

English I

# MODULE 4

JOB INTERVIEW - (Simulation & Practice)



# COMMUNICATIVE CONTEXT

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## Purpose

At the end of this module, you will be able **to apply** the learned knowledge **in a mock interview** by asking and answering **basic questions about the job profile**.

## Table of Contents

<b>01</b>	<b>Reading Comprehension</b>	02
	1.1 Job Interview: Questions & Answers	03
	1.2 An Invitation to a Job Interview	05
<b>02</b>	<b>Listening Comprehension</b>	08
	2.1 Team Leader Interview	09
	2.2 Experiences	11
<b>03</b>	<b>Vocabulary</b>	13
	3.1 Motivation & Goals	14
<b>04</b>	<b>Grammar</b>	15
	4.1 Present Tense Review	15
	4.2 Simple Past	15
	4.3 Present Perfect	16
<b>05</b>	<b>Written Production</b>	21
	5.1 Controlled Production	22
	5.2 Free Production	25
<b>06</b>	<b>Speaking</b>	26
	6.1 Job Interview	27
	6.2 Mini Job Interview Roleplay	20



01

# Reading Comprehension

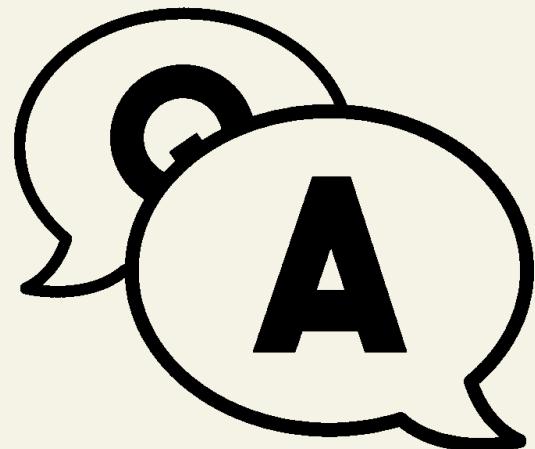
**INTRO:** In this section, we'll read **usual questions and answers** in job interviews as well as **basic communicative strategies**.

## 1.1 Pre-reading activities



1. **Discussion Questions.** Answer and discuss these questions in pairs or as a class.

- Have you ever been on a job interview?
- What kind of questions do you think are common?
- What are good answers to common questions?
- Is there anything you should not say during an interview?
- What should you wear to a job interview?



## 1.2 While reading activities

2. The dialogue below is not in the correct order.

M: Mr. Michaels

L: Lee

Work alone or with a partner to put the conversation in the right order. There are some phrases that have been done for you.

\_\_\_ M: My company is in programming. Do you think you can work with this?

\_\_\_ L: M: Good afternoon, Lee. Thank you for coming to the office.

\_\_\_ M: My company is in programming. Do you think you can work with this?

\_\_\_ M: I like your attitude. I still have three more interviews. I'll call you in a few days to let you know if you are hired.

\_\_\_ L: Good afternoon Mr. Michaels. I'm happy to be here.

\_\_\_ L: I studied technical degree in programming at the university of Bonneville. I took database software development and scrum classes.

\_\_\_ L: Yes, sir, I do. I've studied for four years at college.

\_\_\_ L: I'm willing to learn. I would like to work here.

\_\_\_ L: I really do. I have an aptitude for working with Scrum.

\_\_\_ M: Your resume says you work in the programming department. What do you do there?

\_\_\_ M: First tell me a little about your career at college.

\_\_\_ L: I'm responsible for planning the network.

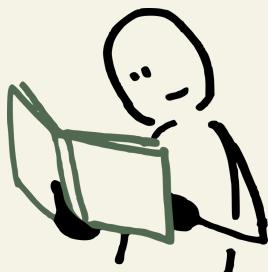
\_\_\_ M: What kind of tasks do you perform?

**\_8\_** L: I'm a network administrator so I do a lot of things!

**\_16\_** L: Thank you for your time. I hope I'll have the chance to work for you.

\_\_\_ M: Do you like having a programming company as an employer?

**\_5\_** M: Good. We need people who we can handle with that



Now practice reading the dialogue with a partner. Take turns practicing the pronunciation.

