

COMMUNICATION

Applying for a new role

LEVEL

Intermediate (B1)

NUMBER

EN_B1_1033X

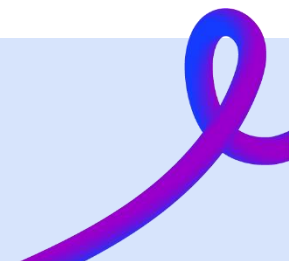
LANGUAGE

English



Learning outcomes

- I can respond to common interview questions about myself, my experience and my skills.
- I can describe my background and my work experience.





Warm-up

1. **Read** the quote.
2. **Answer** the questions in the red box.
3. **Work** in breakout rooms or together as a class.

Always arrive at least 15 minutes beforehand. Wear your best, most formal clothes. And don't forget to make eye contact during the interview!

Do you agree with these tips?

Think of some other interview tips as a group or in breakout rooms.

What are some common mistakes people make with interviews?



Tell me a bit about yourself

Rebecca (31) is interviewing for a job. 1. **Read** this part of the interview, where she is telling the interviewer about herself. 2. **Answer** the questions below.

Rebecca: Although my background is in business administration, I've spent the last two years working as an Executive Assistant to the Managing Director of SwapShoes, a second-hand shoe selling app. In this position, I've been able to develop my organisational skills and ability to handle multiple tasks at once.

When my colleagues have a question, I'm usually the first person they ask. I'm also the one who makes sure the director gets to all her meetings on time – she's a very busy woman. For me, the most rewarding aspect of this role is when I perform well, because the rest of the team does too.



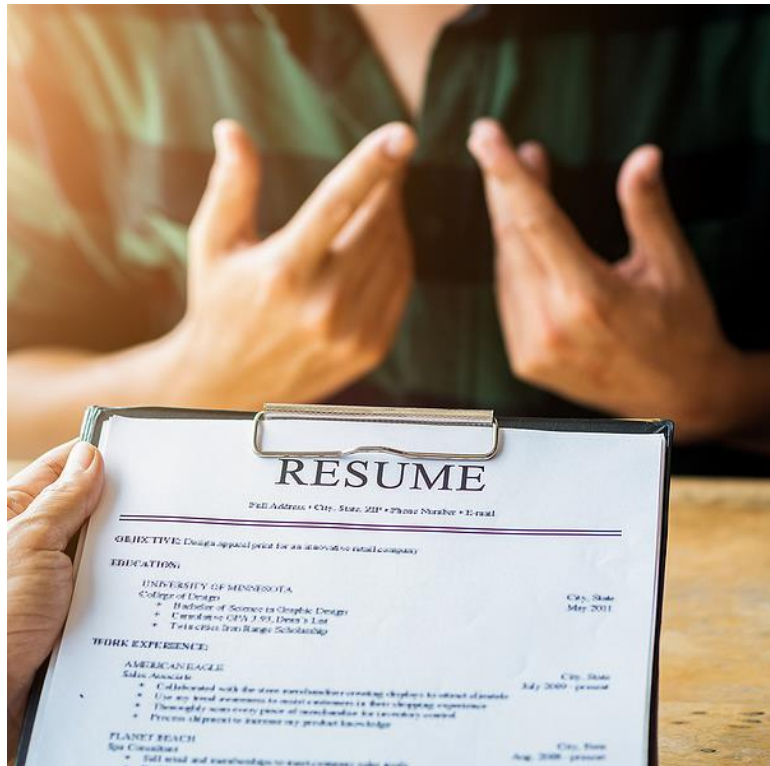
1. What has Rebecca developed while working at SwapShoes?
2. What does Rebecca say is the most rewarding aspect of her role?



Tell me a bit about yourself

A lot of interviews begin with this statement. But what do they actually want to know?

Do you agree with the following suggestions? **Would you change** any of them, or **add more**?



Describe your professional background, including your area of study, in detail

Be personal – say what you enjoy doing in your free time and what your interests are

Explain why you're leaving your current role

Talk about your future plans

Describing your current role

1. **Read** these quotes from Rebecca's interview. 2. **Answer** the questions in the blue box below.



Rebecca

I've spent the last two years working as an Executive Assistant to the Managing Director.



Rebecca

I've been able to develop my organisational skills.

- What **tense** is used in these sentences?
- Why do you think we use this tense when we are talking about our **professional experience** in our current role?
- The second sentence contains the verb to be _____. It's followed by **to + infinitive**.



