



# Acing Interviews- Interview English for Your First and Future Jobs

## *Course Index: Your Roadmap to Acing Interviews*

### **Section 1: Essential Hiring and Employment Vocabulary:**

- Lesson 1: Common Terms for Speaking about Employment Status
- Lesson 2: Job Hunting Vocabulary
- Lesson 3: Interview and Job Securing Terms
- Lesson 4: Vocabulary for Leaving a Job

### **Section 2: Interview Stages and Challenging Questions:**

- Screening Interviews
- Face-to-face Interviews
- Behavioral Interview Questions

### **Section 3. Advanced Interview Techniques:**

- Body language and non-verbal communication
- Questions for interviewers
- Negotiation skills
- Follow-up strategies

### **Section 4: Job Applicant Toolkit:**

- CV/Resume building
- Cover letter writing

# Acing Interviews- Interview English for Your First and Future Jobs

## Introduction

### Who is this course for?

If you are currently applying for jobs in Foreign, international, or multinational companies, then this course is definitely for you.

In today's world of Business, English competence has become an essential skill for securing employment.

While English is a global language, it serves as the primary means of communication among individuals from diverse linguistic backgrounds.

Whether verbal or written, communication with the organization affiliates, suppliers, customers from various parts of the world, or even international colleagues, will be conducted in English.

# Acing Interviews- Interview English for Your First and Future Jobs

## Section 1: Essential Business Vocabulary *Common Terms for Talking about Employment*

---

To begin with, "Employment status" refers to an individual's current work situation while the term 'Professional standing' refers to someone's reputation, rank, or credibility within their field rather than their job status.

### What do you do?

In conversational English, if you want to ask about someone's job, this is commonly phrased as **"What do you do?"** or **"What do you do for a living?"**

You can answer with one of the "I work..." phrases we just learned, or you can say "I'm **a/an**..." (your job title)."

- I'm **a teacher**.
- I'm **an accountant**.

If your current job does **not** utilize your skills or is part-time when you need a full-time job, you can say:

I'm **underemployed**.

Answering this question could be challenging if you don't have a job. However, you can simply answer saying:

- I'm unemployed.

or

- I'm between jobs at the moment.

You can also mention the reason why you don't have a job instead of saying that you are unemployed.

These reasons include:

- I'm **a student**.
- I'm **a housewife**.
- I'm **a stay-at-home mom/dad**.

If you work for yourself, you can say **"I'm self-employed."** If you have your own company, you can say, **"I own a small business,"** or more specifically, **"I own a restaurant"** or **"I own a graphic design company."**



# Acing Interviews- Interview English for Your First and Future Jobs

## Where do you work?

"Where do you work?" This seems like a simple question, but there are many ways to answer it:

- I work **at**...
- I work **in**...
- I work **for**...
- I work **with**...

You're going to learn when to use each preposition.

### I work **at/for**... (name of company)

For example, "I work **at** Espresso English" or "I work **for** Nike." You can also use "for" if you work directly for a famous person: "I work **for** Tom Cruise. I'm his public relations manager."

### I work **in**... **a place**:

- I work **in an office**.
- I work in **a school**.
- I work in **a factory**.
  
- I work in **a city/country**:

e.g. I work in **Paris**.  
I work in **France**.

### **a department**:

- I work in **the marketing department**.



# Acing Interviews- Interview English for Your First and Future Jobs

- I work in **human resources**.
- I work in **sales**.

## a general area/industry:

- I work in **finance**.
- I work in **medical research**.
- I work in **consulting**.

## I work with... (things / people that are the objects of your day-to-day work)

- I work with **computers**.
- I'm a teacher. I work with **special-needs children**.

If you want to add more details about your work, you can say "I'm responsible for..." or "I'm in charge of..." or "My job involves..."

- **I'm responsible for** updating the company website.
- **I'm in charge of** interviewing candidates for jobs.
- **My job involves** giving tours of the museum.

After these phrases, use the -ING form of the verb.

## Let's review:

- I work **at** (a company).
- I work **for** (a company / a person)
- I work **in** (a place, city, country, department, or general area/industry)
- I work **with** (people / things)
- Employment status refers to an individual's current work situation.
- "Professional standing" is broader and typically refers to someone's reputation, rank, or credibility within their field rather than their job status.

## Acing Interviews- Interview English for Your First and Future Jobs

- Common employment status” terms include:
  - Employed: Currently working for an employer.
  - Unemployed: Actively seeking work but not currently employed.
  - Underemployed: Working in a job that does not utilize one's skills or is part-time when full-time work is desired.
  - Self-employed: Running one's own business or working as a freelancer.
- - Inactive: Not actively seeking work or not available for work.
- - Understanding these terms is essential for discussions about labor markets, job searches, and economic conditions.

### Do you like your job?

Do you like your job? Here are some different ways to talk about how you feel about your work and describe your job:



# acing Interviews- Interview English for Your First and Future Jobs

- My job is **interesting / exciting**.
- I find my work very **rewarding**.  
*(this means it satisfies you and makes you feel good)*
- The work is quite **challenging**.  
*("challenging" can be a way to say it's difficult, but with a positive connotation; you enjoy the difficulty)*
- My job is **tough / tiring / demanding**.
- The work is rather **dull / boring / repetitive**.  
*("dull" is another way to say "boring," and "repetitive" means you do the same type of task multiple times; there's not much variation)*

This is the end of Part A of Lesson 1 of the Interview English for your First and Future Jobs Course!

## Activities:

Section 1-Essential Business Vocabulary: Activity about Key Terms for Employment & Income while answering common interview questions:

<https://app.briskteaching.com/ws/LV6JHB>

Interactive Activity about answering challenging interview questions -1 (education, accomplishments and future):

<https://app.briskteaching.com/ws/KWSZVZ>

Activity about key vocabulary for Job Interviews including practice for: Tell me a little about yourself.

<https://app.briskteaching.com/ws/TJQVKP>



# Interview English for Your First and Future Jobs

## Section 1: Essential Business Vocabulary

### Lesson 2: Job Hunting Vocabulary

In this lesson, we're going to cover essential job interview vocabulary.

#### A- Vocabulary for Finding a Job

As a **job hunter**, you check the **job listings** in the newspaper or online when you're looking for a job. The act of looking for employment, is commonly referred to as the '**job hunting process**'. You may also hear the following terms: **job seeking** or **job search** used to describe the same process.

Most job seekers **contact or reach out to recruiters** or **headhunters** – that's a person who helps find potential employees for companies.

