

## Unidad 6 INTEGRACIÓN DE CONTENIDOS

Imagine you applied for a job like this

- What questions would you be asked during the job interview?
- What would you answer?



**RESPONSIBILITIES**

- MANAGE INTERNAL GRAPHIC DESIGN REQUIREMENTS (LABELS, BROCHURES ETC.)
- MAINTAIN WEBSITES ON WORDPRESS PLATFORM.

**QUALIFICATIONS/ SKILLS**

- AGED 18-30 YEARS
- COMPETENT LITERACY IN ENGLISH LANGUAGE
- FAMILIARITY WITH SOFTWARE SUCH AS ILLUSTRATOR, PHOTOSHOP ETC
- BASIC-MODERATE KNOWLEDGE OF WORDPRESS
- CREATIVE
- CAN MEET DEADLINES
- HAVE SOUND COMMUNICATION & INTERPERSONAL SKILLS.

**SALARY : 20K-25K**

**CAREERBUILDERS**  
executive search

Watch these two videos

- What kind of questions are asked?

<https://youtu.be/ZOLCMa2QbdE>

<https://youtu.be/jaxgeXPgAz0>

In this unit we will integrate all the contents into a mock interview, which is a simulation of a real job interview used to coach job applicants for an actual employment interview carried out in English. Typically, a job interview is divided into introduction, core and a final greeting. We will go through the core interview with sample questions and answers. Section A contains personal questions and Section B has questions about your qualifications, work experience and career goals. Also, you will find useful grammar for each section.

### **THE JOB INTERVIEW\***

#### **A. QUESTIONS ABOUT YOUR PERSONA**

This section includes questions about you, about your strengths and weaknesses, and about your hobbies and interests.

##### **A. 1. Questions about you**

Sample questions:

- *Tell us something about yourself.*
- *How would you describe yourself?*

Sample answer:

*My name is Jane Doe. I come from Mexico, but I am currently living in Italy.*

*I have obtained a BSc in Geology and hold an MSc degree in Physics. I am currently working towards a PhD in Geophysics. (I graduated in Geology from the University of Bari, in 2010)*

*My qualifications also include knowledge of petrol research and 3 years 'experience in geological surveying.*

Useful Grammar:

- Present Simple to express permanent situations, habits, routines, facts
- Present Continuous to express temporary situations, actions in course
- Present Perfect Simple/Continuous to express: – general experiences in the past without detailing when and where – experiences which began in the past, but are still in course (unfinished actions)
- Past Simple to describe finished actions in the past at a given, specific, or implied moment and place.

## **A.2. Question about your strengths**

Sample questions:

- *What are your greatest strengths?*
- *What are your most positive aspects?*

Include 3-4 positive character traits:

trustworthy /honest/ persistent/ determined/ tolerant/ open-minded/ adaptable/ flexible /hard-working /reliable/ friendly/ loyal

Include 3-4 proficiency traits:

expert/ detail-oriented / team-player/ problem-solver /competent/ multi-tasker /achiever/initiator/ mediator/ quick-learner /Leader /efficient

Sample answers:

*I am an honest, reliable, hard-working person. I also possess a positive outlook towards my profession and life in general. People say I am friendly and good at giving advice.*

*I have very good leadership qualities, as well as organizational and time management skills, but my greatest strength is my ability to handle multiple projects and meet deadlines.*

Useful patterns:

- My greatest strengths are/include
- I am honest. (adjective)
- I am a good listener. (noun) ... • I would (I'd) say) I am a • I would (I'd) define/describe/depict myself as....
- I consider myself to be.... • I think/believe I am... • People say I am....
- I have/possess good managerial skills. (noun)
- I am good at multitasking. (-ing form noun)
- I know how/am able to adapt to new work situations. (verb)

Useful Grammar:

Verbs:

- be, have, possess, manage, perform, be good at, can+ base verb, be able to, know how to...
- -ed/past participle form used as adjective: I am results-oriented/focused/organized.
- -ing form used as adjective: I am easy-going and hard-working.
- -ing form used as noun: Developing new work strategies is one of my strongest abilities.