## 1.3 After reading activities

3. Match these **words or phrases** to their **correct definitions**.

**WORDS:**

1. manager
2. task
3. aptitude
4. attitude
5. hire
6. scrum
7. resume
8. degree
9. employer
10. interview

**DEFINITIONS:**

- a) a responsibility or assignment at work.
- b) a natural talent
- c) an emotion toward something
- d) the boss, or the company
- e) to employ a worker
- f) a person who directs other at a company
- g) a meeting between an employer and a candidate
- h) a framework to manage complex projects
- i) a short account of one's career and qualifications
- j) an academic rank conferred by a college or university



## An Invitation to a Job Interview

### 1.1 Pre-reading activities

4. Before reading, Read the following list of vocabulary.

#### Vocabulary

**Position:** a job in a company, for example a product owner or scrum master.

**A CV:** a short document that shows your experience and qualifications.

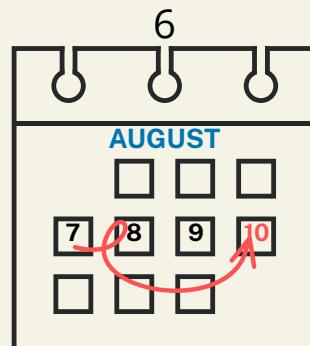
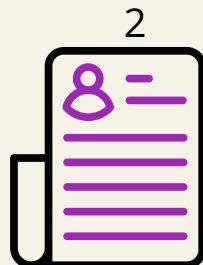
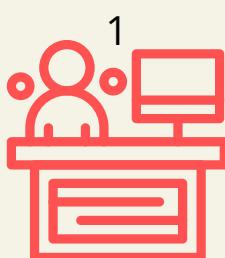
**References:** letters from people who know you that describe your abilities.

**ID:** identification; a document with your name, photo, and other personal information.

**Reception:** the place in an office where visitors arrive.

**To Reschedule:** to change the date or time of something.

5. Look at some pictures. *Can you recognize what they are?*



6. Now, match the words from the list of vocabulary with the correct pictures.

**ID / reception / references / a CV / a position / to reschedule**

## 1.2 While reading activities

7. Read the following e-mail.



To: Grace Yang  
Date: 6 September  
Subject: Invitation to job interview

Dear Grace,

Thank you for your application for the **position** of network administrator. We would like to invite you for an interview at 10 a.m. on Monday 21 September at our offices at The Shard, 32 London Bridge Street, London.

You will meet with our head of administration, Susan Park, and the interview will last for about 45 minutes. During this time, you will have the opportunity to find out more about the position and learn more about our company.

Please bring your **CV** and **references** to the interview. You will also need to show a form of **ID** at **reception** to receive a visitor's pass. Please ask for me as soon as you arrive.

If you have any questions or if you wish to **reschedule**, please call me on 555-1234 or email me by 12 September. I look forward to meeting you.

Best regards,

Anna Green  
Human Resources Assistant



8. Complete the sentences with the correct words.

**invite – last – pass – administration – resources - Shard**

1. The main purpose of the email is to \_\_\_\_\_ Grace for a job interview.
2. The interview will be at their offices at The \_\_\_\_\_.
3. Susan Park is their head of \_\_\_\_\_.
4. Anna Green is their human \_\_\_\_\_ assistant.
5. The job interview will \_\_\_\_\_ for about 45 minutes.
6. Grace needs to show her ID to receive a visitor's \_\_\_\_\_.

## 1.3 After reading activities

9. Read the e-mail again and **choose the correct option for each question.**

**1. What job did Grace apply for?**

- a. human resources assistant
- b. network manager
- c. head of administration
- d. network administrator

**2. When is the job interview?**

- a. 6 September
- b. 12 September
- c. 21 September
- d. 22 September

**3. How long will the interview take?**

- a. under an hour
- b. just over an hour
- c. over two hours
- d. a day

**4. What does Grace need to bring to the interview?**

- a. her CV
- b. her references
- c. her ID
- d. all of the above

**5. Who should Grace ask for at reception?**

- a. the reception manager
- b. Susan Park
- c. Anna Green
- d. Grace Yang

**6. What can Grace do if she wants to change the interview date?**

- a. go to the reception on 10 September
- b. call Anna Green on 12 September
- c. email Anna Green on 15 September
- d. meet Susan Park for a coffee on 21 September

# 02

## Listening Comprehension

*Team Leader Interview*



In this section we'll learn how to interact in different job interviews where speaking turns between the candidate and the interviewer are balanced.