When you find a job you want to **apply for**, you need to prepare your **resume** or **CV** - this is a document listing your education, work experience, and skills.

You send your **resume** or **CV** to the company with a **cover letter** - this is a letter or e-mail attached to your **resume** or **CV** introducing yourself and explaining why you want the job.

If the company likes your resume and cover letter, you may be **called in for an interview** to ask you additional questions. If the company wants to **hire** you, it will **offer you the job**. You can **accept the job** (say yes) or **turn it down** (say no).

#### New Vocabulary:

**Interview:** a meeting between a job applicant and a company representative to discuss the applicant's qualifications and fit for the job.

**A panel interview.** In a panel interview, the interviewee will be asked questions by a group of people or several interviewers.

**A group interview:** an interview in which there are two or more job candidates.  
*e.g. In the group interview, it was hard to distinguish myself from the others."*

#### **A panel interview vs. A group interview**

A panel interview is held by several interviewers

#### **While**





# Interview English for Your First and Future Jobs

In a group interview, several interviewees or candidates are interviewed at the same time.

## Job listings: قَوَائِمُ الْوِظَائِفِ

*e.g. The career sections of the internet are easier to navigate through job listings compared to the classified ads in newspapers.*

## 'Recruiter' and 'Headhunter':

باحث عن الكفاءات - أخصائي البحث عن الكفاءات - مسؤول التوظيف أو أخصائي التوظيف

The terms 'Recruiter' and 'Headhunter' are often used interchangeably, but they have distinct roles in the job market. **Both recruiters and headhunters** help find potential employees for companies.

However, there are 2 main differences between a "recruiter" and a "headhunter":

- 1- A 'Recruiter' works for a specific company or a recruitment agency while a 'Headhunter' often works independently or for executive search firms.
- 2- A 'Recruiter' is responsible for filling open positions within that organization while a 'headhunter' is hired by companies to find top talent candidates for higher-level or specialized positions.

## Apply for:

The phrases "apply for" and "apply to" are used in different contexts:

**Apply for:** [Apply+ for]

**Apply to:** is used when you are making a formal request for something, such as a job, a position, or admission to a school.

*e.g: When you find a job you want to apply for, you need to prepare your resume or CV".*

## [Apply+ to]

This is used when you are indicating the entity or place where you are submitting your application.

*e.g.: You can apply to several companies at once.*

In summary, "apply for" is used for the specific thing you are requesting, while "apply to" is used for the place or entity where you are submitting your application.

**Applicant:** a person who applies for something, such as a job, or admission to a school. In the context of a job, an applicant is someone who submits their resume or CV and cover letter to a company hoping to be considered for the job.



# Interview English for Your First and Future Jobs

**to be called in for an interview:** to be selected

**Resume:** a brief document, of one or two pages, that highlights your work experience, education, and skills typically used for job applications in the United States.

**Curriculum Vitae(CV):** a more comprehensive overview of one's academic and professional history, or research positions. A CV can be several pages long and is mostly used in Europe.

*In a nutshell, a CV is a detailed resume.*

**Cover letter:**

**Offer you the job:**

**Accept the job:**

**Turn it down:**



# Interview English for Your First and Future Jobs

## B-Essential Employment Vocabulary

When you are officially accepted into a new job at a company, you are **hired** by the company. For example, "I was **hired** by an insurance company just two weeks after graduating from college." When you're hired, you become an **employee** of the company. The company becomes your **employer**. The other employees in the company are your **colleagues** or **coworkers**. The person above you who is responsible for your work is your **boss** or **supervisor**.

You can work **full-time** (usually about 40 hours per week) or **part-time** (usually 15-25 hours per week). A small number of companies offer **flex-time**, meaning the employee can set his/her own schedule.

In some jobs, you work **shifts** – meaning the hours aren't the same every day; instead, you work a specific block of hours that the manager schedules. If you work **overtime**, it means you work extra hours in addition to your normal schedule.

We typically use the expression **go to work** for arriving at work, and **get off work** for leaving work. For example, "I go to work at 8:30, and I get off work at 5."

Your **commute** is how long it takes you to arrive at work by car or public transportation. For example, "I have a 20-minute commute." Some jobs allow you to **work remotely** – that means you can work from home or another place with an internet connection, and you communicate with your coworkers by phone, e-mail, and video conferencing.

As an employee of the company, you **earn a salary** - money you receive regularly for your work. Don't make the mistake of saying "win a salary" - the correct verb is "earn."

If you're good at your job, you might get a **pay raise** (or a **raise**) - an increase in your salary. You could also get a **promotion** - an increase in importance and authority. At the end of the year, some companies give their employees a **bonus** - extra money for work well done.

## C-Vocabulary for Leaving Your Job

If you decide to leave your job, there are three verbs you can use:

- I'm going to **quit my job**.
- I'm going to **leave my job**.
- I'm going to **resign**.

"Quit" is informal, "resign" is formal, and "leave" can be formal or informal.

## Interview English for Your First and Future Jobs

When an old person decides to stop working, the verb for this is **retire**. In most countries, **people retire around age 65**.

If you're older than that and you've stopped working, you can describe your current situation by saying, "**I'm retired.**"



## Interview English for Your First and Future Jobs

The opposite of "**hire**" is '**fire**' - when your company forces you to leave your job. For example, "Peter was **fired** because he never came to work on time." Usually if someone is fired, it's because they did something bad.

If an employee loses his or her job because of a neutral reason, like the company reducing its size, then we say the employee was **laid off**. For example, "Donna was **laid off** when her company started having financial problems."

Now, you can take the vocabulary quiz to practice using these words in sentences. There's also a bonus quiz with extra vocabulary related to professions.

### Quiz: Lesson 1

1) We threw a big party for my father when he \_\_\_\_\_ after 35 years in the company.

- A. hired an employee
- B. laid off
- C. retired

2) "Good news - I \_\_\_\_\_!"

"Congratulations!"

- A. got a raise
- B. was fired
- C. got demoted

3) The employee with the best work will \_\_\_\_\_.

- A. get laid off
- B. get a boss
- C. get a bonus



## Interview English for Your First and Future Jobs

4) A lot of people \_\_\_\_\_ during the global financial crisis.

- A. got promotions
- B. were laid off
- C. earned a salary

5) After six months looking for a job, she was finally \_\_\_\_\_ by the country's biggest TV station.

- A. hired
- B. fired
- C. retired



## Interview English for Your First and Future Jobs

6) I \_\_\_\_\_ because I didn't like working such long hours.

