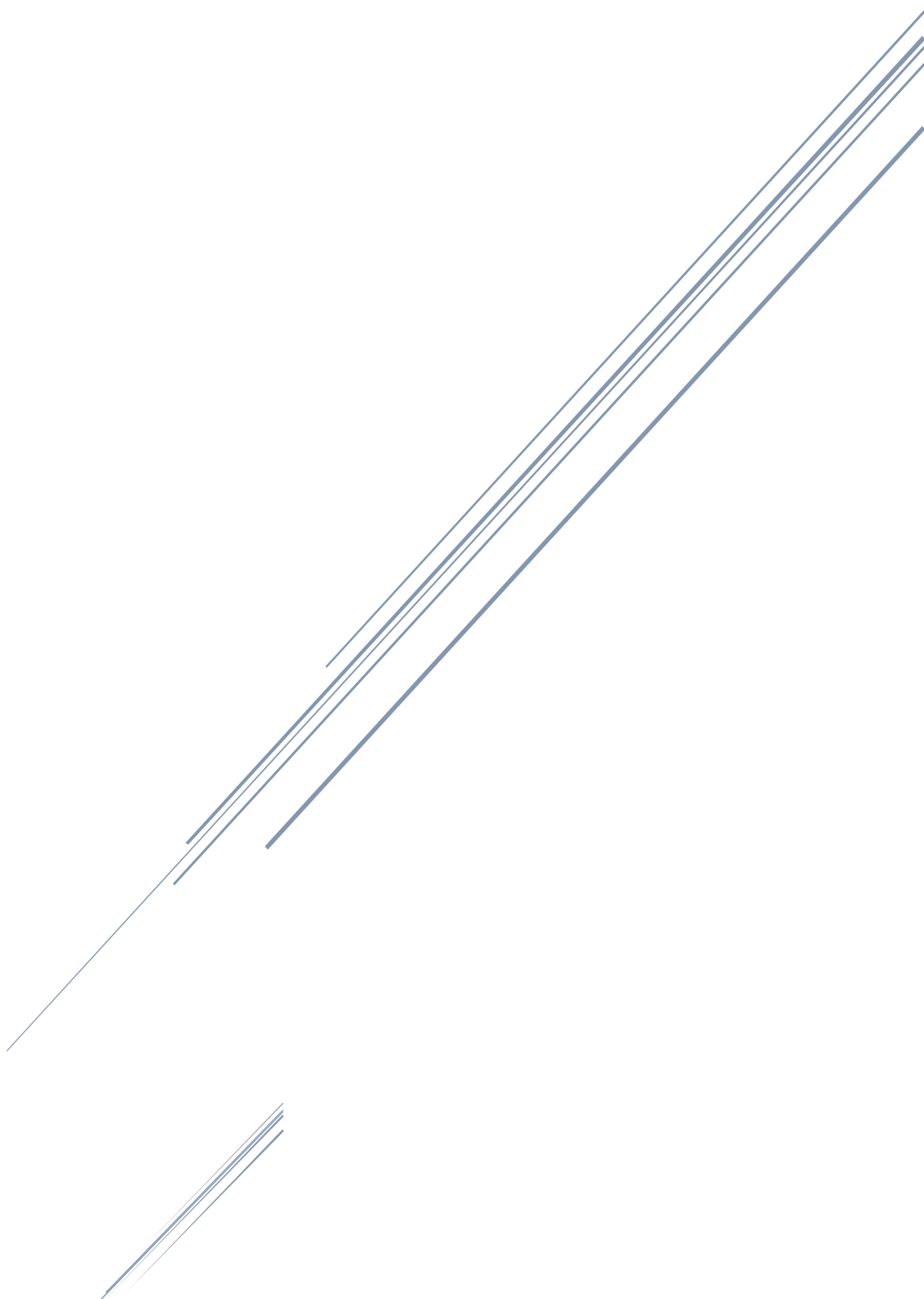


ABILITIES AT WORK

SESSION 8

TOPICS

- Talking about yourself
- Answering awkward questions
- Making a mark at the end



Input 8.1A**Understanding positive words**

Which of these words best answers each of the questions below?

generous	hardworking	sensitive	reserved	confident
trustworthy	moody	lazy	optimistic	ambitious
sociable	attentive	cheerful	impatient	unreliable

1. Is your friend usually in a good mood?
2. Is it important for your friend to be successful in whatever he/she does?
3. Does he/she notice other people's feelings?
4. Does he/she often give presents, or pay for lunch or a coffee?
5. Does he/she work hard?
6. Does he/she become angry or annoyed if he/she has to wait for something or someone?
7. Can you trust a secret with your friend?
8. Does he/she listen well when you are speaking?
9. Does your friend keep his/her feelings to him/herself?
10. Is your friend usually not worried by things, no matter what happens?
11. Does your friend think the future will be good?
12. Does he/she often change their opinion about things?
13. Does your friend often postpone things he/she has to do?
14. Is your friend happy one moment and then sad the next?
15. Does your friend get along well with people?

