

Language for ...

job interviews

Interviewer: Welcome to Live from London. Today we're in King's Cross talking to people about applying for jobs.

Interviewer: What do you do?

Phillip: Work in construction. I'm a project manager.

Interviewer: And what skills do you need for that job?

Phillip: To be a project manager you do need quite a bit of experience in the industry, and, these days, a good university education, I suppose.

Interviewer: And what kind of personality do you need?

Phillip: A tolerant one.

Interviewer: What do you do?

Rachel: At the moment I'm working in a café.

Interviewer: What skills do you need for that job?

Rachel: Barista training, people skills, and just generally, yeah, being cheerful and ready to serve customers.

Interviewer: What kind of personality do you need?

Rachel: A pleasant personality, and full of patience.

Interviewer: What do you do?

Shazra: I'm a bid project manager. That means I work for a train company where we try to buy and re-lease trains.

Lynne: I work for the same train company, and I work as an administrator, and I look at having, sending people off travelling. Doing all that sort of administration.

Interviewer: What skills do you need for that job?

Shazra: For my job you need to be really organised. You need to think on your feet. You need to be able to write well, present well and things like that.

Lynne: Organisational skills again. Clear head, calm, thinking on your feet, also. Most of the time I'm, I'm thinking on my feet. And good at damage limitation.

Interviewer: Have you ever had a bad interview, and why do you think it was bad? What happened?

Philip: I've had some bad interviews and invariably it's where I haven't been comfortable in the interview rather than the interview itself.

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Rachel: I've never really had a bad interview. I've had ones where I've been, like, a little bit nervous, but other than that, no.

Lynne: Yeah, I have had a couple of bad interviews, but I've put them to the side. So, to be honest it's so long ago that I really can't remember what went wrong with them. They just didn't like me!

Interviewer: How about you, Shazra?

Shazra: I've had ... I've only had a few interviews and I haven't had very many bad ones. I don't think I've ever had a bad one to be honest. I've had bad jobs, yeah, but not bad interviews, no.

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Interview role cards

STUDENT A	STUDENT B
<p>Step 1: Allow your classmate to decide what type of job the interview is for (e.g. accountant, waiter, chemist, etc.)</p> <p>Type of job = _____</p>	<p>Step 1: Allow your classmate to decide what type of job the interview is for (e.g. accountant, waiter, chemist, etc.)</p> <p>Type of job = _____</p>
<p>Step 2: Ask your classmate some of the questions below. If you want, ask other questions which are relevant.</p> <p>What interests you about this role?</p> <p>Why do you think you're the right person for this role?</p> <p>Despite an aspect of your personality which you are trying to improve.</p> <p>What skills would you bring to the role?</p> <p>Can you describe a time when you needed to meet a difficult deadline?</p> <p>Tell me about your education.</p> <p>Can you describe a time when you felt frustrated?</p> <p>Do you have any questions for me about this role?</p>	<p>Step 2: Ask your classmate some of the questions below. If you want, ask other questions which are relevant.</p> <p>Why have you decided to apply for this job?</p> <p>Tell me about your previous role.</p> <p>In your opinion, what are the most important skills for this role?</p> <p>What are your greatest strengths?</p> <p>Can you describe a time when you needed to think on your feet?</p> <p>Would you say you have good people skills? Explain.</p> <p>How would you feel about working in an international environment?</p> <p>Do you have any questions for me about this role?</p>

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1 Warmer

- a. Work in pairs. Find ten adjectives of personality in the wordsearch. Complete the table with the words that you find.

t	h	f	r	l	r	h	h	r	h	x	p
o	f	a	o	l	t	k	f	w	u	o	l
l	e	c	r	g	a	v	s	q	b	t	e
e	n	h	g	d	n	c	s	a	b	n	a
r	e	e	a	t	w	e	u	w	x	f	s
a	r	e	n	z	c	o	r	u	g	p	a
n	g	r	i	k	s	m	r	v	d	r	n
t	e	f	s	u	f	l	q	k	o	r	t
t	t	u	e	c	a	l	m	e	i	u	m
z	i	l	d	i	l	l	f	d	d	n	s
l	c	a	e	a	s	y	g	o	i	n	g
f	x	a	p	a	t	i	e	n	t	w	p

Adjectives	
1. _____	6. _____
2. _____	7. _____
3. _____	8. _____
4. _____	9. _____
5. _____	10. _____

- b. Choose the correct preposition from the box to complete the sentences.

