

原力英语 B1 正式场景表达 五步法搞定英文面试

五步法解决英文面试

- Part 1——Make your answers more concise.
- Part 2——Use signposting language
- Part 3——How to Add Structures to Your Answers
- Part 4——Mirror Key Words
- part 5——Keep Practicing

面试常见八大问题

- Tell me a little about yourself.
- Where do you see yourself five years from now?
- What are your strengths and weaknesses?
- What is your leadership style?
- Can you tell me about a time when you demonstrated...
- Tell me about a time you dealt with a challenging situation at work.
- Why do you want this job?
- Why should we hire you?

Part 1

Make your answers more concise. 使你的答案简洁明了

- **Concise** means you don't **waste** words.
- Get **right to the point**.
- **Don't** add anything **unnecessary**.

- **Tell me a little about yourself.**

Answer 1:

Well, I was born and raised in a big city in northern China. I studied engineering at university and then... so, after I graduated... I mean, I did a master's degree first, but then I worked for a small company in my hometown for one and a half years, which was great fun. After that...

- Do you think this is a good answer for an interview? Why or why not?

- **Three things you should try to avoid:**

1. Including lots of **unnecessary details**.
2. **Not** speaking in **full sentences**.
3. Not having any **clear direction**.

- Then your answer will be long and unfocused.

- **How to be concise?**

- Don't give your entire work history. The interviewers can get that from your CV if they want it.
- Speak in full sentences with a clear beginning and end.
- Think about what you want to **highlight** in your answer and put it at the **beginning**.

Answer 2:

I've always loved designing and building things, so I suppose it's natural that I became an engineer. I've worked in a variety of roles and companies, which I've learned a lot from, but now I'm ready for a new challenge.

结合前面讲的重点，你觉得这个介绍的优点是什么呢？

- 回答的格式参考

I've always loved _____, so I suppose it's natural that I became an _____. I've worked in a variety of roles and companies, which I've learned a lot from, but now I'm ready for a new challenge.

Inject Some Passion Into Your Answer （可以结合你的经历来改写，使它成为你的介绍长段落）

Answer 3:

I've always enjoyed writing and public speaking, even going back to high school. This led me to pursue writing-related passions, for example in college, where I was an editor for our school newspaper. In addition to writing, I got to learn how to manage a team and the writing process. After college, I took a job at Nike as a social media manager, writing social content for the company blog, but I raised my hand to work on the communications plan for a product launch which is where I discovered my interest in product marketing. After switching to a product marketing

role and managing the two most successful new product launches last year, I realized I'm excited to take on a new role. I've learned I work best on products that I love and use and given that I'm a big user of your company's products. I jumped at the chance to apply when I saw the open posting.

• **Where do you see yourself five years from now?**

Answer 1:

There are many things I could be doing. I'd like to have, you know, some sort of progress... what I mean is that I don't just want to be doing the same things I'm doing now. I like to be moving forward in my career. For example, er... I definitely see myself in a better position than I am now.

- Is it a good answer?
- It's not bad, but it could be much better. The candidate doesn't **make his point clear**, he doesn't speak in full sentences, and he wastes words on unclear and unnecessary ideas.

Here is a better answer:

I don't know exactly, but the most important thing is that I continue to learn and grow in my career. I'm the kind of person who needs new

challenges to stay focused. I might even start my own business, because that's something I've always wanted to do at some point in my life.

- This answer has a clear beginning and end and doesn't waste words.

Part 2

Use signposting language 合理使用指示性词语

• What are your strengths and weaknesses?

Answer 1:

I'm very good at working with other people. In my last job, I always tried to encourage my colleagues and create a good atmosphere. I suppose I can be a little bit careless sometimes. I'm not the kind of person who focuses on details. I'm very calm, and I can keep a cool head in very stressful situations.

- It's not bad, but it could be hard to follow. The candidate jumps around a lot.
- Adding signposting language can make a big difference.

Answer 2:

Firstly, I'm very good at working with other people. For example, in my last job, I always tried to encourage my colleagues and create a good

atmosphere. On the other hand, I suppose I can be a little bit careless sometimes, because I'm not the kind of person who focuses on details. Coming back to strengths, I'm very calm, and I can keep a cool head even in very stressful situations.

- This answer is much clearer and easier to follow.