- A. got a raise
- B. quit my job
- C. fired my colleague

7) I get along well with all of my \_\_\_\_\_. They're great to work with.

- A. employers
- B. colleagues
- C. retirees

8) You need to get approval from the \_\_\_\_\_ before signing that contract.

- A. resign
- B. pay raise
- C. supervisor

## Lesson 1: Essential Business Vocabulary-Part B

### What do you do?

In conversational English, if you want to ask about someone's job, this is commonly phrased as **"What do you do?"** or **"What do you do for a living?"**

You can answer with one of the "I work..." phrases we just learned, or you can say "I'm a/an... (your job title)."

- I'm a **teacher**.
- I'm an **accountant**.

### How do you answer this question if you don't have a job?

You can say:

- I'm **unemployed**.
- I'm **between jobs at the moment**.

Here are some other reasons you might not have a job:

- I'm a **student**.
- I'm a **stay-at-home mom/dad**.

If you work for yourself, you can say **"I'm self-employed."** If you have your own company, you can say, **"I own a small business,"** or more specifically, **"I own a restaurant"** or **"I own a graphic design company."**

### Where do you work?

**"Where do you work?"** This seems like a simple question, but there are many ways to answer it:



## Interview English for Your First and Future Jobs

- I work **at**...



# Interview English for Your First and Future Jobs

- I work **in**...
- I work **for**...
- I work **with**...

You're going to learn when to use each preposition.

## I work at/for... (name of company)

For example, "I work **at** Espresso English" or "I work **for** Nike." You can also use "for" if you work directly for a famous person: "I work **for** Tom Cruise. I'm his public relations manager."

## I work in...

### a place:

- I work in **an office**.
- I work in **a school**.
  - I work in a

**factory. a**

### city/country:

- I work in **Paris**.
- I work in **France**.

### a department:

- I work in **the marketing department**.
- I work in **human resources**.
- I work in **sales**.

### a general area/industry:

- I work in **finance**.

## Interview English for Your First and Future Jobs

- I work in **medical research**.
- I work in **consulting**.

### I work with... (things / people that are the objects of your day-to-day work)

- I work with **computers**.
- I'm a teacher. I work with **special-needs children**.

If you want to add more details about your work, you can say "I'm responsible for..." or "I'm in charge of..." or "My job involves..."

- **I'm responsible for** updating the company website.
- **I'm in charge of** interviewing candidates for jobs.
- **My job involves** giving tours of the museum.

After these phrases, use the -ING form of the verb.

### Let's review:

- I work **at** (a company).
- I work **for** (a company / a person)
- I work **in** (a place, city, country, department, or general area/industry)
- I work **with** (people / things)

## Do you like your job?

Do you like your job? Here are some different ways to talk about how you feel about your work and describe your job:

- My job is **interesting / exciting**.
- I find my work very **rewarding**.



# Interview English for Your First and Future Jobs

*(this means it satisfies you and makes you feel good)*

- The work is quite **challenging**.  
*(“challenging” can be a way to say it’s difficult, but with a positive connotation; you enjoy the difficulty)*
- My job is **tough / tiring / demanding**.
- The work is rather **dull / boring / repetitive**.  
*(“dull” is another way to say “boring,” and “repetitive” means you do the same type of task multiple times; there’s not much variation)*

This is the end of Lesson 1

Let's head to **Lesson 2-: Telephone Screening Interviews**



## Quiz: Lesson 1-Part 2

---

1) I'm.....-employed; I do freelance web design.

- A. auto
- B. owner
- C. self

2) Helping kids learn to read is very \_\_\_\_\_ because it's a skill they'll use for the rest of their lives.

- A. demanding
- B. rewarding
- C. repetitive

3) *My current job is ..... same type of task multiple times;*

- A. tiring
- B. boring
- C. rewarding

4) I am a programmer. I work.....

- A. for computers
- B. with computers
- C. by computers



## Interview English for Your First and Future Jobs

5) I work ..... an oil service company.

- A. for
- B. with
- C. by

I'm..... is another way of saying I am unemployed.

- A. fired
- B. hired
- C. between jobs



### Quiz on Lesson 1-Parts 1&2 : What do I do?

---

- 1) "I'm responsible for taking care of patients and giving them their medicine."
  - A. dentist
  - B. nurse
  - C. surgeon
  
- 2) "I'm responsible for creating artwork for our company publications."
  - A. graphic designer
  - B. editor
  - C. writer
  
- 3) "I'm responsible for designing buildings and bridges."
  - A. civil engineer
  - B. chemical engineer
  - C. software engineer
  
- 4) "I'm responsible for giving clients legal assistance."
  - A. guard
  - B. judge
  - C. lawyer
  
- 5) "I'm responsible for keeping track of the company's money."
  - A. telemarketer
  - B. accountant
  - C. CEO



## Interview English for Your First and Future Jobs

6) "I'm responsible for answering phone calls and welcoming visitors."

- A. manager
- B. journalist
- C. receptionist

7) "I'm responsible for supervising a department with 20 employees."

- A. director
- B. intern
- C. president

8) "I'm responsible for preparing food for customers."

- A. bartender
- B. chef
- C. waiter

9) "I'm responsible for selling houses, buildings, and land."

- A. real estate agent
- B. construction worker
- C. janitor

10) "I'm responsible for helping clients resolve emotional problems."

- A. scientist
- B. doctor
- C. psychologist





## Answers

### Quiz Answers: Lesson 1

1.C, 2.A, 3.C, 4.B, 5.A, 6.B, 7.B, 8.C

### Quiz Answers: Lesson1 - part 2

1.C 2. B 3.B. 4.B 5 A 6.C

### Bonus Quiz Answers: Lessons 1& 2

1.B, 2.A, 3.A, 4.C, 5.B, 6.C, 7.A, 8.B, 9.A, 10.C



# Interview English for Your First and Future Jobs

## Lesson 2-Telephone Screening Interview

A screening interview is an interview that aims to eliminate candidates who are unqualified or expect an extremely high salary. This kind of interview may be carried out in the evening or at weekends. Therefore, you need to be prepared to receive telephone interview calls like this at any time when applying for a job.

To move to the next level, you need to convince the interviewer that you are qualified for the position.

In this lesson, we'll highlight sentences that will help you to:

- Ask for delaying an interview
- Give briefly the most important information about your experience in a clear, concise way
- Respond when the interviewer asks you about your salary expectations.

