


CAMBLY E-BOOK

HOW TO PREPARE FOR A JOB INTERVIEW IN ENGLISH

In this booklet, we've gathered everything you need to know to get to the next stage of your job interviews and get the job offer you want. We have prepared 30 effective tips for you to succeed in your interview.



A woman with curly hair is sitting at a desk, looking at a tablet. She is wearing a light blue button-down shirt. The background is blurred, showing what appears to be an office or study environment.

SPEAKING ENGLISH IN BUSINESS LIFE IS NO LONGER A DIFFERENCE BUT A REQUIREMENT

Sooner or later, you will need to speak with someone from another country. Even if English is not the native language of both parties, it is often the only way to communicate. For this reason, many companies test applicants' English skills in job interviews. Therefore, it is essential to be prepared for an interview to be wholly or partly in English. Even if it was not declared in advance.

To help you with this, our native-speaking Cambly tutors have compiled a list of 30 practical tips to help you better prepare for an interview in English. Check them all out and start practicing now!

30 EFFECTIVE TIPS

TO HELP YOU
FIND YOUR
DREAM JOB!

01. Research the company in advance

This is necessary for any company. To better answer why you are the best choice for the job, it is crucial to learn more about the company before the interview. This way, you can better align yourself with the company's values and goals. Knowing more about the company will also help you express yourself better in the interview.

02. Know how to communicate your strengths and weaknesses

"What are your greatest weaknesses?"

"What are your greatest strengths?"

This is a very important tip. It is common to be asked to state your strengths and weaknesses during an interview in English. Try to be objective and sincere. You should not highlight a positive trait as a weakness, such as saying that you are too detailed or well-organized. At the same time, be careful not to devalue your qualifications.



03. Practice in front of the mirror

This may seem a little strange. However, this technique will make you more relaxed during the interview. Prepare and rehearse your answers to questions that might be asked without the tension of the job interview. You can make as many mistakes as you want during these rehearsals. As you will see a familiar face in the mirror, your anxiety will lessen, and you can also recognize and correct your mistakes, posture, and facial expressions. As a result, you can go into the interview much more prepared.



04. Simulate a job interview with your friends

You will feel more confident if you conduct a job interview with your friends in English. This way, when you rehearse in English, you will know how to behave in a realistic situation. It is important to do this with friends who have a better level of English than you. This way, you will be able to improve yourself while preparing for the interview.

05. Get ready for the interview by preparing questions and answers

Prepare the questions that may come and the answers you can give to these questions. We've selected some of the most frequently asked questions to help you:

"Tell me about yourself."

"How would you describe yourself?"

"Why do you want to work here?"

"Why are you leaving your current job?"

"What interests you about this role?"

"Where do you see yourself in five years?"

06. Learn English words that relate to your sector and area of work

Each sector and area of business has its own terms. Learning English words used in your industry will make your speech more fluid. Even if the person you are interviewing with is not an expert in your field, you should have sufficient vocabulary to show that you are prepared.

A stylized illustration of a man with dark hair, a beard, and a mustache, wearing a yellow shirt. He is positioned on the left side of the page. A speech bubble points to him with the text "Tell me about yourself." The background features large, overlapping circles in teal, orange, and red.

**Tell me
about
yourself.**

07. Learn phrases that you can use in an English job interview

Similar phrases are used repeatedly in interviews, for example:

"I'd love to work here because..."

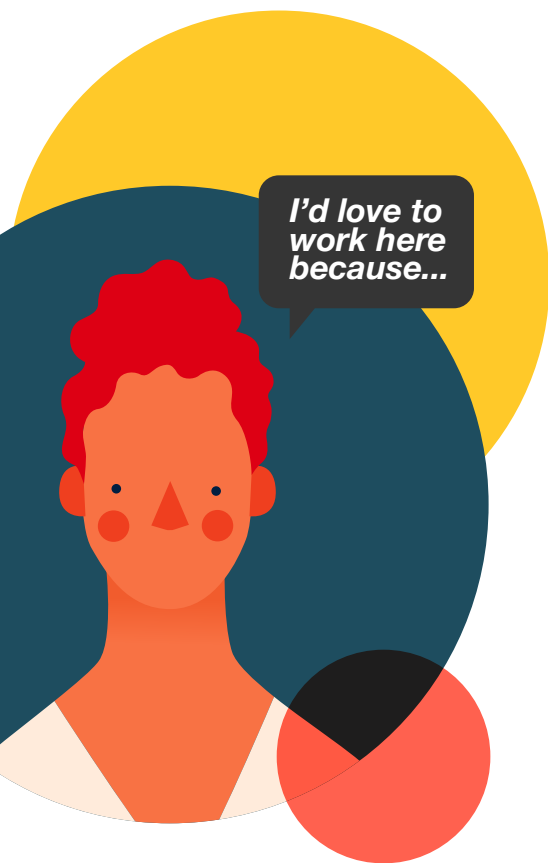
"My major is..."

