

Applying for a job

COMMUNICATION

LEVEL	NUMBER	LANGUAGE
Intermediate	EN_BE_3A08X	English





Goals

- Can describe my current job role and my past work experience.
- Can respond to common interview questions about myself, my experience, and my skills.







Preview and warm-up

Job interviews are **opportunities**. They are an important part of everyone's working life. In this lesson you will learn new vocabulary and practise preparing for a job interview!



How many times have you been to a job interview?
What questions were you asked?



Review talking about yourself

introduction

life history

**work
experience**

education

languages

current job

hobbies

family





Introducing yourself



My name is Maria and I come from Spain.

I've lived in London for three years and I speak fluent English, Spanish and French.



I'm a doctor and I work in a big hospital in London. I went to medical school in Madrid.

My hobbies are running, reading and learning languages. I'm learning Italian at the moment.



experience



You need to have **experience** working in a restaurant to apply for the job as restaurant manager.

interviewer



The **interviewer** was very nice and friendly. He asked me questions about my work experience during the job interview.

interviewee



The **interviewee** is in the waiting room. He is a bit nervous.

professional background



When the interviewer asks about your **professional background** this is a chance to talk about your work experience.



Complete the sentences

Complete the sentences below using the new vocabulary from the previous slides.

1. I want to apply for the job but I don't know if I have enough _____.
2. The _____ is late, she called to say she is in a traffic jam.
3. I have a job interview tomorrow, I hope the _____ is nice!
4. My _____ is in education but I am also very interested in politics.
5. Sam had the right _____ for the dental assistant position.



Get ready to listen!



Listen carefully!
What information does the
interviewee tell the interviewer
about himself?



Tell me about yourself...

At the start of a job interview, an interviewer often asks you to share some details about yourself. To answer this question you can share some short and basic facts about you and your life. Use the cards below to help you!

languages

education

work experience

hobbies



Different fields of work

- There are many different **fields of work**. Is your **field of work** listed? Can you think of any more?

- Education
- Healthcare
- Administration
- Sales
- Customer service
- Human resources
- Marketing/advertising



developer



A computer **developer** is someone who creates computer software.

bank clerk



A **bank clerk** works in a bank and helps customers.

sales manager



A **sales manager** is in charge of a team of sales people.

office manager



An **office manager** is in charge of the daily running of the office.



Match the job descriptions to the positions

A

You will be **responsible for** a busy office. You will handle all orders, including: paper, stationery, tea, coffee and snacks. You will **manage** all meeting room bookings and will ensure the office area is kept clean and tidy at all times. **Previous related experience** essential.

B

You will **be in charge of** an international sales team. This job requires excellent **communication skills**. You must be able to motivate your team and **ensure** that the team performs well. **Salary is related to performance**. Previous experience essential.

C

You will need a degree in computer science or a related field. Previous experience in a similar role is **desirable**. You will be responsible for **developing** new software for our company. You will work as part of a small team and will also perform testing on new software.

D

You must love working with people as you will have daily contact with customers. You will have an important role in a small **team** at the local branch of our bank. No **previous** experience is required but you must be **enthusiastic** and friendly.

1. sales manager

2. bank clerk

3. office manager

4. developer



Complete the sentences

Complete the sentences using the vocabulary in bold from the previous slide.

1. When you are _____ something, it means you are meant to do something.
2. For most managerial jobs you need to have _____ in that field of work to get the job.
3. It's important to have good _____ if you work directly with customers.
4. A _____ is made up of two or more people.
5. When you are _____ a team you are their manager.



Applying for a job

Now read the four job adverts again.



1

Which job would you apply for and why?



Applying for a job

Now go back to the four job adverts.



1

Which job would you apply for and why?



2

How would you introduce yourself at an interview for your chosen job?



Job interview tips

- When you are applying for a job it is really **important** to show you are **motivated**.
- At the interview you want to show you are **enthusiastic** and **excited** about the job.

- Some useful phrases that you might use in a job interview include:
 - I'm really **motivated** and would be so excited to have this **opportunity**.
 - I'm **hard-working** and **reliable**.
 - I'm **excited** about a **new challenge**/opportunity.
 - I **believe** your company is an important/a **leading player** in the industry.



Talking about why the job is important to you

- When you are at a job interview, it's a good idea to show why the job is **important to you and your career**.
- To do this you need to think about the past, and **the future!**

- Talk about your **education** and **work experience** so far.
- Why would this job be the **right next step** for you?
- Why are you the **right person** for the job?
- What would you like to do **after this job?**





Pick me!



- It's **really important** to show your **enthusiasm** at a job interview. You want the interviewers to think you are the **right person** for the job.



You definitely want to sell yourself but **don't lie, be truthful**.



Popular job interview questions



Why are you the best candidate for this position?

Where do you see yourself in 5 years?



Why do you want this job?

What are your strengths and weaknesses?





Check your understanding

What can you remember from
the previous slides?
What tips do you remember
about what to do in a job
interview?





Strengths and weaknesses

In job interviews you are often asked about your strengths and weaknesses. Use the cards below to help you share your strengths and weaknesses. Can you add any more?



working in a
team

working
independently

organisation

languages

work
experience

communication
skills

positive

education

hard-working



Imagine you are...

Imagine you are at the job interview for one of the jobs we have previously discussed.

- Your teacher will ask you to talk about yourself.
- Then they will ask you some of the common job interview questions we have explored.



- Well done! Now do another job interview roleplay.
- This time you are interviewing for your **dream job!**





How many questions?

job interview
questions

Discuss the different questions you may be asked in an interview.

Are there any which you find difficult to answer?

Practise giving answers for each of the questions.



The good and the bad!

All of the below interviewees have been asked the same question: why do you want this job?

Discuss who you think gave the best answer.

I've just got back from travelling and I really need the money!



I have all the skills and qualifications you want!



I thought it would look good on my CV. I've worked somewhere similar before so I know I can do it. I'm good at everything!



I'm really interested in working here. I have just completed an internship to enable me to apply for a job within your company.



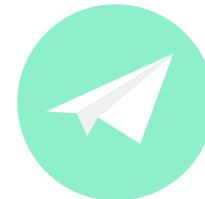


Reflect on the goals

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

yes

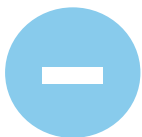
no





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. 20

responsible for, previous experience, communication skills, team, in charge of

Exercise p. 19

A - office manager, B - sales manager, C - developer, D - bank clerk

Exercise p. 11

experience, interviewee, interviewer, professional background, experience



Transcription

Exercise p. 12

Lisa: Hello Steven, my name's Lisa. It's nice to meet you. To start the interview, can you tell me a bit about yourself please?

Steven: Of course! I come from Manchester but I've lived in London for 3 years. I finished my degree in business management last month. I'm currently working as a sales assistant in a clothes shop. I really like my job but I'm excited about having more responsibility and being a sales manager for your company sounds really interesting. In my spare time I play tennis and I also love playing football. I spend a lot of time hiking with my friends and my dog, Charlie.





Homework writing activity

Your friend is applying for jobs but they don't have a lot of experience with job interviews. Can you give them some tips? Include useful vocabulary, ideas for what to talk about, and any questions you think they might be asked in the interview!

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Important words

Write down a list of words or phrases you have found useful in this lesson. Try to make sentences about yourself from each word.

The illustration shows a notepad with a torn piece of paper. The torn piece has the text "important words for interviews" and the word "enthusiastic" written on it. An arrow points from the word "enthusiastic" to a sentence on a lined sheet: "I am very enthusiastic about this job!".



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