### **Important Tips for Successful Job Interviews:**

- Look at your resume and make detailed notes on your previous experience. It would also be a good idea if you have a look at your current job description and practice using structures like these for clear and concise description of your job responsibilities.
- Practice sentences that briefly give the most important information.

### **Listen to this 'Telephone Screening Interview':**

**Angela:** Hello Mr. Green, my name is Angela Cruise from HR at More's head office. I'm wondering if you've got time to answer a few questions about your application?

**Jack:** I see, well, I'm driving now. Would you mind, Ms. Cruise, if I called you back in 30 minutes?

**Angela:** No, That's fine. I'm in the office for another two hours. The number is ...



## Interview English for Your First and Future Jobs

### *Jack calls Angela back*

**Angela:** Thanks for calling me back, Jack. Now, just to start off, could you give me an idea of the **scope** of your most recent position?

**Jack:** Well, Angela, I was senior IT manager at Mark Solutions, which meant that I was **in charge** of all IT and security issues for our operations worldwide.

**Angela:** Uh huh, and what were your **day-to-day** responsibilities?

**Jack:** Mainly coordinating with **internal clients** to supply them with **vertical IT solutions**, and managing project teams. These two activities **took up** about 80% of my time.

**Angela:** I see, why exactly did you leave Mark?

**Jack:** Uh, well, due to **downsizing** actually, my position was eliminated when we merged with **Queen**.

**Angela:** Uh huh. Now, can you tell me a little about your salary expectations for this position?

**Jack:** Well, Angela, to give me a **point of reference**, could you tell me the pay range for this job? In my last position, I believe my salary was **somewhat** higher than the one that might be available for this ...

**Angela:** Okay, so the next step will be a **panel interview** at the Mark branch in your city. Have you got any **last-minute** questions?

**Jack:** No, I think everything is quite clear.

**Angela:** Thanks for talking to me today, Jack. You can expect to be contacted within the next few days if you're **short-listed** for the panel interview. Thanks for your time.

**Jack:** Good-bye, Angela.



# Interview English for Your First and Future Jobs

## Analysis:

Now let's analyze the previous telephone interview to help you learn sentences that will help you to:

- Ask for delaying an interview
- Give briefly the most important information about your experience in a clear, concise way
- Respond when the interviewer asks you about your salary expectations.

**Your goal** is getting a job. So, what you need to do is to convince the interviewer that you are qualified for the job. This is why you should never accept to have telephone interviews if you cannot focus on the call. You can simply ask to postpone the interview from 10 to 30 minutes, which is absolutely acceptable.

We've seen Jack, the interviewee, who decided to "play by the book" and asked to call the interviewer back in 30 minutes.

**Keep in mind** that when you apply for a job, you might get a telephone screening interview and you might receive telephone calls like this in the evening or at the weekends. Also, remember that you can ask to postpone the telephone interview for about 20 to 30 minutes to make sure there are no distractions during those important twenty or few more minutes on the phone.

## **Examples of Sentences to Ask for Delaying a Telephone Interview:**

- Is it okay if I call you back? I'm just **in the middle of something**.
- I'm so glad you called but I'm a little busy at the moment. Is it okay to call back in about 30 minutes?
- I'm a little **tied up** just now, so is it okay if I call you back.

## Interview English for Your First and Future Jobs

- If it's ok with you, I'd like to call you back when I've finished eating.

Remember:

- A telephone screening interview lasts for a maximum of thirty minutes.
- Make sure that you can comfortably talk to the interviewer for that amount of time.
- Make a good impression by being prepared. It's a good idea to have your resume in front of you, a pen and paper to take notes.
- Smile while speaking. Smiling absolutely changes the tone of your voice and the interviewer can hear it.
- Make sure to speak clearly. You can speak slowly if necessary.

**Here are examples of how to state information related to employment in a clear, concise way:**

**Supplying concise information:**

- My responsibilities are divided between planning upcoming events and managing current ones. –(when you have 2 main job responsibilities or tasks)

**divided between .....& ....**

- Basically, I **troubleshoot** our processes and take care of **damage control** when things go wrong.
- Most of my time is spent following up on customer complaints.
- After becoming Operations Manager, I was responsible for the day-to-day running of the plant.



# Interview English for Your First and Future Jobs

## Important Tips for responding to questions about salary expectations:

- **Most importantly avoid giving a salary figure:**

**It is best to avoid** discussing salary until you are offered the job. If you are asked about your expected salary, the best way to respond to such a question is by asking a question about **the salary range** of the job offered.

As we've seen together, Jack responds to Angela's question about his salary expectations saying:

Well, Angela, to give me a **point of reference**, could you tell me the pay range for this job? In my last position, I believe my salary was **somewhat** higher than the one that might be available for this ...

So, you can put it like this: To give me a **point of reference**, could you tell me the pay range for this job?

**Here are more examples of how to avoid giving a figure and ask about the salary range for the job:**

- Perhaps you could give me an idea of the pay range for this post?
- I'd feel more comfortable if you could give me an idea of the salary range.
- Would you mind telling me the budget for this position?
- Could you give me an idea of the current salary for this position?

## **Drawing the interview toward an end:**

Telephone screening interviews are normally quite short. They last about 20 minutes.

To let Jack know the interview is coming to an end, Angela tells him about the next steps if he has been successful. She also gives him a final opportunity to ask questions.



## Interview English for Your First and Future Jobs

**Angela:** Okay, so ***the next step will be*** a **panel interview** at the Mark branch in your city. Have you got ***any last-minute questions?***

Thanks for talking to me today, Jack. You can expect to be contacted within the next few days if you're **short-listed** for the panel interview. Thanks for your time.

***Here are some other ways you might encounter that indicate that the interview is coming to an end or winding down:***

- Do you have any final questions?
- Is there anything you need to know while I'm on the line?
- I can try to answer any queries you have before I go.
- Are there any questions I can answer for you before we say good-bye?

### **Supplying follow-up information:**

The interviewer will let you know what to expect after the screening interview using sentences like these:

### **Examples:**

- We'll call you within a week regarding the position.
- You'll hear from us by next Wednesday if you're a short-listed candidate.
- We'll inform all short-listed candidates by email.
- Someone from HR will contact you later in the week to follow up.

Now, it's time to practice some of the techniques we've looked at today.



# Interview English for Your First and Future Jobs

## Practice 1

First, let's review the language of *asking to delay the interview*. Imagine that you've applied for a job and someone from the company has called you at an inconvenient time at home. Use the excuse given to ask the person if you can call back.