Nouns to define your traits: I'm a good multi-tasker.

Adjectives to express traits: Colleagues say I am friendly and competent.

### A. 3. Questions about your weaknesses

Sample questions:

- *What are your greatest weaknesses?*
- *Which aspects or areas of yourself would like to improve?*

Sample answers:

*I am always working on improving my communications skills to be a more effective presenter. I recently joined Toastmasters which I find very helpful.*

*Sometimes, I have trouble delegating duties to others. I've since taken courses in time management and learned more effective delegation techniques.*

Useful Grammar

Linking words for contrasting:

- but, however, while, whereas, nevertheless

*I am a little shy, but I am attending a theatre workshop to improve my confidence.*

### A. 4. Questions about hobbies/interests

Sample questions:

- *What do you do your free/leisure time?*
- *Do you do any volunteer work?*

Sample answer:

*Well, I really enjoy travelling because it gives me an opportunity to appreciate new cultures. In the evenings, I unwind by playing the piano. I am also keen on speed-walking and playing volleyball with friends. At weekends, I volunteer with the Autism Society where I spend time with children.*

Useful Grammar:

Verbs to express:

- interests: like, love, enjoy, be fond of, be passionate about, be keen on, be interested in, be active in
- sports: practice/do/play • musical instruments: play

Nouns to express activities:

- -ing form: swimming, cycling, cooking...

## **B. QUESTIONS ABOUT QUALIFICATIONS, WORK EXPERIENCE AND CAREER GOALS**

These questions are about the job you are applying for, about hiring you, about what you know about the company, about present and past work experience, about career goals

### **B.5. Questions about the job you are applying for**

Sample questions:

- *Why are you interested in working here?*
- *Why have you applied for this post?*

Sample answer:

*It would be a privilege to work in a reputable company such as yours. When I read about the opening, I found that my skills and qualifications matched the requirements. Furthermore, I believe your company will allow me to grow both professionally and as a person.*

Useful Grammar:

Verbs: • be interested/attracted (by), appeal

Linking words to give reason: • because, as, since, for

### **B.6.Question about hiring you**

Sample questions:

- *Why should we hire you?*
- *Give us a good reason for taking you on.*
- *Why do you think you are the best person for this position?*

*How would you solve a problem / a conflict at work?*

Sample answers:

• *As I am a fresher, I have theoretical knowledge, but I can work hard and learn the practical aspects quickly. Moreover, I will make a great effort to fulfill my duties and responsibilities and contribute to the good progress of the organization.*

Useful Grammar:

Conditional form and sentences to express: • the likelihood of your working for them: *If I am hired, I can/could/will contribute significantly to the progress of your company.* • the possibility of your working for them: *If I were hired, I would make a great effort to learn quickly.*

Linking forms to state opinions: • *I believe/think that I....* • *In my opinion, ...* • *In my experience,....* • *I'd say that...* • *I am sure/confident that...*

### **B. 7. Questions about what YOU know about the company**

Sample questions:

- *What do you know about our company?*
- *Are you familiar with our company's current projects and future prospects?*

Sample answer:

*I know it is one of the fastest growing companies in Europe and has many branches in different countries. I have read it provides full support to its employees on a professional front and offers many career growing opportunities. I know it is currently working on a large-scale project in Bahrain and that its major competitor is SA GeoSci.*

Useful grammar:

Superlative and comparative forms for comparing/contrasting:

*I know it is one of the most successful companies in Europe with greater appeal to young prospective employees than other similar firms.*

### **B. 8. Questions about current and past work experience**

Sample questions (current employment):

- *Who is your current employer?*
- *Why are you leaving your current job?*

Sample answer:

*I am currently employed at SA GeoSci and have been working for them for the last four years. I have received great training and education there. However, I feel that the time is right for me to transition the outstanding skills and experience I have obtained there to a different job market, and I am confident I can bring these same skills to your organization.*

Useful Grammar:

- Present Continuous to express current employment.
- Present Perfect Simple/Continuous to express past experience which has results in the present or is still in course.