## 2.1 Pre-Listening Activity

1. Discuss with a partner or work alone.

< What questions do you think interviewers often ask at job interviews?

Which questions are the most difficult to answer? >

### 10 Most Common Interview Questions

1.

Tell me about yourself

2.

How did you hear about this position?

3.

Why are you leaving your current job?

4.

What do you know about our company?

5.

What are your career goals?

6.

What is your greatest strength?

7.

What are your weaknesses?

8.

Where do you see yourself in 5 years?

9.

What are your salary expectations?

10.

Do you have any questions for me?

## While listening Activity

*Naomi Hasselin has an interview for a job as a team leader with a large non-profit organization.*

2. Click on the link and listen to the extract. **What experience does she have?**



**Click here to listen.**



3. Listen again and **underline** the verb forms you hear.

- a. When ***did you start / have you started*** working in this field?
- b. I ***left / have left*** university in 2009.
- c. ***Did you ever work / Have you ever worked*** for a big organization?
- d. No, ***I didn't have / 've never had*** the chance.
- e. ***Did you go / Have you been*** to Africa?
- f. I ***spent / 've spent*** some time in Tanzania.
- g. Oh really? What ***did you do / have you done*** there?

## After listening Activity

4. Listen again and **complete each sentence with the correct word(s) from the box.**

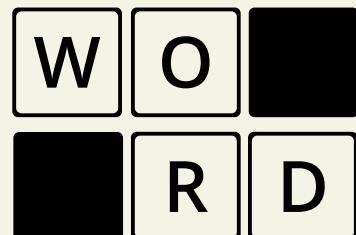
I see - been - construction - do - did - field - immediately -  
But - first - smaller - Have - start - help - school

- a. When \_\_\_\_\_ you \_\_\_\_\_ working in this \_\_\_\_\_?
- b. I got my \_\_\_\_\_ job \_\_\_\_\_ after that.
- c. \_\_\_\_\_ I've worked for three \_\_\_\_\_ ones.
- d. \_\_\_\_\_. And \_\_\_\_\_ you \_\_\_\_\_ to Africa?
- e. What did you \_\_\_\_\_ there?
- f. I was there to \_\_\_\_\_ with the \_\_\_\_\_ of a new \_\_\_\_\_.

## 2.2 Pre- Listening Activity

8. **Unscramble** the following words. Write the correct word next to each one. The first one has been done for you.

- 1.lAipr → **April**
- 2.atrts → \_\_\_\_\_
- 3.yats → \_\_\_\_\_
- 4.woH neoft → \_\_\_\_\_
- 5.seayr → \_\_\_\_\_
- 6.luyJ → \_\_\_\_\_
- 7.adyer → \_\_\_\_\_
- 8.etla → \_\_\_\_\_
- 9.evdas → \_\_\_\_\_
- 10.tsepjcro → \_\_\_\_\_
- 11.siiatelib → \_\_\_\_\_
- 12.maet → \_\_\_\_\_



## While Listening Activity

The interviewer asks Naomi more questions.

9. Click on the link and listen to the conversation. Tick the words from ex. 8 you hear.



**Click here to listen.**



10. Listen to the dialogue again and **put the words in order to make questions 1-5 using the prompts.**

1. you/ When / to / go / did/ Tanzania ?

-----?

2. stay / How long /did/ there/you?

-----?

3. you/other projects / What / worked  
on/have?

-----?

4. Ever / have / managed / you /a team?

-----?

5. did/Why / decide to / you / in this field /  
work/ ?

-----?

Do you need the script?

