

## 24 Form expert groups → Step 3

a) Match the four questions for this step with these beginnings of answers.

1. What made you decide to apply?  
d, h
2. What would you bring to the job?  
a, c
3. How would you describe your strengths?  
e, g
4. What's your biggest weakness?  
b, f

- a) I have a lot of experience with/in ...
- b) I can sometimes be a little too ...
- c) My main talent is ...
- d) I have always wanted to work in/for ...
- e) I would be a reliable hard-working member of the team, and I would always ...
- f) I'm not always as ... as I'd like to be.
- g) I have a natural talent to ...
- h) When I saw your advertisement, I immediately thought ...

b) In your exercise book, complete each sentence with your ideas. [individuelle Lösung](#)

 c) Compare your sentences in b), and decide which answer is the most appropriate, creative or annoying.

## 25 Form mixed groups to practise → Step 4

Complete these interview tips. [Lösungsvorschlag](#)

1. Answer the interviewer's questions in a polite way / politely.
2. Have one or two questions to ask about the job.
3. Be honest about your skills, qualifications and experience.
4. Mention your hobbies and leisure interests.
5. Wear appropriate clothes.

## SKILLS 26 Conduct interviews with applicants and panels → Step 5; S7

1/12 ① a) Listen to a job interview. Make a list of all the things that Josh does wrong.

- v96p2t  too informal, interrupts the interviewer, asks a question too soon, lied on his CV,
-  doesn't have a good reason for applying for this job, doesn't give serious answers
- to the questions about his strengths and weaknesses and to where he sees himself
- five years from now, assumes he will be offered the job

 b) Josh has applied for the position of a sports and activities organiser with a different company.  
Role play the interview. [individuelle Lösung](#)

**Josh**

You have learned from your mistakes.  
Now there are no lies on your CV, and  
you give appropriate answers to the  
interviewer's questions.

**Interviewer**

Conduct an interview with Josh Powell who has applied for a position with your company. These ideas can help you:  
previous experience? / why apply for the job? / strengths? /biggest weakness? /five years from now?