For example, if you hear:

**Example cue:** *Sorry for calling at this hour, but I'd like to ask you a few questions.*

**Excuse:** *in the middle of something*

You can say:

**Example answer:** Do you mind if I call you back? I'm just in the middle of something.

Are you ready? Let's give it a try. We'll play some examples answers after the practice.

**Cue 1:** *Are you free to answer a few questions?*

**Excuse:** *tied up just now*

**Learner 1:** \_\_\_\_\_

**Cue 2:** *Sorry to be calling so early, but I'm in a different time zone.*

**Excuse:** *eating breakfast*

**Learner 2:** \_\_\_\_\_

**Cue 3:** *I hope you don't mind answering a few questions over the phone this evening.*

**Excuse:** *busy at the moment*

**Learner 3:** \_\_\_\_\_





# Interview English for Your First and Future Jobs

How did you do? Compare your answers with these examples:

**Cue 1:** *Are you free to answer a few questions?*

**Example answer:** *I'm a little tied up just now, so is it okay if I call you back?.*

**Cue 2:** *Sorry to be calling so early, but I'm in a different time zone.*

**Example answer:** If it's ok with you, I'd like to call you back when I've finished eating breakfast.

**Cue 3:** *I hope you don't mind answering a few questions over the phone this evening.*

**Example answer:** I'm so glad you called but I'm a little busy at the moment. Is it okay to call back in about 30 minutes?

Many of these examples can be applied to work situations too, so it's worth practicing this language again till you become comfortable using it.

## Practice 2

Moving on, let's look at a few of the collocations, or word partnerships, you can use to describe your previous experience. Imagine you're doing a telephone interview and you need to tell the interviewer about a previous job. You should repeat each sentence, replacing the beeps with the missing words. In each example, there are *two* missing words.

For example, if you hear:

**Cue:** My responsibilities are divided between <beep> upcoming events and <beep> current ones.

You should say:

**Answer:** My responsibilities are divided between **planning** upcoming events and **managing** current ones.

We'll play an example answer after each question. Get ready to start.

**Cue:** Basically, I troubleshoot our <beep> and take care of damage <beep> when things go wrong.



## Interview English for Your First and Future Jobs

**Answer:** Basically, I troubleshoot our **processes** and take care of damage **control** when things go wrong.

**Cue:** Most of my time is spent **<beep>** up on customer **<beep>**. **Answer:** Most of my time is spent **following** up on customer **complaints**.

**Cue:** After becoming Operations Manager, I was **<beep>** for the day-to-day **<beep>** of the plant.

**Answer:** After becoming Operations Manager, I was **responsible** for the day-to-day **running** of the plant.

### Practice 3

We'll finish off today's lesson with a practice on useful vocabulary and idioms. You'll hear a series of sentences with a word replaced with a *beep*. Repeat the whole sentence, saying the missing word.

For example, if you hear...

**Example cue:** I was expecting a salary increase, so your offer is **<beep>** on the low side.

You can say:

**Example answer:** I was expecting a salary increase, so your offer is **somewhat** on the low side.

After each response, we'll play the correct answer. Let's begin.

**Cue 1:** As head of the Biomechanics Department, I was in **<beep>** of the entire research operation.

**Answer 1:** As head of the Biomechanics Department, I was in **charge** of the entire research operation.

**Cue 2:** Finding and bringing in new clients **<beep>** up about 50% of my time.

**Answer 2:** Finding and bringing in new clients **takes** up about 50% of my time.

**Cue 3:** The organization went through a serious **<beep>** and many senior managers were laid off.

**Answer 3:** The organization went through a serious **downsizing** and many senior managers were laid off.



## Interview English for Your First and Future Jobs

**Cue 4:** We'd like to invite you for a **<beep>** interview with 2 project managers and someone from HR.

**Answer 4:** We'd like to invite you for a **panel** interview with 2 project managers and someone from HR.

**Cue 5:** We'll only contact you if you're **<beep>** for the position.

**Answer 5:** We'll only contact you if you're **short-listed** for the position.

We've studied language and expressions for *identifying and introducing yourself, asking to delay the interview, giving concise information, avoiding giving a salary amount and winding down the interview.*

That's all for Lesson 2: Telephone Screening Interviews.

Let's head **to Part 1 of Lesson 3-**: Challenging Interview Questions for Your First Job.



# Interview English for Your First and Future Jobs

## Lesson 3- Interview Questions

### Part 1-Challenging Interview Questions for your First Job

In this lesson, you're going to learn the most common questions asked in job interviews. I am also going to give you important tips for answering them in English.

Most of us normally get nervous on Job interviews since we want to make the best impression. But as a new graduate, you have an additional challenge; that is your little formal job experience. So, you need to prove to the employer that your studies and university experience relate to the job you're seeking.

In this part of the lesson, we'll cover one common interview question that could be challenging on your first job; that is: "Tell me about yourself".

I will also explain some ways to help you connect your college experiences to your employer's job requirements.

The interviewer may start by making **small talk**.

#### Here are some common small talk comments and replies:

- "Very nice to meet you!"  
"Nice to meet you, too!"
- "How are you doing?"  
"Good – I'm glad to be here."
- "Did you have any trouble finding us?"  
(asking if it was hard to find the location of the office)  
No, not at all." / "It was a little difficult, but I made it."



# Interview English for Your First and Future Jobs

## “Tell me about yourself”

As we’ve already mentioned, **“Tell me a little bit about yourself”**, is a question commonly asked by interviewers.

To answer this question, the interviewee needs to give a summary of their education, experience, and goals.

This can be challenging for you as a fresh graduate, on your first job interview, you probably don’t have a lot of formal work experience. So, interviewers often ask about your major field of study. This tells them whether your studies match the job requirements.

### Tips for answering this question:

- 1- Talk about the subjects you’ve studied, your major(specialization) and minor subjects.
- 2- Highlight how your studies *are* related to the job you’re seeking and how you can contribute to boosting the company’s productivity and profits.

**Let’s look at some examples showing ways to demonstrate how your college experience fits the job requirements:**

- Our advertising class was very **hands-on**. We were assigned to develop a product line and a marketing plan.
- In my engineering courses, we learned to use **top-of-the-line** equipment.
- Having majored in English, I have developed essential communication skills that will significantly help me with this job.
- I have been working as an interpreter for international conferences held in Egypt since I acquired my diploma in simultaneous interpretation.

## Interview English for Your First and Future Jobs

- I have completed additional editing courses that helped me develop a keen eye for detail, which is essential for this position.