  
**CLICK  
HERE**

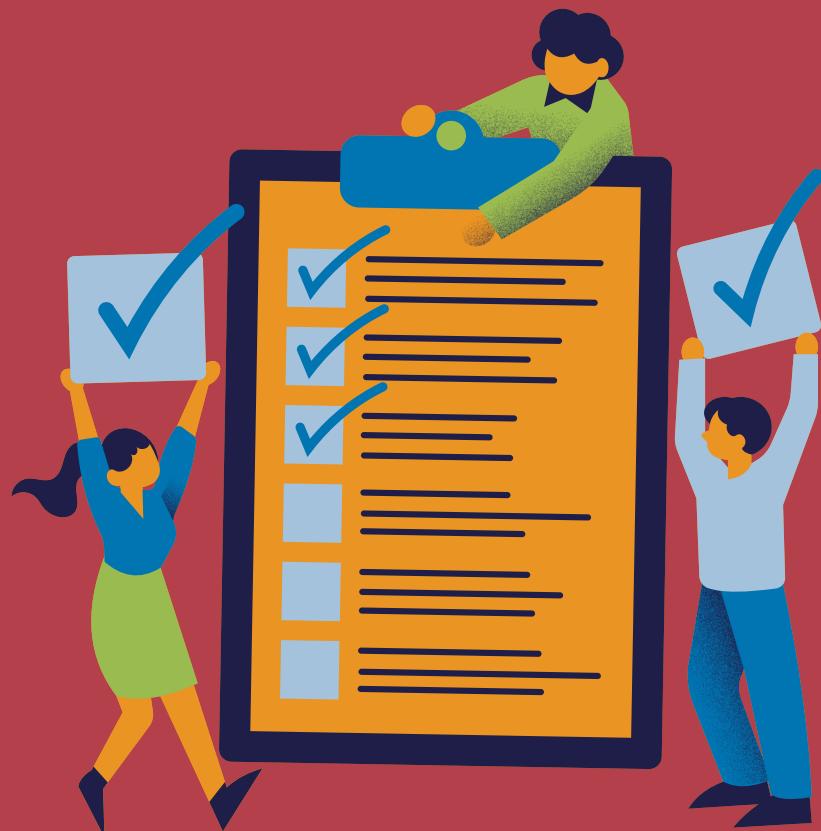
## After Listening Activity

11. Listen again and **write down Naomi's answers** to the questions in 10.

1. -----.
2. -----.
3. -----.
4. -----.
5. -----.

# 03

## Vocabulary & Grammar



- In this section we will focus on:
  - Specific vocabulary to express job motivation and objectives.
  - Basic expressions used for job interviews.
  - Present, Past and Present Perfect tenses.

## Motivation & Goals

1. Read the following set of the most important questions carried on in a job interview.

1. Why do you want to work here?
2. Where do you see yourself in five years?
3. What are your career goals?
4. What motivates you?
5. Why should we hire you?
6. What do you hope to achieve in on this role?
7. How do you stay motivated during repetitive tasks?
8. What does success mean to you?
9. How do you handle setbacks or failures?
10. What kind of work environment helps you do your best?



2. Now, **match** the possible answers to the questions in ex. 1.

A. I do my best in a supportive and organized environment where communication is clear and everyone works together toward common goals.

B. My career goals include improving my skills, taking on leadership roles, and working on meaningful projects that make a difference.

C. I try to learn from what went wrong and not take it personally. I reflect on the experience and focus on what I can do better next time.

D. I want to work here because I admire your company's values and the way you support employee growth. I believe I can learn a lot and contribute meaningfully.

E. Success means doing my best, meeting goals, and helping the team succeed. It also means learning and improving over time.

F. I'm motivated by learning new things, achieving goals, and being part of a team that works well together.

G. I remind myself that every task is important. I also take short breaks and try to keep a steady pace to stay focused.

H. In five years, I see myself in a more senior role, continuing to grow and take on more responsibilities within the company.

I. I hope to grow my skills, contribute to the team, and take more responsibility over time.

J. You should hire me because I'm reliable, eager to learn, and ready to work hard to help your team succeed.



## GRAMMAR FOCUS

When preparing for a job interview, **grammar** is usually one of the biggest concerns. So, how do you keep grammar simple?

The most useful verb tenses:

**Present Tense**  
**Simple Past**  
**Present Perfect**



**From the Listening Script:**

- I **know I'm** ready to do this job. (*Present*)
- I **came** back in July, when the school **was** ready. (*Past*)
- I've **had** very good bosses and I've **learnt** a lot about managing people. (*Present Perfect*)

## • PRESENT TENSE REVIEW

**What skills do you use every day? What are your current responsibilities?**

If you don't need to talk about the time spent learning a skill, or how long you have been responsible for a task — keep it simple in the present.