"My experience includes ..."

In front of a mirror or with friends, answer classic questions such as "Why do you want to work here?".

08. Practice listening comprehension in English

Listen to or watch videos of job interviews in English and try to understand the sounds and phrases as best you can. You can listen to the videos several times to practice understanding what you hear.



09. Learn how to greet and say goodbye at a job interview

Among the phrases that are the most common (after all, human interactions are similar in every language and place) are greetings and goodbyes. Even though they seem simple, it is necessary to practice them. Use phrases such as:

"I'm looking forward to hearing from you!"

"How are you today?"

"I'm pleased to meet you!"

10. Practice a lot, but avoid memorized phrases

No matter how much you plan, you may run into situations for which you are unprepared. This can happen in a meeting, a conversation, or an interview. If you can act with flexibility in such situations, you can respond to the other person with a natural flow of conversation. If you improve your speaking skills without memorizing phrases or words, you can improvise and strengthen your muscles to express what comes to mind first. Also, keep in mind that memorized phrases can make others question your English skills.





11. Let the interviewer lead the conversation

Although it seems like a good idea to lead the interview by talking about everything you know, not letting the interviewer dictate the topics can give the wrong impression. You should try to move forward following the interviewer's lead while showing that you are knowledgeable. Any questions you have can be asked at the end of the interview.

12. Avoid long pauses

Long periods of silences can raise doubts about your English proficiency. Focus on making the conversation as fluid as possible. Practicing before the interview will help you express yourself in the best way possible.

13. Do not use very long sentences

We say it all the time! Talking too much, talking too long, or dwelling on one thing too much can make you look arrogant and have your credibility questioned. Remember that a concise and appropriate answer to the questions is the golden key to making you appear professional.

14. Avoid slang words

When we are excited and nervous, it is normal to repeat words or use more jargon. However, it is good to avoid excessive repetition and slang words. Keeping this point in mind will increase the chances of the interview going well.



www.theguardian.com

15. Read the news in English

Exposure to English is essential! Yes, if possible, in every subject. If you keep up with current news and build an extensive vocabulary and use it, this shows you are proactive, willing to learn and open to new things.

16. Try to use language that is as formal as possible

If your colloquial language is affecting your performance in the interview, we recommend that you switch to more formal language. You should be aware that overly formal corrections or language can make you appear arrogant. So, be cautious.

17. Focus on business English

Even if the job you are applying for is an operational position, you will inevitably come into contact with someone higher in the hierarchy than you or talk to a foreign client. For this reason, it is recommended that you know business English. This way, you can impress others in your professional life!

18. Be aware of your level of English

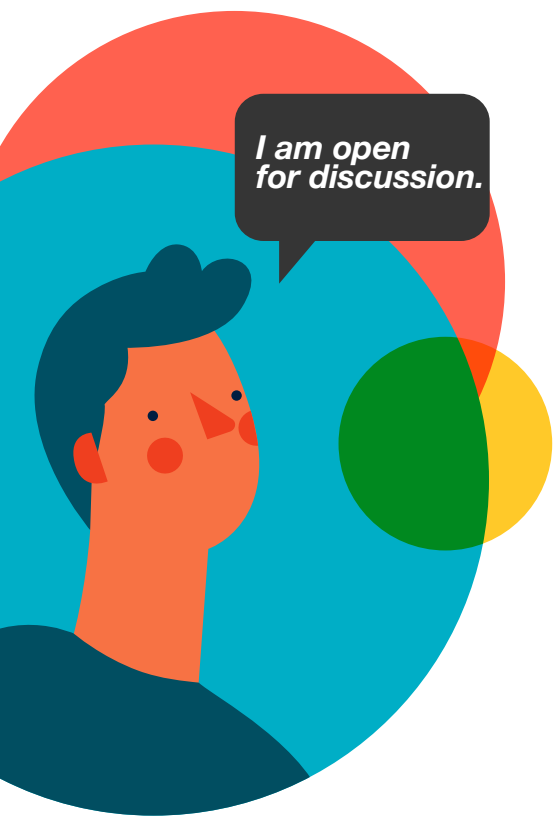
When writing your resume, be honest about your English skills. Be truthful about your skills so that the other person can best assess you and your interview goes smoothly. You can ask native English teachers for help in assessing your level. This will also give you a good assessment of your strengths and weaknesses.



**English Level:
Beginner**

19. Do not jump from topic to topic

During the interview, the other person will evaluate many of your skills. Stay focused while speaking and don't jump from one topic to another. Even if the conversation shifts to an area you are proficient in, we recommend staying on topic and focusing on what is important.