Sample questions (past employment):

- *Tell us something about your previous employer(s)*
- *What were your duties and responsibilities?*
- *How long did you work for them?*
- *Why did you leave your last job?*

Sample answer:

*I (have) worked for 3 years with the Saudi Arabia Gas Company where I am/was Surveying Director and am/was responsible for/in charge of conducting research on potential petrol reservoirs.*

*I enjoy(ed) this job quite a lot and my employer treats/ed staff with respect and always rewards/ed accomplishments. However, I now feel it is time for me to move on and acquire further work experience in different fields ( or: I was laid off/ made redundant because the company relocated/ downsized/ needed to cut costs.*

Useful Grammar:

- Present Perfect to describe work experience which began in the past, but is still in course
- Past Simple to describe past work experience no longer in course (where/when you worked)
- Present Simple to describe work routines and current employment

### B. 9. Questions about career goals

Sample questions:

- *Where do you see yourself in five years' time?*
- *What are your career goals?*

Sample answer:

*Within 5 years, I would like to become the very best geologist your company has on staff. I want to work towards becoming the expert that others rely on. Hopefully, this will allow me to take on greater responsibilities with the company if the opportunity arises. I am also working towards additional certifications in the field to enhance my career prospects.*

Useful grammar:

- Conditional Form to express future aspirations: *I would like to become Surveying Director.*
- Future Simple to express future aspirations: *I hope I will hold a high-ranking position in the company.*
- Present Continuous to express what you are currently doing to achieve those goals: *I am currently taking extra field-related courses to enhance my professional credentials.*

Patterns:

- *In the future, I would like to...*
- *Hopefully, I will...*
- *I hope to...*
- *My dream is to...*
- *My aspirations are/include....*

\*Adapted for pedagogical purposes from : *Preparing for a job interview ... in English*. Prof. Victoria Sportelli. Department of Earth and Geo-Environmental Sciences, University of Bari.

## PRACTICE

*In pairs:*

- *Choose one of the ads below.*
- *Write down your own interview questions and answers by exploring the suggested and further grammar patterns and structures. Also, check appropriate terminology and pronunciation.*
- *Practise the interview to communicate effectively in English.*

### CAREER OPPORTUNITY

We are well reputed and leading real estate developers in Pakistan. We require the services of the following personnel.

#### GRAPHIC / WEB DESIGNER

A professional who will be responsible for front end design solutions from concept to roll out on a range of products.

- Responsive layouts, micro sites, digital media, online promotions, re-design and updates of existing web sites will be the core tasks.
- Proficient in HTML, CSS and Photoshop with at least 2-3 yrs experience.

➤ **Programming Languages:**  
 OWL, PHP, HTML/XHTML, Advanced CSS, JavaScript etc.

➤ **Tools:** Adobe Flash, W3C Standards, Adobe Photoshop, Illustrator, HTML 5.

Female candidates are encouraged to apply.

Please Email your Resume latest by 13th April 2014  
 Email: hr@newlahore.pk    UAN: 042-111-639-547

### Web / Graphic Designer Required

*Our Client is one of the largest and progressive groups of Pakistan, having countryside operations. We are looking for innovative and result oriented individuals for the position of **Web / Graphic Designer**. The position will be based at Karachi.*

**Qualification:** Graduate / Intermediate with certifications or diploma in relevant domain.

**Required Skills:** Must be proficient in Photoshop, Corel Draw / Freehand, Flash (Basic) and other web designing tools.

**Experience:** At least 2 years of experience in same capacity, preferably with media or advertising agency.

Interested candidates matching with above criteria may please send updated CVs at perfectjob11@gmail.com or send through Box No 926 c/o Daily Jang Karachi within 3 DAYS of this advertisement.