Input 8.1B

Language summary

Talking about abilities:

I *have a reputation for* ...

I am *good at ...-ing*

I am *capable of ...-ing*

I *consider myself to be* ...

I'm proud of my ... / *I take pride in* my ...

Positive words you can use to describe yourself:

<i>generous</i>	<i>hardworking</i>	<i>sensitive</i>	<i>reserved</i>	<i>confident</i>
<i>trustworthy</i>	<i>moody</i>	<i>lazy</i>	<i>optimistic</i>	<i>ambitious</i>
<i>sociable</i>	<i>attentive</i>	<i>cheerful</i>	<i>impatient</i>	<i>unreliable</i>

Input 8.1C

Some more useful words

The **adjectives** below can be used to describe people's personalities.

absent-minded	active	adaptable	aggressive	ambitious
amusing	analytical	approachable	arrogant	authoritative
assertive	astute	attentive	bashful	brainy
bright	brilliant	carefree	cautious	cheerful
commanding	conscientious	conservative	courteous	creative
critical	decisive	demanding	determined	diligent
diplomatic	direct	discerning	disorganized	disinterested
eager	easy-going	eccentric	egotistic	emotional
excitable	experienced	farsighted	forgetful	frank
friendly	generous	gentle	giving	greedy
hard-working	harsh	headstrong	helpful	hypocritical
imaginative	impulsive	independent	innocent	inquisitive
insightful	intelligent	jealous	jovial	just
keen	kind	knowledgeable	level-headed	liberal
likeable	logical	loyal	materialistic	mature
meticulous	mischievous	modest	moody	naive
narrow-minded	non-judgmental	observant	obstinate	old-fashioned
open-minded	optimistic	organized	outgoing	passionate
patient	pleasant	polite	possessive	predictable
quick	quick-witted	rational	realistic	reasonable
rebellious	relaxed	resourceful	responsible	sarcastic
secretive	sensitive	serious	sincere	skilful
sloppy	stylish	sympathetic	tactful	talented
talkative	temperamental	tenacious	thoughtful	timid
uncivil	unmannerly	unpleasant	unreasonable	vague
vehement	vivacious	warm-hearted	weak	weird

Input 8.2A**Tough interview questions**

- Why should we hire you?
- Why do you want to work here?
- When were you most satisfied in your job?
- What are your weaknesses?
- What are three positive things your last boss would say about you?
- What do you think of your last boss?
- How would you deal with a difficult boss?
- What did you like most/least about your last job?
- How well do you work under pressure?
- What was the most difficult decision you ever had to make?
- Would you describe a situation in which your work was criticized?
- Have you applied elsewhere?
- Has your job application ever been rejected? Why?
- Is there anything else you'd like to tell me about yourself?
- What are your expectations of us as an employer?
- Where do you want to be in five years?
- What do you know about our organization?
- What are your salary requirements?
- Are you willing to go where the company sends you?
- Do you like routine tasks/regular hours?
- Do you make your opinion known when you disagree with the views of your manager?
- Have you ever been asked to resign?
- Have you ever had difficulties getting along with others?
- How do you handle tension?
- How long will you stay with the company?
- How long have you been looking for another position?
- Rate yourself on a scale of one to ten.
- What area of your skills/development do you want to improve?
- What are some of the problems you encountered in your previous job?
- What are some of the things that you find difficult to do?
- You're overqualified for the position on offer. Why do you want the job?
- How do we know that you won't leave us the minute you get a better offer?
- Why haven't you found a job before now?

Input 8.2B

Language summary

How you worked on your weaknesses:

I **overcame** my shyness by taking a communication skills course.

I **worked** on it

I **broke the habit** of getting nervous before presentations by practicing with my friends

I complete all my assignments on time now. I **trained myself** to prioritise important and not important tasks.

I **learned the hard way** to say 'no' sometimes.

Words for emphasising:

There's absolutely no doubt about that.

I cannot emphasize that strongly enough.

I must stress this point, although I have said it before.

Input 8.3A**Questions for the interviewer**

1. What are some of the aims of this job?
2. What are some of the long-term objectives you would like to see completed?
3. What are some of the more difficult problems one would have to face in this position? How do you think these could best be handled?
4. What type of support does this position receive in terms of people, finances, etc.?
5. What freedom would I have in determining my own work objectives, deadlines and methods of measurement?
6. What advancement opportunities are available for a successful employee?
7. How is one evaluated in this position?
8. What accounts for success within the company?
9. Are there any parts of my résumé you'd like me to elaborate on?
10. Could you explain how this job fits into the overall structure of your company?
11. What standard is expected of me? How am I going to be measured in relation to these standards?

Input 8.3B**Language summary**

It's important to ask the interviewer questions at the end of your interview. Ask 'Wh' questions to get all the information you like. But avoid asking about salaries and perks.

Who will I be reporting to?

What are the performance standards?

What are the opportunities for professional development?