

# Language for ...

## job interviews

### 1 Warmer

a. Work in pairs. Find ten adjectives of personality in the wordsearch. Complete the table with the words that you find.

t	h	f	r	l	r	h	h	r	h	x	p
o	f	a	o	l	t	k	f	w	u	o	l
l	e	c	r	g	a	v	s	q	b	t	e
e	n	h	g	d	n	c	s	a	b	n	a
r	e	e	a	t	w	e	u	w	x	f	s
a	r	e	n	z	c	o	r	u	g	p	a
n	g	r	i	k	s	m	r	v	d	r	n
t	e	f	s	u	f	l	q	k	o	r	t
t	t	u	e	c	a	l	m	e	i	u	m
z	i	l	d	i	l	l	f	d	d	n	s
l	c	a	e	a	s	y	g	o	i	n	g
f	x	a	p	a	t	i	e	n	t	w	p

Adjectives	
1. _____	6. _____
2. _____	7. _____
3. _____	8. _____
4. _____	9. _____
5. _____	10. _____

b. Choose the correct preposition from the box to complete the sentences.

- I decided to **apply** \_\_\_\_\_ the **job**.
- I have a Master's \_\_\_\_\_ Business.
- I work \_\_\_\_\_ a big technology company called *Intel*.
- I work \_\_\_\_\_ an administrator.
- I work \_\_\_\_\_ Finance.

as    in(x2)    for(x2)



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**c. Work with a partner. Discuss the questions.**

1. What do you do?
2. In your **job** or studies, what kind of personality do you need?
3. In your **job** or studies, what kind of **skills** do you need?
4. Describe a time you had a **job** interview.
5. Have you ever done a **job** interview in English?

## 2 Text

In this part of the lesson, you're going to watch a video filmed in London. Four Londoners talk about their **jobs** and their experiences of **job** interviews.:

**a. Watch the video. For each speaker, write the missing word from their answer to the question, "What **skills** do you need for that **job**?"**

1. **Phillip:** To be a project manager you do need quite a bit of experience in the industry, and, these days, a good university \_\_\_\_\_, I suppose.
2. **Rachel:** 'Barista' training, people **skills**, and just generally, yeah, being **cheerful** and \_\_\_\_\_ to serve customers.
3. **Shazra:** For my **job** you need to be really organised. You need to think on your feet. You need to be able to write well, \_\_\_\_\_ well and things like that.
4. **Lynne:** Organisational **skills** again. Clear \_\_\_\_\_, calm, thinking on your feet, also. Most of the time I'm, I'm thinking on my feet. And good at damage limitation!

**b. Watch the video again. Circle the correct word(s) to complete each sentence.**

1. Phillip says that to work as a project manager, you need to be ... **creative** / **hard-working** / **tolerant**.
2. Rachel says that to work in a café, you need to be ... **cheerful** / **creative** and **patient** / **pleasant**.
3. Shazra says that to work as a project manager, you need to be ... **organised** / **sociable** / **energetic**.
4. Lynne says that to work as an administrator, you need to be ... **organised** / **clever** and **tolerant** / **calm**.

**c. In your opinion, which person has had the most positive **experience** of interviews?**

**d. Explain the highlighted expressions from the last task in your own words.**

1. You need to have **experience in the industry**.
2. You need to have **people skills**.
3. You need to be able **to think on your feet**.
4. You need to be good at **damage limitation!**

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- e. Tina is in a **job** interview for a **job** as an administrator. Use the phrases in the box to complete her answer to the question.

communication cultural awareness deadlines decision-making multitasking strength

**Interviewer:** What **skills** would you bring to this **role**?

**Tina:** I think my main <sup>1</sup> \_\_\_\_\_

is in my organisational **skills**. My last **job** was in a very busy Finance Department, so I did a lot of

<sup>2</sup> \_\_\_\_\_ - performing my normal duties while answering phone calls, replying

to emails, and so on. I had to meet a lot of

<sup>3</sup> \_\_\_\_\_ there, so

I really learned the importance of quick <sup>4</sup> \_\_\_\_\_ and clear

<sup>5</sup> \_\_\_\_\_. On top of that, I know that your office is a very international

environment, which would really suit me. I've lived in the US, Brazil and France, so I'd be able to bring good <sup>6</sup> \_\_\_\_\_, as well as my language **skills**.



### 3 Language in Use

- a. Write one word to complete each gap. All the words are from earlier tasks in this lesson.

1. I have good \_\_\_\_\_ **skills** - I'm quite sociable and I like to connect with others on a personal level.
2. I started working in Finance as soon as I finished university, so I now have more than ten years' **experience** in the \_\_\_\_\_.
3. I have good decision-making **skills**. I'm always thinking on my \_\_\_\_\_.
4. When problems come up, it's good to have a clear \_\_\_\_\_ so that you can consider the best options.
5. I always manage to meet \_\_\_\_\_. I don't ever remember finishing a project late.

- b. Each sentence below has ONE mistake. Find it and correct it.

1. I have a Master's on Biochemistry.
2. Irina works as doctor.
3. Jeff works for **Education**. He's a teacher.
4. My main strong is in my people **skills**.
5. I have a lot of **experience** in giving presentations, so I'd move that **skill** to this new **role**.

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### 4 Communication

Work in pairs. You are going to complete a **job** interview. Follow the instructions on the role card which your teacher gives you.

### 5 Discuss

Discuss the questions with your classmate.

Reflect on your **job** interview from the last task:

- how did you find the interview?
- which question was the easiest for you to answer?
- which question was the most difficult?
- were there any ideas which you found difficult to explain in English?

Further questions:

- in what ways is it possible to prepare for a **job** interview?
- can you think of other typical “interview” questions which haven’t been mentioned in this lesson?
- can you think of any special advice to do a good interview?

### Red Words

cheerful\*    pleasant\*\*    patient (adjective)\*\*    organised (adjective)\*    calm (adjective)\*\*  
nervous\*\*    hard-working\*    energetic\*    apply\*\*\*    job\*\*\*    skill\*\*\*    creative\*\*    clever\*\*  
experience (noun)\*\*\*    education\*\*\*    strength\*\*\*    deadline\*    communication\*\*\*    role\*\*\*