Tell me a bit about yourself

Now it's your turn to practise your own answer to this statement. Use the words in the red box to help you.



I've spent the last _____ years working...

One of the most rewarding aspects of this kind of work is...

- background
- to grow
- to be able to...
- to develop
- In this position...
- I'm the person...
- rewarding
- challenging

Describing your current role and its challenges

1. **Continue reading** more of Rebecca's interview. 2. **Answer** the questions below.

Interviewer: Ok, so let's talk more about your current role. What exactly do you do there?

Rebecca: I've grown so much in my role! My main responsibility is to provide constant support to the director and the rest of the management team. My daily tasks include communicating information and updates to the team, planning meetings and events, ordering office supplies and welcoming visitors to our building. It's a lot to handle, but I feel that I've grown so much in my role.

Interviewer: Great, and tell me – what's a challenge you have faced on the job? How did you deal with it?

Rebecca: Every day is a challenge in my job! I usually have a lot of emails to answer when I get into work, and then –

Interviewer: Sorry, Rebecca, could you be a bit more specific?

1. What does Rebecca do every day at work?
2. Is the interviewer happy with Rebecca's last answer? Why or why not?



Rebecca describes a challenging experience

Rebecca answers the interviewer's question in more detail. Match the beginnings of her sentences on the left with their ends.

1 **I guess one of the biggest challenges...**

a ...and she phoned me to say that she would be half an hour late.

2 **The managing director was on her way to the meeting,...**

b ...to make the tour of the new office block longer than planned.

3 **It was my job...**

c ...when we reached the conference room, she was there waiting for them.

4 **I managed...**

d ...I've faced in this role was when we had a big shareholders' meeting.

5 **This meant that...**

e ...to keep our visitors entertained until she arrived.





I have **a great deal**
of emails to
answer.

What's a
challenge **you**
have faced?

I've grown so
much in my role!



What do you have to
do a great deal of at
work?

Do you have to face
many challenges at
work?

How can a job make
you grow?





What's a challenge you have faced?

Below are some questions to help you shape your answer.



What happened? What was the end result?

Why was it challenging?

What did you have to do?

What did you learn from it?

”

**What are your
strengths?**

**Do you have any
weaknesses?**

These are two common interview questions. Do you think they are easy or difficult questions to answer?





Let's talk more about your current role

1. **Describe** your current role using the words and phrases in the boxes below.
2. **Share** your answer with the rest of the class.



to support

to deal with

to handle

to provide

my job involves
(+ ing)

to be in charge
of...

to perform
(+ task)

my
responsibilities
include (+ ing)

to make sure
that...



What do you think?

1. **Read** the tip in the yellow box.
2. **Answer** the questions below.


Ask lots of questions during the interview – remember, you are also interviewing the company to see if they're a good fit for you!

Do you think this is good advice?

Why do you think an interviewer might want you to ask them questions, too?

What kind of questions might you ask the interviewer(s)?





End of the lesson

Idiom

To put someone on the spot

Meaning: To make somebody feel uncomfortable or embarrassed by asking them a difficult question



Additional practice



Multiple choice – tell me about yourself



1 My _____ is in computer science.

a. graduation

b. life

c. background

d. goal

2 I've _____ with a start-up for the past year, and I love it!

a. been

b. grew

c. spent

d. had

3 I feel like I've _____ so much as a person during my time here.

a. had

b. grown

c. grow

d. change

4 I've been _____ a lot of responsibilities, which means I've learned a great deal.

a. given

b. face

c. gave

d. having



Build sentences

Complete these sentences so that they are true for you.

1 In this position, I've learned...



2 I've grown so much in this role...



3 I've developed...

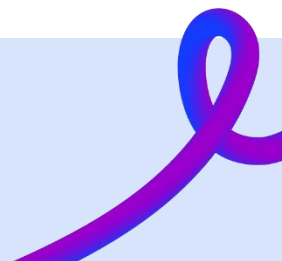


4 I've been able to...



5 Although it was difficult, I managed to...







Vocabulary review

Review these words and phrases from the lesson. Build sentences



I've spent the last...

I managed to...

In this position...

a great deal

**I'm the person
who...**

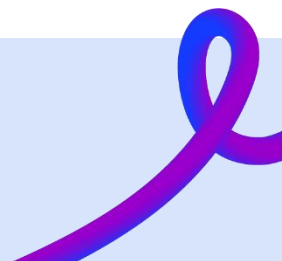
whatever it takes

to grow

This means that...

