

In a job interview

COMMUNICATION

LEVEL
Lower-intermediate

NUMBER
EN_BE_2332X

LANGUAGE
English

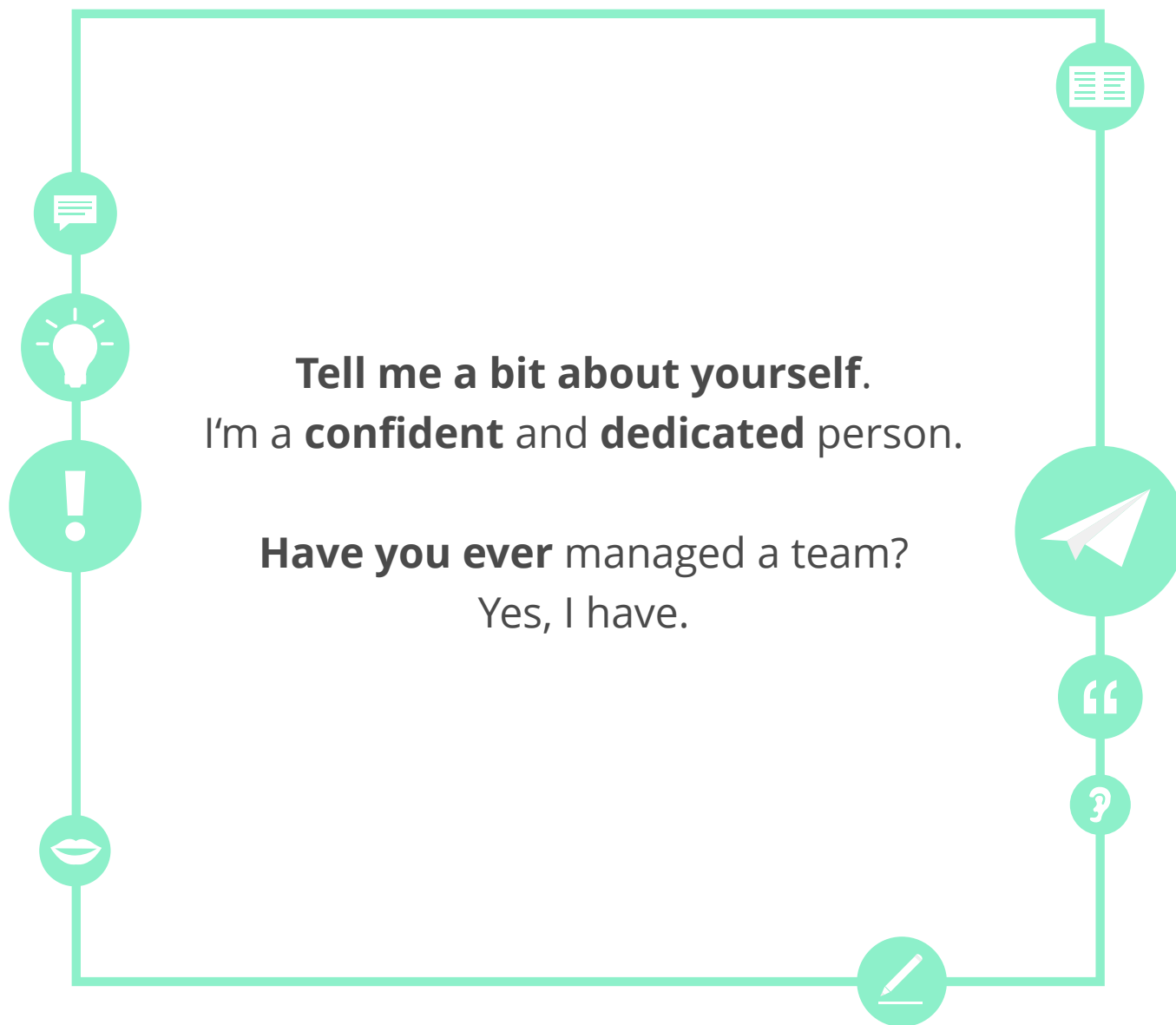




Goals

- Can take part successfully in a job interview.
- Can talk about my professional background and job experiences.