### Language Notes:

#### A- Vocabulary:

Additional vocabulary to use when talking about your studies:

- “I **studied**”
- “I **majored in**”  
The word ‘**major**’ can be used as a verb and noun.

The verb “**major**” which means to specialize or study is always followed by the preposition ‘in’.

**Example.:** *I majored **in** English.*

If you want to use ‘**major**’ as a noun, you can say: **I have an English major.**

- “**I have a degree in**”: to be more specific, mention the type of degree you have:

#### Example:

“I have an Associate Degree.”  
*which is a 2-year degree.*

- “I have a Bachelor’s Degree.”  
*That’s a 4-year degree.*

e.g. I **have a bachelor’s degree in Accounting.**

- “I have a Master’s Degree.”  
An *M.D.*

## Interview English for Your First and Future Jobs

- “I have a Doctorate” or “I have a Ph.D.”

- *If you’ve done a specialized course.*

I have a Business Writing certification.

- **hands-on:** provided direct practical experience, real-world experience.
- **top-of-the-line:** the most advanced

### B- Grammar and Structure

#### *Notice the following:*

- *The verb tenses used in this answer:*

- The **past tense** (learned) for events that started and finished in the past.
- The **present perfect continuous** (I’ve been working) for events that started in the past and continue to the present.
- The **present tense** (I currently run / I’m very interested) to describe the current situation.

- *The structure used in this answer:*

*The interviewee uses the structure, ‘I’d like to’, **to** describe future hopes or goals.*

*Note that “I would like to” or ‘I’d like to’ are followed by the infinitive verb form.*

**e.g. I’d like to** utilize my studies to boost the corporation sales and profit accordingly.



# Interview English for Your First and Future Jobs

## Practice:

*Let's practice some of the apt language and responses covered today:*

### A- Role-play practice on responding to:

You are in an interview for a marketing position. You're playing the part of the interviewee. The interviewer will ask you questions which will be followed by prompt. This prompt is given to help you with an idea for a suitable response.

### Example:

**Interviewer's Question:** Good morning. I'm Helen McKenzie, Director of HR. Please have a seat.

**Example Prompt:** Greet the interviewer and thank her politely.

**Example Answer:** **Good morning, Ms. McKenzie. Thanks for having me.**

### Role-play Practice:

**Question 1:** So, tell me a little bit about yourself.

**Prompt 1:** Say that you graduated with a degree in marketing.

**Suggested Answer 1:** I graduated last spring with a degree in marketing.

**Question 2:** Okay. And what courses have you taken related to sales?

**Prompt 2:** Say that you took courses in consumer behavior and sales strategies.

**Suggested Answer:2:** I took many courses in consumer behavior and sales strategies.

**Question 3:** Interesting. How did you study sales strategy in class?

**Prompt 3:** Say you used role plays and presentations for your projects.

**Suggested Answer 3:** The practical section of the course involved delivering presentations and participating in hands-on sales processes for various projects.

**Question 4:** And how did you know if your strategies were successful?

**Prompt 4:** Say you got positive feedback from classmates.

**Suggested Answer 4:** We received positive feedback from the marketing





# Interview English for Your First and Future Jobs

manager and our vocational training supervisor

## Now practice using the vocabulary and idioms we've covered together:

You'll hear a series of sentences with a word replaced with a *beep*. Repeat the whole sentence, saying the missing word.

For example, if you hear:

**Example Cue:** Did Chester discuss the ground <bEEP> for the meeting?

You can say:

**Example answer:** Did Chester discuss the ground **rules** for the meeting?

After each response, we'll play the correct answer. Let's begin.

**Cue 1:** Janet is the recruiting <bEEP> for Central Bank.

**Learner:** \_\_

**Cue 2:** The <bEEP> curriculum required all students to take English.

**Learner:** \_\_

**Cue 3:** I'm not very good with <bEEP> things, like computers.

**Learner:** \_\_

**Cue 4:** My <bEEP> included classes in psychology and history.

**Learner:** \_\_

## Suggested Answers:

**Answer 1:** Janet is the recruiting **lead** for Central Bank.

**Answer 2:** The **core** curriculum required all students to take English.

**Answer 3:** I'm not very good at **technical** things, like computers.

**Answer 4:** My **coursework** included classes in psychology and history.

This is the end of lesson 1 - Part 1 of a three-part series on first job interviews.



# Interview English for Your First and Future Jobs

## Lesson 2- Interview Questions

### Part 2- Challenging Interview Questions for Mid-Career Professionals

In this lesson, we're going to cover challenging interview questions for mid-career or mid-level professionals.

To begin with, the term 'mid-career professional' refers to someone who has moved past **entry level**, *their first job*, but at the same time isn't nearing the end of their career.

Although '**Tell me about yourself**' is one of the most common questions which interviewers tend to start job interviews with, it can be one of the most difficult questions because there are many ways to answer it.

Keep in mind that the interviewer is mainly concerned with the relevant credentials, including your education, experience, and special skills –that make you qualified for the job.

Therefore, in order to successfully answer this question , you need to give the interviewer a clear summary of your education, work experience, skills, and objectives.

Here's a sample answer:

- I studied chemistry at Colgate University, and I've been working for Med Pharmaceuticals for the last three years. I currently run clinical tests there, using the latest techniques. Having worked for 3 years in the field of autoimmune disease research, I have become well experienced in that field, and I'd like to move into sort of a leading position.

### Language Notes:

#### **Remember:**

- The **past tense** (studied) for events that started and finished in the past.
- The **present perfect continuous** (I've been working) for events that

## Interview English for Your First and Future Jobs

started in the past and continue to the present.

- The **present tense** (I currently run / I'm very interested) to describe the current situation.
- The use of **I'd like to** describe your future hopes/goals.

Additional vocabulary to use when talking about your studies:

- "I **studied**"
- "I **majored in**"
- "I **have a degree in**"

The word '**major**' can be used as a verb and noun.

The verb "**major**" which means to specialize or study is always followed by the preposition 'in'.

