

## Interview strategies and skills

## 1 Read the Study tips (1–8) and match them with the reasons (a–h).

- a This helps you to improve the delivery of your replies and practise thinking on your feet. ....
- b If you look good you will feel good and this will give you confidence. ....
- c Well thought out questions can impress the interviewer and make a good final impression. ....
- d This shows that you are proactive, prepared and interested in the employer. ....
- e If you are late, you will be nervous and will make a poor first impression. ....
- f Positive body language is just as important as what you say. ....
- g If your skills match what the employer is looking for, then you have a much better chance. ....
- h The interviewer will probably use it to ask you questions about your experience. ....

## STUDY TIP

Here are some ways that you can prepare for an interview.

- 1 Know what you wrote on your CV.
- 2 Do some research on the company.
- 3 Consider how your skills relate directly to the position being offered.
- 4 Practise answering interview questions with a friend.
- 5 Think of some questions to ask.
- 6 Dress as smartly and professionally as possible.
- 7 Arrive on time which means arrive early.
- 8 Smile, sit up straight, use eye contact and project confidence.

2 Read the comments that four students gave after their first interview in English. Which Study tips should they have followed? Match seven of the Study tips (1–8) in 1 with the comments (a–d). There is one extra Study tip that you do not need.

**a** **Jonny** I was so nervous before the interview I almost died! I arrived at the interview exactly on time and had no time to calm myself down. I don't think it went very well.

Study tip .....

**b** **Dina** When the interview ended they asked me if I had any questions. I thought the interview had gone very well so I didn't ask any.

Study tip .....

**c** **Said** They asked me a lot of questions about the volunteer work that I had written on my CV. I don't know why. I don't think I answered their questions very well.

Study tip .....

**d** **Jo** I was very nervous and couldn't look the interviewer in the eye. When I was looking down I noticed that my shoes were very dirty. I hope they didn't notice.

Study tip .....

- 3** In an interview in English you will need to use a wide variety of grammatical tenses and structures. Look at the table of interview topics and choose which of these structures you would use for each topic.

present simple • present continuous • present perfect • past simple  
past continuous • conditional structures • future structures (*hope to, would like to*)

Interview topic	Language structures
a Describing experience in general	
b Describing details of a specific past experience	
c Describing hypothetical situations	
d Describing personality	
e Describing current work/studies	
f Describing future plans	

- 4** Match the interview topics (a–f) in 3 with the interview questions (1–6).

- |  |       |
|--|-------|
| 1 How would you describe yourself?                                       | ..... |
| 2 Where do you see yourself in five years' time?                         | ..... |
| 3 Describe a project you are working on at the moment.                   | ..... |
| 4 Tell us about your experience of working in a team.                    | ..... |
| 5 What did you learn from your latest experience?                        | ..... |
| 6 If we decided to employ you, what would you contribute to our company? | ..... |

- 5** Imagine that you have a job interview for a position that interests you. How would you answer the questions in 4?

- 6** Use the Study tips in 1 to identify three areas that you want to focus on when you next have an interview in English. Complete the planner with your ideas.

Plan	Achieved?
<i>To improve my next interview, I will ...</i>	