Video 4.1 PREP framework

Hi, in this video you're going to learn how to answer interview questions effectively.

No matter what kind of question you get, a good answer should be informative, based on reason and easy to follow. In other words, when you share information about your skills, experience, or just give your opinion about a topic, it's a good idea to support it by facts and examples. That will make your answer sound more convincing and professional. Also, it will let the interviewer get an idea of your thinking process and see the reasons behind your answer.

Let's take a look at the examples from lead-in, where the candidates answered the question *Are you a team-player?*
Lynda: Yes, I think so. Teams are important. Team-members can help one another and do tasks together.
The first one seems to be well-developed, but is it informative? Not really – the candidate gives just a general statement about teams, which doesn't prove the point about her personal skills.

The second example is very good.
Jason: Yes, I think I'm a good team-player, because I am always ready to help my team members with their tasks. For example, last week I stayed late at work to prepare my colleague for her technical assessment. On the whole, I try to support other people and help them do their best.
Let's look at the way Jason structured the answer. He starts with the main point: *I think I'm a good team-player.* Then the candidate provides a reason for his opinion: *…because I'm always ready to help my team members with their tasks.* The reason is followed by a short example to prove this point: *For example, last week I stayed late at work to prepare my colleague for her technical assessment*. Finally, Jason repeats the main idea, to make sure he leaves a positive and clear message: *On the whole, I try to support other people and help them do their best*. An answer following such a framework is sure to produce a good impression on the interviewer!

Remember*,* this framework with the key word *PREP* - meaning your *Point*, the *Reason* for your opinion, an *Example* and your main *Point* again. It's great for situations when you want to provide more information and make your answer sound convincing and well-reasoned.

One important thing to remember – it's good to have all four points in your answer, but if you need, you can skip reasons, or examples. Answers three and four from lead-in are *not* so well-developed. *Pause* the video for a minute and identify which elements are missing.

Ellis: Yes, I think so, because I am outgoing, friendly, and have good communication skills.

For instance, in the third example the candidate gives his opinion and provides the reason why he thinks so. However, there's no example and the main point is not repeated at the end. Now take a look at example four.

Cameron: I think I'm a good team-player. For example, when there was a conflict on the team, I helped the colleagues to understand one another's point of view and solve the problem.

Answer number four combines a point with an example. A personal story like this will help to remember the candidate a bit better. However, the reason for her opinion is not stated, and the main point is not repeated.
Now you know how to answer interview questions effectively supporting your answers with reasons and personal examples. Make sure you remember the framework *Point-Reason-Example-Point* when you give an answer to an interview question. Now you're welcome to move on to the tasks.