Preview and warm-up

In this lesson, you are going to learn how to **take part in a job interview** in English. You will learn **words and phrases** you need to **talk about yourself**.



So, Mr Smith, **tell me a bit about yourself**.



Vocabulary review

hard-working

reliable

adaptable

confident

responsible



experienced

dedicated

proactive



Sentences



I am **hard-working**.

I am a **reliable** person.



I am very **adaptable**.

I am a **confident** worker.





Sentences



I am a **responsible** person.



I am **experienced** in this area.



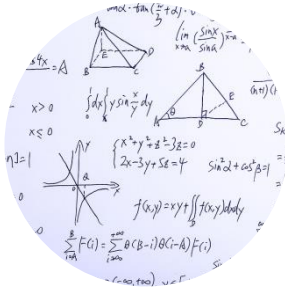
I am **dedicated** to my job.



I am **proactive** at work.



Phrases review



I have a bachelor's degree in mathematics.

I have a master's degree in sociology.



I have four years' experience in managing a team.

In my previous job, I used Wordpress every day.





Fill in the gaps

Fill in the gaps with words from the previous pages

1. I have a _____ in economics. I want to get my master's degree next.
2. I am _____ - I find it easy to change what I am doing if I need to.
3. I am very _____. I like giving presentations to large groups of people.
4. I have two years' _____ in software development.
5. I am _____ to my work. I always get the job finished.





Describing yourself

Which of the adjectives on the previous pages would you use to describe yourself? Are there any you definitely would not use?



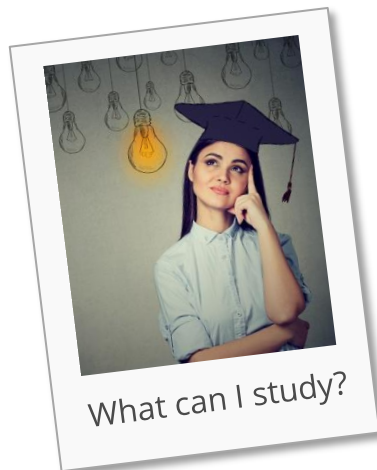
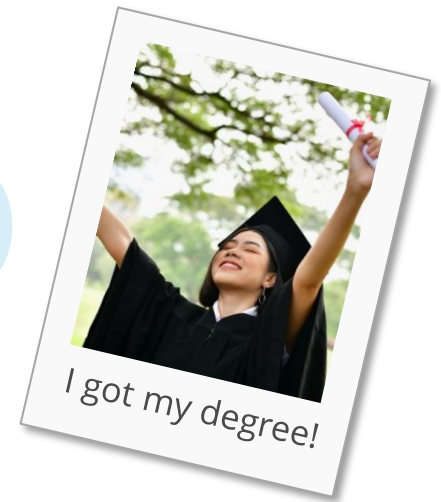
responsible

hard-working



Your degrees

Do you have a bachelor's or a master's degree?



Is there any other degree you would like to have?

tell me a bit about yourself

An interviewer will ask you to **tell them about yourself**. You need to talk about yourself in a **work context**.



Tell me a bit about yourself, Hannah.



New words

creative

I am a **creative** person.



independent

I am **independent**.



persuasive

I am very **persuasive**.



patient

I am always **patient** with colleagues and customers.



attentive to detail

If you are **attentive to detail**, you **take care of** and **pay attention to** the small things.



I am **attentive to detail**.



Complete the sentences

Complete the sentences with the adjectives from the previous pages

1. A person who doesn't get angry quickly is...
2. Someone who can make you think the same as them is...
3. A person who cares about the small things is...
4. A person who is happy working alone is...



Who are they?

**What do you think these people are like at work?
How do they describe themselves?**





About you

Tell us a bit about yourself!

Use the words on the previous pages and ask your teacher for any other words you want to use to describe yourself professionally.





Have you ever...?

Have you ever...? is a question using the **present perfect tense**.

You looked at this tense in the previous unit. It is made using **subject + have/has + past participle**.

