



## JOB INTERVIEWS

© [talkmor.com](http://talkmor.com)

### B1 LOWER INTERMEDIATE

#### Practical English for Everyday Adult Life

#### JOB INTERVIEWS

#### 1. What Do You Know?

Talk to a partner.

1. Have you ever had a job interview?
2. What kind of job would you like?
3. What do you think happens in a job interview?
4. What makes a good interview?
5. What makes a bad interview?

#### 2. Interview Vocabulary

Match the words with the meanings.

- |                   |                                                       |
|-------------------|-------------------------------------------------------|
| 1. interview      | a. the money you receive for your work                |
| 2. applicant      | b. a person who applies for a job                     |
| 3. employer       | c. something you can do well                          |
| 4. experience     | d. a meeting where someone asks questions about a job |
| 5. skills         | e. your education, training or certificates           |
| 6. position       | f. a job or role in a company                         |
| 7. salary         | g. knowledge you get from doing a job or activity     |
| 8. qualifications | h. a person or company that gives people jobs         |

#### 3. Good Idea or Bad Idea?

Read each idea. Write **GOOD** or **BAD**.

1. Arrive ten minutes early. \_\_\_\_\_
2. Look at your phone during the interview. \_\_\_\_\_
3. Wear clean and appropriate clothes. \_\_\_\_\_
4. Learn something about the company before the interview. \_\_\_\_\_
5. Give very short answers to every question. \_\_\_\_\_
6. Listen carefully to the interviewer. \_\_\_\_\_
7. Say negative things about your previous employer. \_\_\_\_\_
8. Prepare some questions to ask. \_\_\_\_\_
9. Arrive late and say, "Sorry, I forgot the time." \_\_\_\_\_
10. Smile and make eye contact when appropriate. \_\_\_\_\_

#### 4. What Would You Do?

Choose one answer.

**You arrive at an interview and realize you are five minutes late.**

- A. Say nothing and sit down.
- B. Apologize and explain briefly.
- C. Blame the traffic for ten minutes.

**You don't understand a question.**

- A. Guess the answer.
- B. Say, "I don't know" and stop talking.
- C. Politely ask the interviewer to repeat the question.

**The interviewer asks if you have any questions.**

- A. "No."
- B. Ask one or two questions about the job.
- C. Ask how many holidays you get before asking anything else.

#### 5. REAL ENGLISH BOX

| Interview English                                                                                                                                                                                                                                                                                                                                                   |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p><b>Instead of:</b> "I want this job."<br/>Try: "I'm very interested in this position."</p> <p><b>Instead of:</b> "I can do many things."<br/>Try: "I have experience in several areas."</p> <p><b>Instead of:</b> "I am good with people."<br/>Try: "I'm comfortable working with customers and colleagues."</p> <p>Read the sentences aloud with a partner.</p> |

#### 6. Your Interview Checklist

Before an interview, I should:

- ☐ research the company
- ☐ prepare answers
- ☐ think about my experience
- ☐ choose appropriate clothes
- ☐ prepare some questions
- ☐ arrive on time
- ☐ turn off my phone

Add two more ideas:

- ☐ \_\_\_\_\_
- ☐ \_\_\_\_\_

## Teacher's Key

### 2. Interview Vocabulary

Match the words with the meanings.

- |                   |                                                       |
|-------------------|-------------------------------------------------------|
| 1. interview      | a. the money you receive for your work                |
| 2. applicant      | b. a person who applies for a job                     |
| 3. employer       | c. something you can do well                          |
| 4. experience     | d. a meeting where someone asks questions about a job |
| 5. skills         | e. your education, training or certificates           |
| 6. position       | f. a job or role in a company                         |
| 7. salary         | g. knowledge you get from doing a job or activity     |
| 8. qualifications | h. a person or company that gives people jobs         |

1-d

2-b

3-h

4-g

5-c

6-f

7-a

8-e