**Example.:** *I majored **in** English.*

If you want to use '**major**' as a noun, you can say: **I have an English major.**

To be more specific, mention the type of degree you have:

**Example:**

"I have an Associate Degree."  
*which is a 2-year degree.*

- "I have a Bachelor's Degree."  
*That's a 4-year degree.*
- "I have a Master's Degree."  
]An *M.D.*
- "I have a Doctorate" or "I have a Ph.D."
- "I have a technical certification."  
*If you've done a specialized technical course.*

## Interview English for Your First and Future Jobs

It's important to mention your experience as well as show your interest in the company's current activities:

Example:

- "I have a lot of experience in **translation**... *(areas of your past work)*"
- "I'm very interested in ?... *(the company's current activities)*"

### #3 – "WHAT WERE SOME OF YOUR RESPONSIBILITIES AT YOUR LAST JOB?"

In the interview, you'll probably be asked questions about your previous job, or your current job. To answer this question about a past job, you can say:

- I was responsible for...
- I was in charge of...
- I worked with...
- My day-to-day work involved...

Here are some examples:

- I was responsible for **negotiating contracts**.
- I was in charge of
- I worked with **farmers**, helping them to follow environmental laws.
- My day-to-day work involved **doing market research** and **designing products**.

### #4 – PAST EXPERIENCE

In job interviews, it's also common to ask questions about past experience, for example:

- "Tell me about one of your biggest accomplishments."
- "Tell me about a problem you faced, and how you handled it."

To answer these questions, you can use the **STAR** strategy:

- Describe the **Situation** or **Task**
- Tell the **Action** you took
- Describe the **Results**

## Interview English for Your First and Future Jobs

Remember to use past tenses! Here's an example answer:

**SITUATION/TASK:** "While I was working as an HR manager, there were a number of conflicts among international staff members due to miscommunications and cultural differences."

**ACTION:** "I organized training sessions to teach staff about our company culture and mission in all our international offices. I also established scholarships for employees to take English classes, so we could improve overall communication."

**RESULTS:** "More than 500 employees benefited from these programs, and the number of staff complaints and conflicts decreased significantly."

### #5 – "WHY DO YOU WANT THIS JOB?"

The interviewer may ask,

- "Why do you want this job?"
- "Why are you interested in this position?"
- "Why do you want to work for this company?"

Never say, "Because I need a job" or "because I need some money" – even if it's true! Instead, say some positive things about the company, and connect your skills and interests to the company's needs or mission.

Here's a sample answer:

- **"Why do you want this job?"**  
*"I know that this company has been developing innovative products, which is very exciting. I'd love to use my creative programming skills in these projects."*
- **"Why are you interested in this position?"**  
*"The job involves editing and proofreading, and those are two of my strongest skills. I really enjoy helping improve publications, and I'd like to do that here at (company name)."*
- **"Why do you want to work for this company?"**  
*"One thing that impresses me about this company is how much you care about your customers. I also have a real passion for customer service, so I'd love to join your team."*

## #6 – “WHAT ARE SOME OF YOUR STRENGTHS AND WEAKNESSES?”

Possible answers for strengths:

- I have great communication skills.
- I'm a people person.  
*(this means you enjoy working with people and using your social skills)*
- I'm a quick learner.
- I'm a hard worker.
- I'm organized and punctual.  
*(“punctual” means you arrive on time)*
- I'm creative and forward-thinking.
- I take initiative. / I'm proactive.  
*(these mean you take action with your own motivation without needing to be told what to do)*

To talk about your weaknesses, say your weak point and also say something you are doing to improve it. Here are three examples:

- “I need to be a little better organized. I'm working with a new time management system to help me keep track of multiple projects and meet all the deadlines.”
- “I work very independently, and I don't always look for feedback from others. However, in my last job I joined some group projects, and this really helped me learn to work as part of a team.”
- “I've realized I tend to get impatient with colleagues who don't work as fast as I do, so I'm now making a conscious effort to encourage and motivate co-workers in a positive way.”

## #7 – WHY ARE YOU LEAVING YOUR CURRENT JOB? / WHY DID YOU LEAVE YOUR LAST JOB?

**Don't** complain about your previous job or boss, because it makes you sound negative. Instead, it's good to emphasize the positive things you're hoping to gain by changing jobs. Here are some diplomatic ways to answer:

Don't say:	Say:
I don't enjoy the job/area/company.	

## Interview English for Your First and Future Jobs

	<p>I'd like to take my career in a new direction.</p> <p>I'm especially interested in (this position/area) because (say exactly why it appeals to you).</p>
The salary was too low / There were no promotions available.	There weren't very many opportunities for advancement, so I'm looking for a position where I can grow with the company.
I'm bored in my current job.	I feel like I've accomplished everything I could in that role, so now I'm looking for new challenges and opportunities.
I didn't like the work.	I'd like to find a position that's a better match for my skills and career goals.
I lost my job.	The company eliminated my position, unfortunately – but my former manager was always very happy with my work.
I was fired.	The job wasn't a good fit for me, and I was let go. Now, I'm committed to finding work that I enjoy in a place where I can make a real contributions.

## #8 – WHERE DO YOU SEE YOURSELF IN FIVE YEARS?

This question can be hard to answer. Basically, the interviewer wants to see if your answer matches the company's long-term goals. Don't say you plan to move on to a different job, or that you hope to be in charge of the whole company. Instead, talk more generally about how you hope to improve your own skills and contribute to the company's work:

- Over the next five years, I want to continue developing my skills so that I can become an expert in my work.
- I hope to gain more experience and move into a management role if possible.
- I'm really passionate about this work and I could see myself doing it for a long time.
- I'd like to do the best job I can in this role, and I'd be interested in opportunities for advancement in the company.

At the end of the interview, the interviewer might ask, "Do you have any questions for me?" This is your opportunity to ask intelligent questions to get more details about the job and show your interest – you should always have a question ready, so keep this in mind during the interview!

When finishing the interview, you can also ask, "What's the next step?" to find out the next action that the company will take, and when they will contact you.

## References:

<https://www.businessenglishpod.com/business-english-ebooks/successful-job-interviews-for-esl/>

<https://www.espressoenglish.net/courses/business-english-course/>

<https://work.chron.com/midcareer-professional-mean-29000.html>

Here are more resources for how to answer interview questions:

- <http://www.talkenglish.com/speaking/interview/intbasic1.aspx>





# Interview English for Your First and Future Jobs

- <http://www.fluentu.com/english/blog/english-job-interview-questions/>
- <http://theinterviewguys.com/blog/>

Speaking Practice for interview questions with feedback from Brisk AI:

<https://app.briskteaching.com/ws/VN2QMN>

Student Quiz Code: VN2QMN

## **Obsolete draft for Course Contents:**

**Essential Business Vocabulary- Lesson 1 Parts 1& 2**

**Telephone Screening interviews- Lesson 2**

**First Round Interviews:?**

**Challenging Interview Questions for Fresh Graduates- Lesson3 –Part 1**

**Challenging Interview Questions for mid-level professionals- Lesson3 –Part 2**

**Second Round Interviews:?**

**Talking about Accomplishments- Lesson 4**

**Responding to Behavioral Interview Questions- Lesson 5**

**Asking the Interviewer Questions- - Lesson 6**

**Job Interview Skills-3parts**

**How to Write a Cover Letter**

**How to Write a Resume**

**How to Write a CV**

## **Interactive Speaking Activity: Professional Interview Questions and Answers**

Generated by WordPress AI Assistant

### **Objective:**

To enhance speaking skills through an engaging and interactive session focused on mid-level professional interview questions.

