

Internet research

Search for the keywords *interview advice tips* to find out how to succeed in job interviews.

4 The candidates in Exercise 2 used these expressions. Put the words in **bold** in the correct order.

- 1 I applied **what** learned I.
- 2 I'm able **being unpopular with** to cope.
- 3 I see myself **performing as top** a a employee company in leading.
- 4 I plan **experience to gain new and skills** learn.
- 5 I would be ready **more a move to position up with** to responsibility.
- 6 I realized that knowing **well you're how motivated essential doing is** to staying.
- 7 I'm aware **there that on that areas are can I** improve.
- 8 I don't feel **weaknesses I any have that** significant.
- 9 I would say **my organization is that one of** strengths.
- 10 I managed **on finish to the time** project.

5 Read the quotation and mark the interview questions a–h as type 1 or type 2 questions.

The good news is that there are only two interview questions. That is, regardless of what you're asked, the employer really only wants to know:

- 1 What value can you add to my enterprise as an employee (and can you prove it)?
- 2 Why do you want this job?

- a) What are your strengths and weaknesses?
- b) Why do you want to work for us?
- c) What is your greatest achievement?
- d) How do you make sure things get done?
- e) Why do you want to leave your present job?
- f) Tell me about a time when you successfully handled a difficult situation.
- g) What sort of environment would you prefer not to work in?
- h) What are the most difficult kinds of decisions for you to make?

With a partner, ask and answer the questions using expressions from Exercises 3 and 4, inventing any details as necessary.

Roleplay

6 With a partner, roleplay an interview for one of the jobs below.

Interviewer

Interview the candidate for the job they have chosen. Invent further information about the job as necessary. For each of your questions, note whether the answer is satisfactory or not. At the end of the interview, give the candidate feedback on how well they performed.

Candidate

Let the interviewer lead the conversation initially, but try to develop an exchange by asking questions about the job and the organization.

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achievement
cope with
rapport
regardless of
strengths
weaknesses

eWorkbook

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