

## 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.

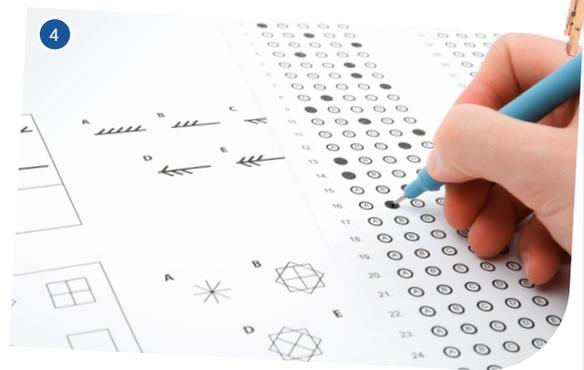
- What are different ways of assessing job candidates?
- Which task would be the best during a job interview for the position of a lawyer / store manager / plumber / teacher?
- Which task would be the best / worst / most challenging for you? Why?
- What do you think is annoying for recruiters/candidates?
- 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?

- 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.*

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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. ....,

.....  
 .....  
 .....  
 .....

Best regards,

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