# Interview English for Your First and Future Jobs

## Setup:

1. **Group Size:** Ideally 4-6 participants.
2. **Materials Needed:**
  - List of mid-level professional interview questions (see below)
  - Notebooks and pens for taking notes
  - Timer

## Activity Steps:

1. **Preparation (10 minutes):**
  - Distribute the list of interview questions among participants.
  - Allow participants to think about their answers and write them down. Encourage them to use the STAR (Situation, Task, Action, Result) method where appropriate for structured responses.
2. **Role Play (30 minutes):**
  - Divide participants into pairs. One participant will play the interviewer, and the other will be the candidate.
  - Set a timer for each interview to last 5 minutes.
  - After each round of interviews, switch roles and choose a new question from the list.
3. **Debrief (15 minutes):**
  - After everyone has had a chance to be both interviewer and candidate, regroup as a class.
  - Discuss the experience, focusing on what went well, challenges faced, and tips for improvement.

## Sample Interview Questions:

1. Can you describe a challenging project you managed and how you handled it?
  - What were the specific challenges you faced during this project?
  - How did you prioritize tasks and responsibilities?
  - What strategies did you use to keep team members motivated?
  - In retrospect, what would you have done differently?
2. How do you prioritize your work when you have multiple deadlines to meet?
3. Describe a time when you had to work with a difficult colleague. How did you approach the situation?
4. What strategies do you use to stay organized and productive?
5. Tell me about a time you received constructive criticism. How did you respond?
6. Give an example of how you have contributed to a team dynamic.

## Interview English for Your First and Future Jobs

7. What do you consider your greatest professional achievement?
8. How do you approach problem-solving in the workplace?

### Tips for Success:

- Encourage participants to give constructive feedback to one another.
- Remind them to focus on clarity, confidence, and engaging body language.
- After the activity, encourage them to reflect on their performances and write down takeaways for future improvement.

### Conclusion:

This interactive activity not only helps participants prepare for real-world interviews but also builds confidence and improves communication skills essential for professional growth.

### Suggested Answers and Tips for Interactive Speaking Activity: Professional Interview Questions

#### 1. Can you describe a challenging project you managed and how you handled it?

##### Suggested Answer:

"In my previous role as a Project Manager, I led a team to develop a new software product under a very tight deadline. The main challenge was balancing client expectations with our capabilities. I initiated regular check-ins with both my team and the client to set clear milestones and expectations. Ultimately, we released the product on time by prioritizing essential features and implementing agile methodologies."

##### Tips:

- Use the STAR method to structure your answer.
- Highlight specific challenges and your thought process.
- Ensure you emphasize your leadership and teamwork skills.

---

#### 2. How do you prioritize your work when you have multiple deadlines to meet?

##### Suggested Answer:

"I prioritize my tasks based on urgency and impact. I use a combination of the Eisenhower Matrix and to-do lists to categorize my tasks. For urgent tasks, I tackle them immediately, while longer-term projects are broken down into manageable steps with deadlines to prevent last-minute pressure."

##### Tips:

- Mention specific tools or methods you use for organization.
- Share a brief example of how this method helped you succeed in a past situation.

### 3. Describe a time when you had to work with a difficult colleague. How did you approach the situation?

#### Suggested Answer:

"I once worked with a colleague who had a very different communication style. Instead of letting it create tension, I scheduled a one-on-one meeting to understand their perspectives better. This open communication helped us find common ground and collaborate more effectively on our project."

#### Tips:

- Demonstrate emotional intelligence and conflict resolution skills.
  - Focus on the positive outcome and what you learned from the experience.
- 

### 4. What strategies do you use to stay organized and productive?

#### Suggested Answer:

"I rely on digital tools like Trello for project management and Google Calendar for scheduling. I set aside time each morning to outline my priorities for the day, aiming to allocate my highest energy periods to the most challenging tasks."

#### Tips:

- Mention specific tools or techniques to add credibility.
  - Share how these strategies have improved your productivity over time.
- 

### 5. Tell me about a time you received constructive criticism. How did you respond?

#### Suggested Answer:

"During a performance review, my manager suggested I work on my public speaking skills. I took this feedback seriously and enrolled in a public speaking course. This helped me not only improve my presentation skills but also boosted my confidence during team meetings."

#### Tips:

- Showcase your ability to take feedback positively.
- Discuss any actions you've taken that demonstrate your commitment to self-improvement.

## 6. Give an example of how you have contributed to a team dynamic.

### Suggested Answer:

"In my last job, I initiated weekly team lunches where we could discuss work-related issues casually. This led to improved communication and stronger relationships among team members, ultimately increasing collaboration on projects."

### Tips:

- Highlight specific contributions and their impacts on team dynamics.
  - Mention how fostering relationships can lead to better teamwork.
- 

## 7. What do you consider your greatest professional achievement?

### Suggested Answer:

"My greatest achievement was leading a cross-functional team that successfully completed a product launch. We exceeded our sales target by 20% in the first quarter. This success came from thorough market research, an effective marketing strategy, and tight project management."

### Tips:

- Use quantifiable metrics to back up your achievement.
  - Focus on the skills and strategies that led to this success.
- 

## 8. How do you approach problem-solving in the workplace?

### Suggested Answer:

"I approach problem-solving with a structured methodology: I first identify the problem, gather all relevant data, brainstorm potential solutions, and assess each option before making a decision. I find that involving team members in this process brings diverse perspectives and leads to more effective solutions."

### Tips:

- Emphasize analytical thinking and collaboration in your approach to problem-solving.
- Provide a brief example of a specific problem you solved effectively.

# Interview English for Your First and Future Jobs

---

## Conclusion

In preparing for these interview questions, remember to practice out loud, focus on your delivery, and maintain eye contact. Confidence and clarity are key components of effective communication during interviews. Good luck!