“I write.”  
“We work together.”  
“I manage a team.”

## • PAST SIMPLE TENSE

We use the Simple Past tense to talk about:

1. Short, easy stories about tasks at past jobs;
2. Previous courses you completed and
3. Past accomplishments.



“I wrote blogs.”  
“We completed the project.”  
“I took a course.”

In English, verbs in the Past tense are divided in:  
Regular and Irregular Verbs.

Check the most common lists on the following links:



**Regular Verbs Link**

**Irregular Verbs Link**

The **Simple Past tense** is also perfect for confirming **when events happened**.

# PAST SIMPLE FORM

test-english.com

POSITIVE	
I	worked
You	
He	
She	
It	
We	
They	

NEGATIVE	
I	
You	did not work
He	
She	didn't work
It	
We	
They	

QUESTION	
Did	
I	work?
you	
he	
she	
it	
we	
they	

SHORT ANSWER	
Yes,	
	{ I }
	{ you }
	{ he }
	{ she }
	{ it }
	{ we }
	{ they }
	{ did. }
No,	
	{ I }
	{ you }
	{ he }
	{ she }
	{ it }
	{ we }
	{ they }
	{ did not. }
	{ didn't. }

! NEGATIVE	
X He didn't went.	✓ He didn't go.
X Did she worked?	✓ Did she work?
! QUESTION	
X Did she worked?	✓ Did she work?

## Key Notes:

You can use 'TIME EXPRESSIONS' in the Past to give more specific information.

- Yesterday
- Last week/ last month / last year
- A week/ A month / A year ago
- in 2024

## • PRESENT PERFECT TENSE

The present perfect is used when you don't need to be specific about when something happened.

"I **have never done** that before, but I **have done** something similar."

"I've **trained** new employees in the past."



## PRESENT PERFECT – FORM

[test-english.com](http://test-english.com)

POSITIVE	I You We They  He She It	have seen her. 've seen her.  has seen her. 's seen her.
----------	---	--

NEGATIVE	I You We They  He She It	have not seen her. haven't seen her.  has not seen her. hasn't seen her.
----------	---	--

QUESTION	Have  Has	I you we they  he she it	seen her?
----------	-----------------	---	-----------

SHORT ANSWER	Yes,	I you we they  he she it	have.
	No,	I you we they  he she it	has not.

When in doubt, use the **Simple Past tense**.

# PRACTICE SECTION

TRANSCRIPT



CLICK  
HERE

1. Read the transcript from Listening 2 again. Then, complete the chart with more examples from these verb tenses.

SIMPLE PAST

PRESENT PERFECT

2. Let's complete the next examples taken from a job interview. Use the correct tenses.

1. I \_\_\_\_\_ (work) in a very international team. My colleagues \_\_\_\_\_ (be) from all over the world, so we \_\_\_\_\_ (communicate) in English.
2. When I \_\_\_\_\_ (leave) school, I \_\_\_\_\_ (decide) to do a professional training course in programming.
3. I \_\_\_\_\_ (work) freelance for my whole career so far, so I really \_\_\_\_\_ (want) to work as part of a team now.
4. When I \_\_\_\_\_ (work) for the programming company, I often \_\_\_\_\_ (handle) with complaints.
5. I \_\_\_\_\_ always \_\_\_\_\_ (enjoy) working with people.

## PRACTICE SECTION

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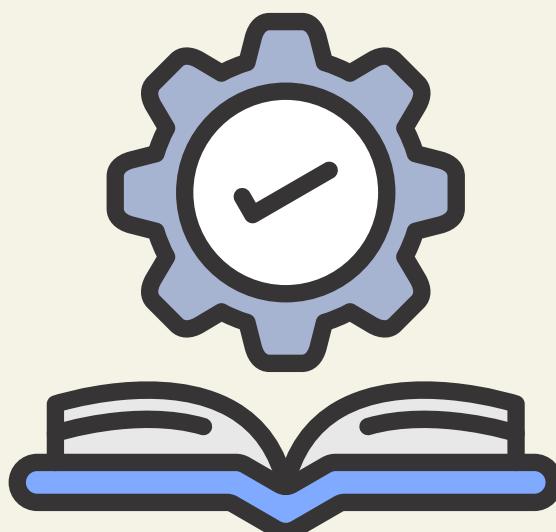
3. A manager is talking about his department.

