

## Job Interview



**Category:** ✓ General English, Business English

**Topic:** ✓ Work

**Media:** ✓ Video

**Level:** ✓ B1 Intermediate

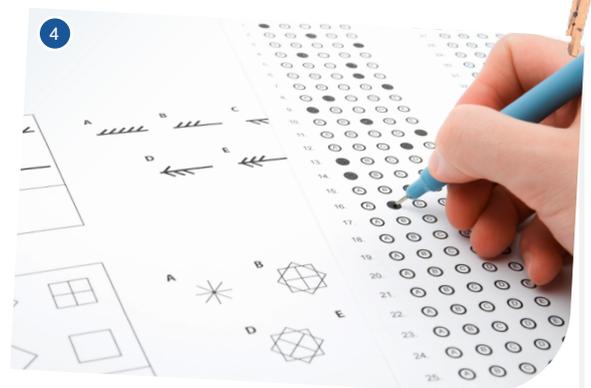
**Grammar:** ✓ Phrases

**Learning Focus:** ✓ Listening, Speaking, Vocabulary, Writing



### Task 1

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



- a) IQ test / Math test
- b) Personality test

- c) Assessment day
- d) Individual task

**Task 2**

Watch the *video*. Choose the correct option based on the information from the video.



1. If you are asked to say something about yourself,
  - a) you should focus on your personal life.
  - b) you shouldn't talk about personal details.
2. A good thing to do if asked, "What do you know about the company?",
  - a) is to make personal comments on the recruiter's profile.
  - b) is to know about the company's recent activity.
3. To answer the question about your strengths,
  - a) you should be able to talk about specific things.
  - b) it's better to give more general information.
4. 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.
  - b) it's better to be honest about our present flaws.
5. The recruiter suggests
  - a) asking directly about the salary.
  - b) being careful with asking questions that are too direct.
6. Sending a "thank you email" after the interview
  - a) is a good idea.
  - b) is not a good idea.

**Task 3**

Choose the correct meaning of the underlined phrases.

1. I have a real passion for customer service.
2. I was really impressed with the new marketing campaign.
3. I think I do a good job when there's a challenging situation and someone needs to step up.
4. That used to be a flaw.
5. I used to struggle a lot with time management.
  - 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

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

**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 \_\_\_\_\_ for this position?
  2. Are you a team \_\_\_\_\_ ?
  3. What motivates you to work \_\_\_\_\_ ?
  4. Have you ever \_\_\_\_\_ in a company like this one?
  5. Could you tell us about your previous \_\_\_\_\_ ?
  6. What are your \_\_\_\_\_ 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.
  - b) Last year I worked for a similar company, although it was much smaller.
  - 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.
  - 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.

**Write the answers to the extra questions.**



## Task 6

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

Dear Mr./Mrs. (1) (NAME),  
 I wanted to thank you for your time yesterday. I enjoyed our conversation about (2)  
 (TOPIC), and I'm excited about the possibility to join (3)  
 (COMPANY) as (4)  
 (POSITION).

I believe the role is perfect for my (5) (SKILLS).  
 As I mentioned, I'm proud of my (6) (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?**



## 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

Dear Mr./Mrs.

Best regards,

NOTES

A series of horizontal dashed lines for writing notes.