answer to the question, "What skills do you need for that job?"

1. **Phillip:** To be a project manager you do need quite a bit of experience in the industry, and, these days, a good university _____ EDUCATION, I suppose.
2. **Rachel:** 'Barista' training, people skills, and just generally, yeah, being cheerful and _____ REALLY PATIENT to serve customers.
3. **Shazra:** For my job you need to be really organised. You need to think on your feet. You need to be able to write well, _____ PRESENT well and things like that.
4. **Lynne:** Organisational skills again. Clear _____ HEAD, calm, thinking on your feet, also. Most of the time I'm, I'm thinking on my feet. And good at damage limitation!

b. Watch the video again. Underline the correct word(s) to complete each sentence.

1. Phillip says that to work as a project manager, you need to be ... **creative** / **hard-working** / **tolerant**.
2. Rachel says that to work in a café, you need to be ... **cheerful** / **creative** and **patient** / **pleasant**.
3. Shazra says that to work as a project manager, you need to be ... **organised** / **sociable** / **energetic**.
4. Lynne says that to work as an administrator, you need to be ... **organised** / **clever** and **tolerant** / **calm**.

c. In your opinion, which person has had the most positive experience of interviews?

In my opinion Shazra or Rachel had the most positive experience they said that they didn't have bad interviews only bad jobs

d. Explain the highlighted expressions from the last task in your own words.

1. You need to have experience **in the industry** → in the sector of your job.
2. You need to have **people skills** → you have to know to speak to people.
3. You need to be able **to think on your feet** → to react quickly and effectively in unexpected situations, making decisions without hesitation.
4. You need to be good at **damage limitation** → It's essentially about controlling the situation so it doesn't spiral out of control !

job interviews

W

- e. Tina is in a job interview for a job as an administrator. Use the phrases in the box to complete her answer to the question.

communication cultural awareness deadlines decision-making multitasking strength

Interviewer: What skills would you bring to this role?

Tina: I think my main **STRENGTH** _____

is in my organisational skills. My last job was in a very busy Finance Department, so I did a lot of

COMMUNICATION _____ – performing my

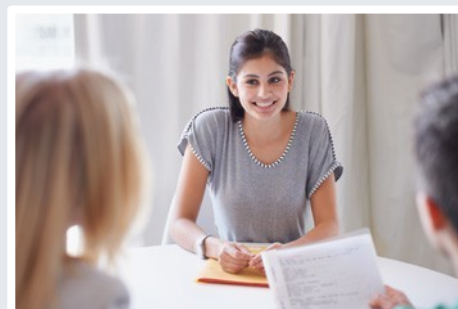
normal duties while answering phone calls, replying to emails, and so on. I had to meet a lot of

DEADLINES _____ there, so

I really learned the importance of quick **DECISION-MAKING** _____ and clear

MULTITASKING _____.

On top of that, I know that your office is a very international environment, which would really suit me. I've lived in the US, Brazil and France, so I'd be able to bring good **CULTURAL AWARENESS** _____, as well as my language skills.



3 Language in Use

- a. Write one word to complete each gap. All the words are from earlier tasks in this lesson.

1. I have good **COMMUNICATION** skills – I'm quite sociable and I like to connect with others on a personal level.
2. I started working in Finance as soon as I finished university, so I now have more than ten years' experience in the **INDUSTRY**.
3. I have good decision-making skills. I'm always thinking on my **FEET**.
4. When problems come up, it's good to have a clear **STRATEGY** so that you can consider the best options.
5. I always manage to meet **DEADLINES**. I don't ever remember finishing a project late.

- b. Each sentence below has ONE mistake. Find it and correct it.

1. I have a Master's **in** Biochemistry.
2. Irina works **as a** doctor.
3. Jeff works **in** Education. He's a teacher.
4. My main **strenght** is in my people skills.
5. I have a lot of experience in giving presentations, so I'd **move** that skill to this new role.