- **What is your leadership style?**

Answer 3:

I'm quite a hands-off manager. If my team has a project, I'll keep an eye on things, but I don't need to be involved in every detail. I'm very approachable. I make sure my team know they can come to me with problems or questions at any time. I like to lead from the front. If everyone's working late to meet a deadline, I make sure I'm there with them.

试着加上一些 signposting language:

- Finally
- That means that
- Also
- First of all
- In that
- For instance / example

Answer 4:

First of all, I'm quite a hands-off manager. **For instance**, if my team has a project, I'll keep an eye on things, but I don't need to be involved in every detail. I'm **also** very approachable, **in that** I make sure my team know they can come to me with problems or questions at any time.

Finally, I like to lead from the front. **That means that** if everyone's working late to meet a deadline, I make sure I'm there with them.

- Signposting language means words and phrases which show your listener where you're going.
- Without signposting language, longer answers can lose focus and be hard to follow.
- What are your strengths and weaknesses?
- What is your leadership style?

Part 3 How to Add Structures to Your Answers

在答案中展示出你的逻辑结构

- **STAR** method
- **Situation/Task/Action/Result**
- You start your answer by giving the context:

What was the situation, and what did you have to do?(task)

- Then, you talk about what you actually did(action), and what the result was.



- Can you tell me about a time when you demonstrated excellent customer service?

There was one time when a customer's order hadn't arrived, and we didn't know what had happened to it.(Situation) The customer was very unhappy, and I had to try to solve the problem for him.(Task) I arranged for a replacement to be sent, thinking we could find out what happened to the previous order later.(Action) In the end, the customer was happy that I could solve his problem quickly and simply. (result)

- Tell me about a time you dealt with a challenging situation at work.

Answer 1:

Once, we realized three days before a project deadline that two of our teams were using incompatible software tools.As the project manager,

I had to find a way to deal with this without causing any delays. I talked to both team leaders and we made a plan for one team to convert their work into a different format, with help from some staff from other departments. It was very close, but we managed to get everything done on time.

你能找到 STAR 分别对应的句子么？

Part 4

Mirror Key Words 再现问题中的关键词

- **How do you think your values fit with our company culture?**

Answer:

I think my values are **a good fit for your company culture** for two reasons. One...

- By using the same words and phrases, your answer will be **relevant**.
- More importantly, it shows the interviewer that you're listening and that you care about the questions and the company.
- **Mirroring is powerful**. We unconsciously mirror people when we like or respect them.
- Using mirroring consciously will help you to make **a better impression**.
- You should start by researching the company you're applying to.
- How do they describe themselves?

- What adjectives do they use on their website or in their advertising?
- Also, read the job advertisement carefully.
- Pay attention to the words they use to describe the candidate they're looking for. Use these words in your answers.

• Why do you want this job?

如果一个公司的关键词是 innovative 和 forward-looking, 想招的面试者要具备 creative 和 flexible 的条件。我们如何去回答这个问题呢?

Answer:

Creativity is very important to me, and I've always wanted to work in an environment where I can innovate and find my own solutions to challenges. I also feel that your company will continue to evolve in the future, and I like the idea of contributing to that development.

- 虽然在答案中没有直接用到上面四个关键词, 但是却包含了相关的内容。比如, 虽然没说 forward-looking, 但是谈到了 the company evolving in the future. It shows the candidate is in tune with the company's values.

• 灵魂拷问: Why should we hire you?

如果你申请的公司的关键词是 commanding respect 和 long history。对于申请人的要求是 great communication skills 以及 passion for helping others。

Answer:

I believe that great customer service starts with good communication, which is a strength of mine. I also think that in customer service, you need to care about what you're doing. I care about helping others and as such I believe you would find me be a respectful and effective team member who can fit with the established traditions (对应 history) of your company.

有把握的话，可以适当把关键词的意思稍稍换一个说法，在不经意间取得面试胜利。

Part 5

Keep Practicing Don't Memorize 不停练习,但不要硬背

- Be concise, use signposting language, use the STAR method to structure longer answers, and mirror key words and phrases.
- Practice, practice, practice!
- If you can, go beyond practicing solo. It always helps to practice with other people to hear yourself say it and hear feedback from how other people are interpreting what you're saying.
- Asking a trusted colleague, friend, or family member to listen and react to your answer will help you hone it.

- You can even ask them what they would say if they were being asked and try to put yourself in the interviewer's shoes to think about what you'd look for on the other side.