I've been able to...

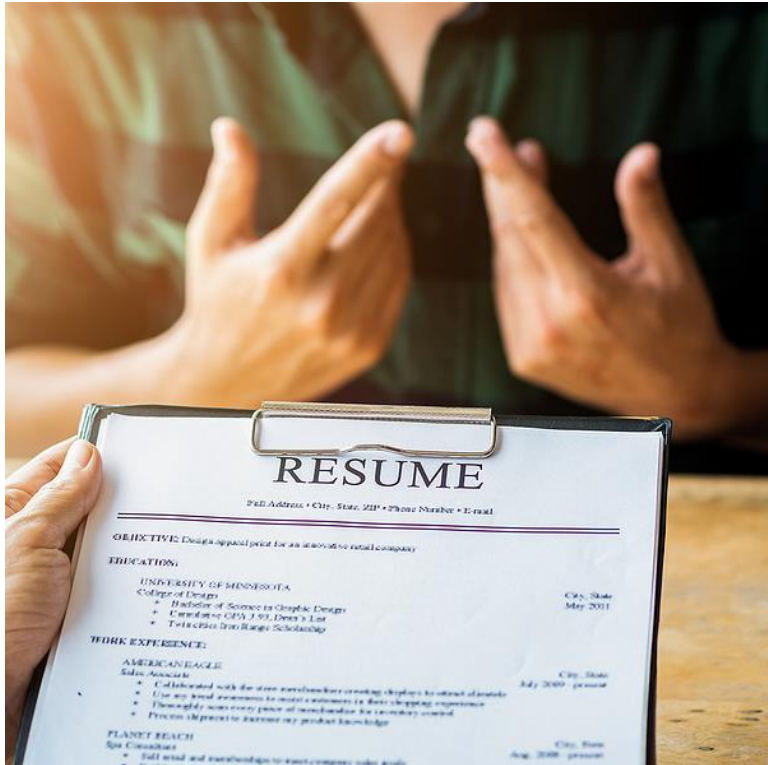
to face a challenge





Tell me a little bit about yourself

This is probably the first thing your interviewer will say. **Make some notes** on the following prompts to prepare for a speaking activity.



Professional background

Professional and personal achievements

What you enjoy about what you do

Career goals



Interview your classmates

Ask and answer these questions with your classmates.

1



Can you tell me a bit about yourself?

2



What are some challenges you've faced at work?

3



What are your strengths?

4



What are your weaknesses?



Discuss



What are the most difficult questions you've been asked during an interview?



How did you answer them?



Discuss

What is your greatest strength?



Do you have any weaknesses?



Facing a challenge

In an interview, it's not enough just to describe yourself – the interviewer wants to know what you have done in your previous roles. For example, how you behaved when faced with a challenge. **Make notes on steps 1-3** and **tell the class about a challenge you have faced**.

1



Describe the **situation**. What was **your task** or **responsibility**?

2



What did you actually **do**?

3



What was the end **result**?



Answer key

P.4

1. Rebecca has developed her organisational skills and ability to handle multiple tasks at once.
2. When she performs well – because the rest of the team does too.

P.6

1. They all use present perfect
2. Because we are still in our current role
3. able

P.8

1. Rebecca communicates information and updates to the team, plans meetings and events, order office supplies and welcomes visitors.
3. No; she interrupts her and tells her to be more specific.

P.9

1. (d) 2. (a) 3. (e) 4. (b) 5. (c)

P.10

2. To do something that is difficult. 3. to develop and to improve, to become better at particular skills

P.19

1. (c) 2. (a) 3. (b) 4. (a)



Summary

Describe yourself

- A brief outline of your professional experience, achievements, and goals for the future (relevant to the job you are applying for).
- I've grown...; I've developed...; I've been able to...

Describe your current role

- My job involves (+*ing*); My responsibilities include (+*ing*)

Describe a challenge you have faced

- Interviewers want to know how you behaved in a particular situation.
- to face a challenge

What are your strengths and weaknesses

- Here, you should also give examples from your professional experience.



Vocabulary

position

to grow

a rewarding job

to perform (a task)

to be able to (+ infinitive)

to manage to (+ infinitive)

to face a challenge

a great deal

I've spent the last X years...

I've been given (a lot of responsibility)

