

# INTERVIEW ENGLISH SKILLS COURSE



# Introduction

## The Interview English Skills Course

Do you need to prepare for a job interview in English? If so, we can help. With our **Interview English Skills Course**, we'll help you:

- Answer all the typical interview questions.
- Avoid any typical mistakes.
- Answer difficult questions.
- Overcome objections.
- Learn how to use the STAR formula to answer questions.



In this course, you'll practise answering all the typical interview questions. We'll help you use the right words and expressions and build up your **confidence**. In fact, you'll get so much practice that you'll soon be answering question without even thinking; and then you'll get the job! 😊

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# What do you do? Talking about your job!

## Pre-listening

You're going to listen to three people talking about their jobs: a designer, a lorry driver and an airport security guard. Before listening, look at the list of tasks below. Write *Designer*, *Lorry* or *Security* next to each one.

1. The work can be quite lonely at times.
2. I have to check baggage using an X-ray machine.
3. I work on websites, books and magazines.
4. I get to see a lot of countries.
5. I have to liaise with illustrators and photographers.
6. I have to screen passengers.
7. I'm often away from home for weeks at a time.

## Listening 1

Listen once to check your ideas from the Pre-listening activity.

## Listening 2

Listen again. Then, answer the questions.

1. How many people does the designer manage?
2. Where are his bosses?
3. How many hours does the lorry driver work a week?
4. What's the maximum number of hours he can spend on the road a day?
5. How long was the security guard's trial period?
6. How long has she been working at her job for?

## Listening 3

Read over the script. Then, listen and read at the same time.

## Exercises

These exercises are based on words and expressions from the listening activity.

### 1 Sentence completion

Complete the sentences with the words from below.

*manage liaise projects tasks as charge deadlines job*

1. I work \_\_\_\_\_ a designer for an international publishing company.
2. I'm in \_\_\_\_\_ of the department.
3. I \_\_\_\_\_ a small team of 8 designers.
4. There are a lot of tight \_\_\_\_\_.
5. We often make plans for up-coming \_\_\_\_\_.
6. As part of my \_\_\_\_\_, I work on websites, books...
7. Some of my \_\_\_\_\_ during the day include meeting clients...
8. I have to \_\_\_\_\_ with illustrators, photographers...

### 2 Word completion

Complete the words with the correct letters.

1. I put in very long **ho**\_\_\_\_\_.



2. I work an **ave** \_\_\_\_\_ of 48 hours a week.
3. The best thing is not having a boss breathing down your **ne** \_\_\_\_\_ all the time.
4. The worst thing is being away from **ho** \_\_\_\_\_.
5. I started out on a temporary **co** \_\_\_\_\_.
6. I was given an indefinite contract after a 6-month trial **pe** \_\_\_\_\_.
7. I was recently **pr** \_\_\_\_\_ to managing director.
8. I'm often asked to do **overt** \_\_\_\_\_.
9. It gets really **bu** \_\_\_\_\_ towards the end of the month.
10. As part of my **jo** \_\_\_\_\_, I have to screen passengers...
11. You need to have good communication **sk** \_\_\_\_\_ to work here.
12. You also need to be able to work **un** \_\_\_\_\_ pressure and in a team.
13. The worst part is changing from the morning **sh** \_\_\_\_\_ to the night one.

## Audio script

### The designer

I work as a designer for an international publishing company. I'm in charge of the department and I manage a small team of 8 designers. It's very interesting but with a lot of tight deadlines. I often have videoconferences with my bosses in New York, or travel there for meetings so we can discuss ideas and make plans for up-coming projects. As part of my job, I work on websites, books, magazines, posters, computer games and product packaging. Some of my tasks during the day include meeting clients to discuss ideas, working on design projects and preparing quotes. I have to liaise with all sorts of people, including illustrators, photographers, writers, printers, web developers and people in marketing or advertising departments.

### The lorry driver

I'm a lorry driver for a European distribution company. I put in very long hours and I'm often away from home for days or weeks at a time. The work can be quite lonely at times, although I get to see a lot of countries and I enjoy listening to the radio. Some of the tasks for the job include ensuring that the goods are safely secured, keeping the vehicle in good condition and loading and unloading the boxes or crates. I work an average of 48 hours a week, but I can't spend more than nine hours a day on the road. The best thing is not having a boss breathing down your neck all the time and the freedom of the open road. The worst thing is being away from home and the long, unsociable hours.

### The security guard

I work as a security guard at an international airport. I started out on a temporary contract, but was given an indefinite one after a 6-month trial period. I've been here for about 15 years now and was recently promoted. I'm often asked to do overtime, especially in busy periods. We have to clock in and clock out so our managers know exactly when we get in and leave. As part of my job, I have to screen passengers and check baggage using an X-ray machine, carry out airport patrols and resolve any passenger enquiries. You need to have good communication skills, and be able to work under pressure and in a team. The worst part is changing from one shift to another as I find it difficult to adapt my daily routine. I'm quite a patient person, but it can get tense, and you have to stay alert at all times.



# Speaking: work, professional life questions...

Ask and answer any of the questions. If any appear a bit “personal”, or you don’t feel comfortable answering them, simply ignore them and go to the next one. Thanks! ☺

- What do you do? (What’s your job?)
- How long have you been working there?
- What’s your job title?
- What did you have to study to become (an accountant)? And where did you study?
- What do you like about your job?
- What do you find challenging about your job?
- How did you become (an accountant)?
- What surprised you most about your current job?
- What other jobs have you had? What did they involve?
- What job would you like to have? Why?
- Where would you like to work? Why?
- What’s your idea of the perfect job?
- What is your favourite part of your job?
- How do you manage your time?
- What do you do at work on a daily basis?
- What’s the best thing about your job?
- What advice do you have for someone new to the industry?
- What hard skills (technical skills: coding, Excel, languages, SEO operations...) should someone in your field have?
- What soft skills (communication, teamwork, leadership, problem solving...) should someone in your field have?
- What quotes help to motivate you at work? Never give up! / You need a team to win a championship / None of us is as smart as all of us (Ken Blanchard)
- Who inspires you at work? / Who has inspired you?
- What drew you to this field? What attracted you to this field?
- Where do you see this industry going in the next 5 years?
- What achievement are you most proud of from last year?
- If you could ask the CEO anything, what would you say?
- What has been more valuable in your career: your education or your experience?
- How does this company differ from others you've worked for? Or other competitors?
- What was your first job?
- What skills did you develop early in your career?
- What’s the best job decision you ever made?
- What’s the worst job decision you ever made?
- What is your greatest career strength?
- What is your greatest career weakness?
- How do you make decisions at work? What is your process?
- What are your long-term career goals?
- What sort of professional development do you do? What training have you had?
- What skills have you found vital to your job?