**Complete the text** with the correct form of the verbs in brackets. Use Present simple, past simple or present perfect.

1. This month 1(not /be) \_\_\_\_\_ a very good one for me. Last week three more members of my team 2 (tell) \_\_\_\_\_ me that they are leaving the company. Two of them 3 (want) \_\_\_\_\_ to find another job because they 4 (say) \_\_\_\_\_ that the pressure of work 5 (become) \_\_\_\_\_ too much for them. It's true that there 6 (be) \_\_\_\_\_ a big increase in their work last year because two other customer service assistants 7 (leave) \_\_\_\_\_ the department in April and we 8 (not have) \_\_\_\_\_ anybody to replace them.

1. I always 9 (ask) \_\_\_\_\_ my boss if we can employ some new people for the team but he 10 (say) \_\_\_\_\_ that we need to reduce our salary costs.

1. The situation cannot 11 (continue) \_\_\_\_\_ like this. I 12 (not / made) \_\_\_\_\_ a final decision on this, but I'm thinking of leaving the company myself.



# 04

## Written Production



In this section, we'll guide you through the process of writing. First, we'll introduce you to a short model you can use for a job application letter. Then, you'll solve exercises using the prompts given. Finally, you'll use your own application letter.

## STEP 1: Read the Model

1. Read the following job application letter.



New message

To brooksIT@gmail.com Cc Bcc

Subject Lopez Maria Application Letter

Dear Mr. Brooks,

I am writing to apply for the position of Junior Web Developer at your company. I am a programming student and I have learned HTML, CSS, and JavaScript. I have created simple websites during my course. I enjoy solving problems and working with computers. Last year, I completed a group project where we built a basic website for a local store. I worked on the homepage and contact form. This experience helped me improve my skills and work as part of a team.

I have also used GitHub to share my work and collaborate online. I am very motivated to learn more and grow as a developer. I believe I can be a great addition to your team.

Thank you for your time. I am available for an interview and can start immediately.

Yours faithfully,  
María López

A Send

## Step 2: Use the Prompts

2. Complete the following phrases using the prompts and your own information.

1. I am a \_\_\_\_\_.

2. I have \_\_\_\_\_.

3. I enjoy \_\_\_\_\_.

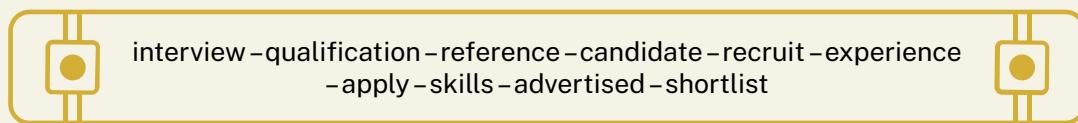
4. I like \_\_\_\_\_.

5. Last month, I \_\_\_\_\_.

6. I have also \_\_\_\_\_.

7. I want to \_\_\_\_\_.

3. Choose eight words from the box to complete the letter of application.



Dear Sir / Madam,

I am writing to 1 \_\_\_\_\_ for the position of Computer Programmer 2 \_\_\_\_\_ on your website.

As you can see from my attached CV, I have six years of 3 \_\_\_\_\_ working as a programmer in the computer industry.

Last year, I obtained a new 4 \_\_\_\_\_ when I completed a degree from the Bentham School of Computing.

In the last six years, I have learnt many new 5 \_\_\_\_\_ relating to Japanese production methods and I use them in my everyday work.

I believe that I am a very strong 6 \_\_\_\_\_ for this post, and I hope you will give me the opportunity to speak to you at an 7 \_\_\_\_\_.

My present employer will be very happy to provide you with a 8 \_\_\_\_\_.

I look forward to hearing from you.

Yours sincerely,

Patrick Todd

## Step 3: Write your own application letter

3. Read the following job ads.

### Programming Intern

Company: CodeLab

We offer a 3-month internship for beginner programmers. You will help test apps and write simple code.

