4 | Careers

4.4 Speaking   Job interviews
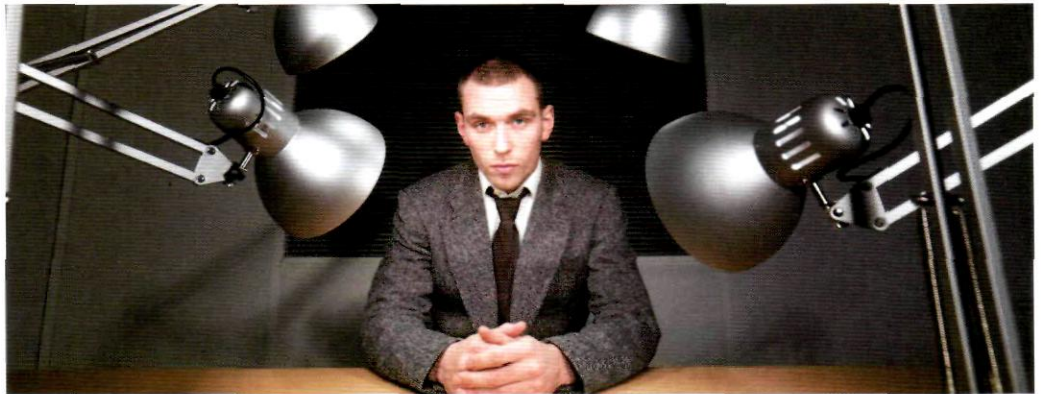
Discussion

1 How would you answer the following interview questions?

1 Where do you see yourself in five years' time?
2 How do you motivate people to do their best?
3 *What are your weaknesses?*
4 Can you give an example of a situation you found stressful, and how you coped with the stress?

Listening

2 🔊 1.56–1.59 Listen to extracts from four job interviews A–D. Which candidate(s):

1 give(s) concrete examples from their experience?
2 ask(s) questions to make sure they answer the interviewer's question?
3 structure(s) the answer in two parts?
4 turn(s) a question about a negative point into an opportunity to emphasize a positive quality?

3 🔊 1.56–1.59 Listen again and complete the checklist of useful expressions for answering job interview questions.

Useful expressions: Answering interview questions

Asking for clarification or reformulating	Playing for time
I'm sorry, could you expand on what you mean by ...? Do you _____, ...?	That's a very interesting question. I would say ... That's a difficult question to _____; let's _____ that ...

Structuring your answer	Giving concrete examples
I'd like to answer that in two ways: firstly, ... secondly, ... I think there are two important _____ to this question ...	Let me give you an example of what I mean. Take ..., for _____.

Talking about yourself	Validating your answer
I _____ what I learned. I see _____ as a top performing employee in a leading company. I plan to _____ experience and learn new skills. *I would be ready to _____ up to a position with more responsibility.* I realized that knowing how well you're _____ is essential to staying motivated. I'm _____ that there are areas that I can improve on. I don't feel that I have any _____ weaknesses. I would say that organization is one of my _____. I _____ to finish the project on time.	Is that what you wanted to know? Does that _____ your question?