

Lesson 1. Interview tips

Phrase bank

Your day	
Phrases to start small talk	Phrases to respond
How're you doing today?	<ul style="list-style-type: none"> ▪ Pretty good (<i>informal</i>), thank you. How're you doing? ▪ Pretty well, thank you. ▪ Doing good (<i>informal</i>). How are you? ▪ Doing well. How are you?
How's it going?	<ul style="list-style-type: none"> ▪ Fine/great, thanks. Having a good week. How're you doing?
How's your day going?	<ul style="list-style-type: none"> ▪ Great, thanks for asking. I'm very excited about the interview. And how's your day?
How's your day been so far?	<ul style="list-style-type: none"> ▪ So far, so good. I've been rather busy lately. And how's your day going?
Weather	
Phrases to start small talk	Phrases to respond
How's the weather over there? What's the weather like in [location] today?	<ul style="list-style-type: none"> ▪ (Unfortunately), it's raining/snowing. What's the weather like in [location]? ▪ It's stopped raining/snowing, luckily. ▪ It's quite hot today. It's normally much cooler in May.
I hear the weather's been bad in [location] recently.	<ul style="list-style-type: none"> ▪ That's right. It's been raining for three days in a row. Does it often rain where you are?
Are you enjoying the weather today?	<ul style="list-style-type: none"> ▪ Yes, I love summer and just hope it lasts a bit longer. How about you?
Weekend	
Phrases to start small talk	Phrases to respond
So, how was your weekend?	<ul style="list-style-type: none"> ▪ Oh, you know, it was nothing special. I just did some housework and met up with some friends. How was your weekend? ▪ It was a pretty quiet weekend. I can't say that I did anything special. How about your weekend?

Lesson 2. Tell me about yourself

Phrase bank

Self-presentation	
Role and responsibilities	<ul style="list-style-type: none"> I'm a/an [your position]. I focus primarily on + noun/V-ing. I'm also responsible for + noun/V-ing.
Work experience	<ul style="list-style-type: none"> I've been in the IT industry for [number of years/months]. I did an internship at [name of the company]. I started as a/an [position].
Educational background	<ul style="list-style-type: none"> I'm a senior at [university/college name] studying [the main subject you study]. I took a course in... I graduated from [university/college name].
Skills and knowledge	<ul style="list-style-type: none"> I'm (pretty) good at + noun/V-ing. I have good [problem solving, communication, etc.] skills. I have (quite) a good knowledge of + noun/V-ing. I'm comfortable with + noun/V-ing.
Accomplishments	<ul style="list-style-type: none"> I've gained a lot of valuable experience in + noun/V-ing. I've managed to get a (pretty) good understanding of + noun/V-ing.
How the candidate feels about the position	<ul style="list-style-type: none"> I'm really excited about the opportunity to work with [name of the company]. I think my education and experience make me a good fit for this job. I think the combination of my skills and experience could be a good addition to your team.

Bonus phrases

Be ready to talk about your past project(s) to anyone with a limited technical background in 60 seconds. This list of questions can help you structure your answer in a professional manner:

- What was the project goal?
- What specifically did you do?
- What challenges did you face?
- What were your key achievements?

Past project	
What was the project goal?	<ul style="list-style-type: none"> On my previous project we had to + V. On my previous project we were tasked with + noun/V-ing. I was working on a project with a client, and they wanted to + V
What specifically did you do?	<ul style="list-style-type: none"> I was responsible for + noun/V-ing. I was in charge of + noun/V-ing. I worked very closely with + N.
What challenges did you face?	<ul style="list-style-type: none"> I ran into a problem with + noun/V-ing. We had a minor issue with ... I faced a dilemma about whether to + V or not.
What were your key achievements?	<ul style="list-style-type: none"> The project allowed me to put my knowledge of ... into practice. I gained a lot of valuable experience in + noun/V-ing. My participation in the project taught me about + noun/V-ing. I learnt that ... I managed to + V.