Requirements:

Basic programming knowledge (Python, JavaScript)

Teamwork and problem-solving skills

### Junior Web Assistant

Company: TechStart

We are looking for a Junior Web Assistant to help with basic website updates and design tasks.

Requirements:

Knowledge of HTML and CSS

Good communication skills

Interest in learning more

### Programming Intern

Company: CodeLab

We offer a 3-month internship for beginner programmers. You will help test apps and write simple code.

Requirements:

Basic programming knowledge (Python, JavaScript)

Teamwork and problem-solving skills

Willing to learn



**Tip !**

Use vocabulary to describe a programming task or project you did in the past (**organized** data; **designed** a website, etc) and something you've done recently in programming (**have+developed** a website; **have+prevented** password problems, etc)

**4. Choose 1 (one) job ad from ex. 3 and write your own letter of application.**

Dear [Sir/Madam],

Yours faithfully,



## **REMEMBER TO:**

- Use Present Simple to talk about current situation and skills.
  - Use Past Simple to describe past experiences
  - Use Present Perfect to show recent or general experience
  - Clear structure (greeting, introduction, skills/experience, motivation, closing) Separate ideas into short paragraphs
  - Formal tone No contractions (e.g., “**I am**” not “I’m”)
  - Correct grammar and vocabulary for programming  
*Use terms like "code", "develop", "skills", etc.*
  - Letter is about 100–120 words Keep it simple and clear
  - Name and sign-off included

# 05

# Speaking Production



*In this section, we are ready to role play a job interview by using all the material you learned and practice in Module 4.*

## JOB INTERVIEW (Part II)

*Practice questions and answers from a typical job interview.*

### 1. Work in pairs. Student A is the interviewer. Student B is a candidate.

Use prompts like:

- “What motivates you?”
- “What are your strengths?”
- “What are your weaknesses?”
- “Why should we hire you?”



Rotate roles so both students speak.

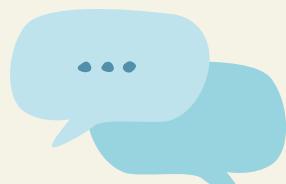
### 2. Basic Job Interview: Role-Play

Work in pairs or groups of 3 students and simulate a typical job interview.

Each person answers the questions below.

#### INSTRUCTIONS

Answer these questions. You can invent some answers!



- Can you tell me about yourself?
- How do you handle stress?
- What experiences do you have in the programming field?
- Have you ever worked in a programming company? When?

Try to use different verb tenses..

### Useful Phrases for Work / Study Experience:

- I created...
- I worked on...
- I finished a project about...
- I helped with...

### Useful Phrases to use Present Perfect:

- I have worked on...
- I have created...
- I have used...

### Useful Vocabulary

- HTML / CSS / JavaScript / Python
- Website / code / app
- Design / project
- I enjoy working in a team.
- I like solving problems.
- I want to learn more.
- I am available to start...
- I look forward to your call.

# Final Assessment:

Record your practice session and submit it for feedback.

## Speaking Assessment Checklist – Job Interview (Part II)

Criteria	Excellent	Good	Needs Improvement	Try Again
Use of Tenses (Present, Past, Present Perfect)	Correct and appropriate use of all three tenses	Minor errors but mostly correct	Tenses used incorrectly or not varied	No correct use of tenses
Vocabulary for Job Interviews	Rich vocabulary, uses expressions from the chart	Some appropriate vocabulary used	Limited vocabulary, repetitive	Vocabulary unrelated to topic
Pronunciation	Clear, easy to understand	Mostly clear, few errors	Some words hard to understand	Very unclear pronunciation
Fluency	Speaks smoothly and confidently	Occasional pauses	Frequent pauses or hesitations	Mostly silent or reading
Interaction in Pairs/Groups	Natural conversation, asks and answers	Some interaction, basic dialogue	Minimal interaction	No interaction or collaboration

### Self assessment checklist:

- I used present tenses to talk about me.
- I used simple past to talk about past experiences.
- I used present perfect to talk about job experiences.
- I used at least 3 job-interview phrases or words.
- I spoke clearly and listened to my partner.



## Bibliography & Web Resources

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English I, Module 4 booklet. Tecnicatura Universitaria en Programación a Distancia.UTN. © 2025 by Thomé Laura is licensed under Creative Commons Attribution-NonCommercial 4.0 International