

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 | a) I have a lot of experience with/in ... |
| 2. What would you bring to the job?
a, c | b) I can sometimes be a little too ... |
| 3. How would you describe your strengths?
e, g | c) My main talent is ... |
| 4. What's your biggest weakness?
b, f | 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**

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

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

1/12



v96p2t



- a) Listen to a job interview. Make a list of all the things that Josh does wrong.
- 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?