Lesson 3. Dealing with communication issues

Phrase bank

Dealing with communication issues	
Asking the interviewer to repeat the question	<ul style="list-style-type: none">▪ Could you please repeat the question?▪ Sorry, I didn't catch that. Could you say it again?▪ Sorry?
Clarifying the question	<ul style="list-style-type: none">▪ Sorry, do you mean (that) + clause?▪ Let me just check if I understand you correctly. Do you mean ...?▪ Do you want me to speak about + noun/explain + noun ...?▪ Could you explain what you mean by + noun/V-ing ...?
Signaling understanding	<ul style="list-style-type: none">▪ I got it. Thank you!▪ Ah, I see what you mean. Thanks for clarifying.▪ Now I understand. Thanks a lot.
Buying thinking time	<ul style="list-style-type: none">▪ Well, let me think about that for a moment.▪ I'd like to give that some thought.▪ Well, it's difficult to say exactly, but ...▪ I'm not quite sure, but I think ...▪ I'm afraid I don't know exactly, but here's a thought.

Dealing with technical issues	
<ul style="list-style-type: none">▪ Sorry, you're on mute.▪ Can you please unmute yourself?▪ Sorry, you're breaking up.▪ The Internet connection is spotty.▪ Can you hear me well?▪ Sorry, the connection is not stable. I'll call you back in a minute.▪ I guess it's an issue on your end.	

Lesson 4. Answering questions in the right way
Phrase bank

Using PREP framework	
Introducing a point	<ul style="list-style-type: none">▪ I think▪ I would say
Giving reasons	<ul style="list-style-type: none">▪ Because▪ As
Giving examples	<ul style="list-style-type: none">▪ For example▪ For instance
Summarizing a point	<ul style="list-style-type: none">▪ That's why▪ Therefore

Contrasting and comparing	
Describing similarities	<ul style="list-style-type: none">▪ Both ... and ...▪ (Just) as + adjective/adverb + as▪ (Just) like + noun
Describing differences	<ul style="list-style-type: none">▪ The main difference between ... and ... is▪ Unlike + noun▪ Compared to/with + noun▪ However

Lesson 5. STAR Framework

Phrase bank

STAR linkers	
Sequencing	<ul style="list-style-type: none"> First, ... Then, ... Next, ... After that, ... In the end, ... Finally, ...
Adding	<ul style="list-style-type: none"> Also, ... Besides, ... In addition, ... Moreover, ...
Introducing results	<ul style="list-style-type: none"> So, ... As a result, ...

Bonus phrases	
Situation	<ul style="list-style-type: none"> Way back in 2015 ... When I was working on the XYZ project ... At the beginning of last year ... On my previous project ... When I was involved in ... We ran into the problem ... We faced some issues with ...
Task	<ul style="list-style-type: none"> The task was to ... We/I had to ... We/I needed to ... I was asked to ... The client wanted us to ...
Actions	<ul style="list-style-type: none"> I came up with the idea ... I implemented ... I identified ... I supported ... I investigated ... I spent [three months] evaluating the issue ... I set up ... I kept my team informed of/about ... I improved ... I designed ...
Result	<ul style="list-style-type: none"> I got promoted to ... I learnt a lot from the experience. It taught me ... What I learnt is ... I grew into the role of was a huge success.

Lesson 6. Questions to the interviewer

Phrase bank

Type of questions	Examples
Clarifying questions to find out the details in order to offer a better solution	<ul style="list-style-type: none">▪ What features do you want to implement immediately? And what features can wait until later in the project?▪ How many people will use the system every day, both customers and admin staff?▪ What are the deadlines for the development and implementation?
Project when there's little or no information about the project	<ul style="list-style-type: none">▪ How much time do we have to complete this project?▪ What is the main goal of the project?▪ What technologies are used on the project?▪ Do you follow a specific methodology?▪ What software development methodology do you use?▪ Are there any issues on the project that need to be addressed immediately?
Position	<ul style="list-style-type: none">▪ What support do you offer to newcomers?▪ How much time do you give a newcomer to integrate into the team? <i>or</i> How much time do you allow/provide for onboarding?▪ What are your expectations of the candidate?▪ How do you measure the success of a person in this position? <i>or</i> What are the KPIs* for this position?▪ <i>KPIs – key performance indicators</i>
Team	<ul style="list-style-type: none">▪ Can you tell me about the team I will work with?▪ Who will I work most closely with?▪ How big is the team?▪ Is the team globally distributed?▪ Do you work across different time zones?
Reacting to the interviewer's answers	
<ul style="list-style-type: none">▪ Thank you for your answer.▪ Thanks, that's good to know.▪ OK I see, thank you.	