This question asks about **an experience in your life**.

Look at how you can **answer** below.

Question	Answer
Have you ever managed a team?	Yes, I have managed a team.
Have you ever used Excel?	No, I haven't used Excel.
Have you ever given a workshop?	No, I have never given a workshop.



Have you ever...?

It is better **not to repeat** the words in the question.

Here are **shorter answers** for the question *have you ever..?*

Question	Answer
Have you ever managed a team?	Yes, I have.
Have you ever used Excel?	No, I haven't.
Have you ever travelled for work?	Yes, I have.
Have you ever worked in an open office?	No, I haven't.





Have you ever..?

Remember, if you want to **give more detail** about your **experience**, you can use the **past simple** tense.

When you use the **past simple**, you need to talk about a **specific time**.

Look at the examples below.

Question	Answer	Detailed answer
Have you ever managed a team?	Yes, I have.	When I worked for Shell I managed a team of three people.
Have you ever used Excel?	No, I haven't.	I didn't use it in my last job.
Have you ever travelled for work?	Yes, I have.	In my previous job, I travelled once a month for work.



Have you ever..?

Here are some **more questions** using *have you ever...?* that you might be asked.



Have you ever coordinated a project?

Have you ever been responsible for a large team?



Have you ever won an award?



Rearrange the words to make questions. Put the verb in the correct form too

1. work/ever/have/independently / you?



Have you ever worked independently?

2. small/you/manage/ever/have/ team/a?



3. you/Excel/have/use/ever?



4. named/have/be/employee of the month/ever/you?



5. have/coordinate/project/you/a / ever?





Speaking

Now ask and answer the questions on p.22 as a group

Yes, I have.



In my previous job...

No, I haven't.



When I worked for...



Fill in the gaps then practise the dialogue with a partner



managed

Hello Hannah it's nice to meet you. Can you tell me _____ about yourself?

confident

OK. Have you ever _____ a team of people?

master's

Great. And have you ever given _____ to large groups?

worked

Excellent. And have you ever _____ for work?

Yes. I have a _____ degree in computer science and I am dedicated to my career.

presentations

Yes, when I _____ for Glacier I managed a team of three people.

travelled

No I haven't. But I am a _____ person and I'm sure I can do it.

a bit



Job interview questions

You are going to practise doing a job interview with a partner. First, write down four questions that you would ask someone who came to you for a job interview. Use the previous pages to help you

Tell me a bit...

Have you ever...





Role Play

Now practise doing a job interview in pairs. Swap roles when you are done. Try to answer the questions as fully as possible, giving examples and using the present simple and past simple tenses.

Have you ever...



Yes, I have.

Student A: You are the interviewer. Use the questions you wrote on the previous page.

Student B: You are the interviewee.



Reflect on the goals

Go back to the second slide of the lesson and check if you have achieved all the goals of the lesson.

yes

no





Reflect on this lesson

Think about everything you have seen in this lesson.
What were the most difficult activities or words? The easiest?



If you have time, go over
the most difficult slides again



Answer key

Exercise p. 9

1. bachelor's degree, 2. adaptable, 3. confident, 4. experience, 5. dedicated

Exercise p. 15

1. patient, 2. persuasive, 3. attentive to detail, 4. independent

Exercise p. 22

2. Have you ever managed a small team? 3. have you ever used Excel? 4. Have you ever been named employee of the month? 5. Have you ever coordinated a project?

Exercise p. 24

a bit, master's, managed, worked, presentations, confident, travelled





Match the questions to the answers

1. Have you ever managed a team?

2. Have you ever been named salesperson of the month?

3. Have you ever coordinated a large project?

4. Have you ever used Google docs?

a. No I haven't. But I am always in the top three in our company.

b. No, I haven't, but I am a fast learner.

c. Yes, I have. When I worked for Montana Holdings I was responsible for a team of three.

d. Yes, I have. I coordinated the Mather project at work last year.



Writing

Tell me a bit about...

coordinated

proactive

confident

lingoda



Homework answer key

Exercise p. 31
1. C, 2. A, 3. D, 4. B



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