- I decided to **apply** _____ the **job**.
- I have a Master's _____ Business.
- I work _____ a big technology company called *Intel*.
- I work _____ an administrator.
- I work _____ Finance.

as in(x2) for(x2)



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c. Work with a partner. Discuss the questions.

1. What do you do?
2. In your **job** or studies, what kind of personality do you need?
3. In your **job** or studies, what kind of **skills** do you need?
4. Describe a time you had a **job** interview.
5. Have you ever done a **job** interview in English?

2 Text

In this part of the lesson, you're going to watch a video filmed in London. Four Londoners talk about their **jobs** and their experiences of **job** interviews:

<http://www.onestopenglish.com/skills/listening/live-from-authentic-interviews/live-from-authentic-video-lessons/live-from-london-jobs/555738.article>

a. Watch the video. For each speaker, write the missing word from their answer to the question, "What **skills** do you need for that **job**?"

1. **Phillip:** To be a project manager you do need quite a bit of experience in the industry, and, these days, a good university _____, I suppose.
2. **Rachel:** 'Barista' training, people **skills**, and just generally, yeah, being **cheerful** and _____ to serve customers.
3. **Shazra:** For my **job** you need to be really organised. You need to think on your feet. You need to be able to write well, _____ well and things like that.
4. **Lynne:** Organisational **skills** again. Clear _____, calm, thinking on your feet, also. Most of the time I'm, I'm thinking on my feet. And good at damage limitation!

b. Watch the video again. Circle the correct word(s) to complete each sentence.

1. Phillip says that to work as a project manager, you need to be ... **creative** / **hard-working** / **tolerant**.
2. Rachel says that to work in a café, you need to be ... **cheerful** / **creative** and **patient** / **pleasant**.
3. Shazra says that to work as a project manager, you need to be ... **organised** / **sociable** / **energetic**.
4. Lynne says that to work as an administrator, you need to be ... **organised** / **clever** and **tolerant** / **calm**.

c. In your opinion, which person has had the most positive **experience** of interviews?

d. Explain the highlighted expressions from the last task in your own words.

1. You need to have **experience in the industry**.
2. You need to have **people skills**.
3. You need to be able **to think on your feet**.
4. You need to be good at **damage limitation**!

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- e. Tina is in a **job** interview for a **job** as an administrator. Use the phrases in the box to complete her answer to the question.

communication cultural awareness deadlines decision-making multitasking strength

Interviewer: What **skills** would you bring to this **role**?

Tina: I think my main ¹ _____

is in my organisational **skills**. My last **job** was in a very busy Finance Department, so I did a lot of

² _____ – performing my normal duties while answering phone calls, replying to emails, and so on. I had to meet a lot of

³ _____ there, so

I really learned the importance of quick ⁴ _____ and clear

⁵ _____. On top of that, I know that your office is a very international environment, which would really suit me. I've lived in the US, Brazil and France, so I'd be able to bring good ⁶ _____, as well as my language **skills**.



3 Language in Use

- a. Write one word to complete each gap. All the words are from earlier tasks in this lesson.

- I have good _____ **skills** – I'm quite sociable and I like to connect with others on a personal level.
- I started working in Finance as soon as I finished university, so I now have more than ten years' **experience** in the _____.
- I have good decision-making **skills**. I'm always thinking on my _____.
- When problems come up, it's good to have a clear _____ so that you can consider the best options.
- I always manage to meet _____. I don't ever remember finishing a project late.

- b. Each sentence below has ONE mistake. Find it and correct it.

- I have a Master's on Biochemistry.
- Irina works as doctor.
- Jeff works for **Education**. He's a teacher.
- My main strong is in my people **skills**.
- I have a lot of **experience** in giving presentations, so I'd move that **skill** to this new **role**.

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4 Communication

Work in pairs. You are going to complete a **job** interview. Follow the instructions on the role card which your teacher gives you.

5 Discuss

Discuss the questions with your classmate.

Reflect on your **job** interview from the last task:

- how did you find the interview?
- which question was the easiest for you to answer?
- which question was the most difficult?
- were there any ideas which you found difficult to explain in English?

Further questions:

- in what ways is it possible to prepare for a **job** interview?
- can you think of other typical “interview” questions which haven’t been mentioned in this lesson?
- can you think of any special advice to do a good interview?

Red Words

cheerful* pleasant** patient (adjective)** organised (adjective)* calm (adjective)**
nervous** hard-working* energetic* apply*** job*** skill*** creative** clever**
experience (noun)*** education*** strength*** deadline* communication*** role***