

Job Interview

| 45 min



Category: ✓ General English, Business English | **Topic:** ✓ Work | **Media:** ✓ Video

Level: ✓ B1 Intermediate | **Grammar:** ✓ Mixed Grammar | **Learning Focus:** ✓ Listening, Speaking, Vocabulary, Writing



Activity 1



5 min

Warm-Up Discussion

SPEAKING

Ask the student(s) to complete task 1. Talk about different types of job interviews. Next, ask the additional questions below.

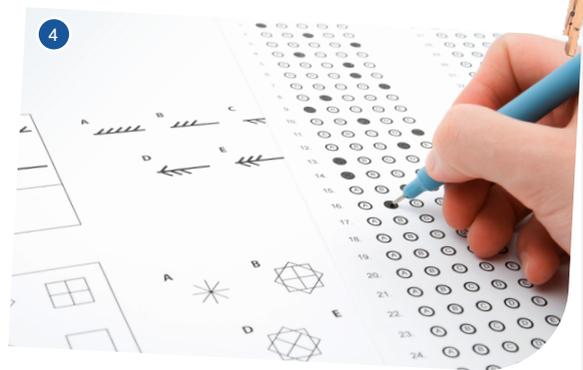
- What are different ways of assessing job candidates?
- Which task would be the best during a job interview for the position of a lawyer / store manager / plumber / teacher?
- Which task would be the best / worst / most challenging for you? Why?
- What do you think is annoying for recruiters/candidates?
- Do you have any experience in hiring people? If so, was it a positive experience for you? If not, would you like to be a hiring manager?





Task 1

Match the pictures (1–4) with the correct descriptions (a–d).



- a) IQ test / Math test **4** c) Assessment day **1**
b) Personality test **3** d) Individual task **2**



Activity 2

Video and Discussion

VIDEO, SPEAKING



10 min

Play the [video](#) about a job interview. Next, ask the student(s) to complete task 2 and discuss the answers. You can ask the additional questions below.

- How can you make a good first impression in a job interview?
- What can you do to relax before a job interview?
- What is more important, a candidate's personality or educational background?
- Do you remember your first job interview? Share your experience.
- What can you do to get ready for a job interview?
- What should you do if the interviewer tells you, "you're overqualified"?
- If you're late for a job interview, how should you deal with the situation?
- If the interviewer asks you how much you want to earn, how should you answer? Should you be direct?
- What are the most important characteristics of a good CV or resume?
- Have you ever been asked any unusual questions during a job interview?



Task 2

Watch the [video](#). Choose the correct option based on the information from the video.



- If you are asked to say something about yourself, *b*
 - you should focus on your personal life.
 - you shouldn't talk about personal details.
- A good thing to do if asked, "What do you know about the company?", *b*
 - is to make personal comments on the recruiter's profile.
 - is to know about the company's recent activity.
- To answer the question about your strengths, *a*
 - you should be able to talk about specific things.
 - it's better to give more general information.
- If asked, "What would you say are some of your weaknesses?", *a*
 - it's better to talk about a problem we used to have but managed to overcome.
 - it's better to be honest about our present flaws.
- The recruiter suggests *b*
 - asking directly about the salary.
 - being careful with asking questions that are too direct.
- Sending a "thank you email" after the interview *a*
 - is a good idea.
 - is not a good idea.



Activity 3



5 min

Learning New Vocabulary

VOCABULARY, SPEAKING

Ask the student(s) to complete task 3. Discuss the statements. Next, ask the student(s) to talk about their job using the phrases from task 3.



Task 3

Choose the correct meaning of the underlined phrases.

1. I have a real passion for customer service. *b*
 2. I was really impressed with the new marketing campaign. *d*
 3. I think I do a good job when there is a challenging situation and someone needs to step up. *e*
 4. That used to be a flaw. *a*
 5. I used to struggle a lot with time management. *c*
- a) a defect or weakness
 - b) be extremely interested in something
 - c) have difficulties and make a lot of effort to do something
 - d) admire something or somebody
 - e) take action



Activity 4

Learning and Practicing New Phrases

VOCABULARY, SPEAKING



5 min

Ask the student(s) to give examples of the most common interview questions. Next, ask them to complete task 4.



Task 4

Divide the interview questions into two categories, typical and unusual questions. Think about the answers.

1. Why would you like to work for this company? *Typical*
2. Could you tell me something about yourself? *Typical*
3. Are you willing to work your fingers to the bone? *Unusual*
4. What are your salary expectations? *Typical*
5. Who should support a family financially? *Unusual*
6. Do you have any questions about the job? *Typical*
7. How did you hear about the position? *Typical*
8. Is a heavy workload a big problem for you? *Unusual*
9. If you were a CEO in a company, what company would it be? *Unusual*
10. Have you worked for a similar company before? *Typical*



Activity 5



10 min

Practicing the Job Interview Questions

VOCABULARY, SPEAKING

Ask the student(s) to complete task 5. Discuss the questions and answers.



Task 5

Complete the questions (1–6). Next, match the questions (1–6) with the answers (a–d). There are two extra questions.

hard / apply / worked / salary / experience / player

1. Why did you _____ *apply* _____ for this position?
 2. Are you a team _____ *player* _____?
 3. What motivates you to work _____ *hard* _____?
 4. Have you ever _____ *worked* _____ in a company like this one?
 5. Could you tell us about your previous _____ *experience* _____?
 6. What are your _____ *salary* _____ expectations?
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- a) Of course. I started as a journalist in a local newspaper five years ago. After three months, I moved to New York and became a TV reporter. **5**
 - b) Last year I worked for a similar company, although it was much smaller. **4**
 - c) Actually, I think I am. I like working and sharing ideas with other people. It's easier to achieve goals when you cooperate with others. **2**
 - d) First of all, the offer sounds really interesting. I would like to work a little closer to the city center. It took me an hour to get to my previous workplace. **1**

Write the answers to the extra questions.

3. e.g., *I like to see that my work matters.*

6. e.g., *I'd like to start with \$... as I am experienced in this field.*



Activity 6



5 min

Discussing the Need for the "Follow-Up" Email

VOCABULARY

Ask the student(s) to complete task 6. Next, discuss the student's idea(s).

 **Task 6**

Fill in the blanks using your own ideas. Next, answer the question.

Dear Mr./Mrs. (1) ___ *student's idea(s)* ___ (NAME),

I wanted to thank you for your time yesterday. I enjoyed our conversation about (2) ___ *student's idea(s)* ___ (TOPIC), and I'm excited about the possibility to join (3) ___ *student's idea(s)* ___ (COMPANY) as (4) ___ *student's idea(s)* ___ (POSITION).

I believe the role is perfect for my (5) ___ *student's idea(s)* ___ (SKILLS). As I mentioned, I'm proud of my (6) ___ *student's idea(s)* ___ (SKILL), and I believe it would help me in the role.

I'm looking forward to hearing more. Please don't hesitate to contact me if you have any questions.

Best regards,
(NAME)

Do you think it's a good idea to send a follow-up email?

 **Activity 7**
 **5 min**

Writing the Follow-Up Email **WRITING**

Ask the student(s) to write a follow-up email in task 7. Next, ask the student(s) to present the email.

 **Task 7**

Write a follow-up email you would send after an interview for one of the jobs below.

a flight attendant	a private detective	a preschool teacher
a personal trainer	a waiter	a financial director
a food critic	an interior designer	a recruiter

(student's idea(s) based on the layout from task 6.)

Dear Mr./Mrs.,

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Best regards,
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