20. Improve your understanding of the English language

In any language, the first skill we acquire is listening. We focus on what the other person is trying to tell us. Then we need to express ourselves as accurately and clearly as possible. To improve your listening and comprehension skills, you can watch English series and listen to podcasts in your free time.

21. Be aware of your value

We have arrived at the topic we all dread: the conversation about salary! Preparing for this question makes sense because every job interview ends with it. Nothing is more natural than knowing the value and importance of your work and expressing this clearly. We recommend that you familiarize yourself with the average figures in the sector before the interview.

22. Know how to negotiate

International companies want to know in advance if the amount they offer is reasonable for the applicant. It is, therefore, important that you state your salary expectations in advance. Ideally, you should give an average value and clarify that you can agree on a range. In English, this can be expressed as follows:

"My salary expectation is between \$X and \$Y. However, I am flexible."

23. Always be professional, but strive to use simple sentences

Another piece of feedback from recruiters is that applicants are too slow to get to the point. Being unclear and not concisely expressing yourself can make you come across as unprofessional. Using unnatural language may cause the other person to misunderstand you.

24. Rehearse until you feel confident

Even if you have rehearsed beforehand, your answers should be natural and not memorized. Don't worry if your sentences are not as you rehearsed them beforehand. Try to express yourself naturally. This will relax you and help you leave a better impression on the other person. Practicing your English is the best way to prepare for job interviews and for potential surprises.

Keep it simple!

25. Study frequently asked questions in English job interviews

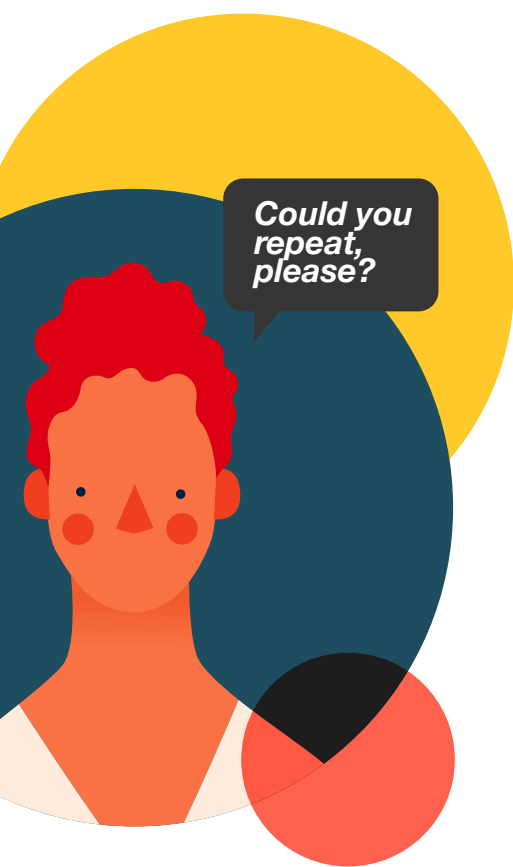
Being prepared will take you a few steps further in every area of your life. Write down the questions you might be asked in advance, think about your possible answers, and don't forget to read through them before the interview!

26. Record a video while rehearsing in English

This method allows you to watch yourself speaking English and give yourself feedback. While watching your video, you can detect your pronunciation and grammar errors, assess your speech rate, and identify other skills you can improve.

Showing your video to a native English teacher and asking for feedback will put you one step ahead in this competition!





27. Don't get discouraged if you don't understand what is being said to you. Simply ask the other person to repeat it

Healthy communication is the beginning of everything. If you focus on speaking quickly, you can get stressed out, which will cause you to express yourself in a way you don't want to. If you don't understand what the other person is saying and feel uncomfortable, it's natural to ask them to repeat themselves. Don't get discouraged. It is normal to ask clearly without repeating too often. You can use the following sentence structure to do this:

"Could you repeat the question please?"

28. Prepare for the interview from start to finish

In an English interview, the conclusion should be as good as the beginning. Being able to wrap things up professionally will help you appear confident. We recommend that you keep this in mind as you get ready for the big day in your career.

29. Be confident

Your confidence is the most important measure of how your interview went. It can have a negative impact if you ask the other person how your interview went. If you are confident enough and express yourself confidently in English, you can master all the details of your interview.

30. Practice speaking English with tutors on Cambly to boost your confidence

As we said before, the best (or, sometimes, the only) way to prepare for English job interviews is to practice. The only person who can give you the best feedback and help you improve is a native English speaker. On Cambly, you can take one-on-one lessons with thousands of tutors tailored to your needs and goals. Getting the help of tutors specializing in Business English will do so much for you!



*Thank you
so much!*



CAMBY E-BOOK