

English for Business

Chapter 8

Successful Interviews (Part 1)

Lecturer: Lerissa Daniela, S.S., M.Pd.

Successful Interviews (Part 1)

1. Preparing for the interview
2. Making a positive first impression
3. Talking about yourself
4. Proving you've done your research
5. Demonstrating you've got what it takes

Preparing for The Interview

1. Have you every been interviewed for a job in English? How did it go?
2. How do you feel about going for an interview?
3. How can you prepare for an interview?

Preparing the interview

- Try to predict the questions you are likely to be asked during the interview.
- Do some research into the company you are applying for a job with.
- Find out exactly what the job involves.
- Analyze your skills and experience and identify areas where they match the job requirements and the company needs.
- Rehearse the interview.
- Decide what you're going to wear.
- Prepare a list of questions to ask at the end of the interview.

Making a positive first impression

1. Before you arrive
2. Small talk

Making a positive first impression:

Before you arrive

You never get a second chance to make a first impression. People start forming their impression of you immediately, looking at the outside and making assumptions about the inside. It is your responsibility to ensure that you send out the right message about who you are, through your **physical appearance, your clothes and your body language.**

Create a Positive First Impression

- You appearance
- Body language
- How to 'break the ice' with the interviewer

Interview Tips: Dos and Don'ts

1. Arrive ten minutes early.
2. Speak English with a friend before the interview.
3. Bring a close friend or relative with you for support.
4. Take a copy of your CV and examples of your work with you.
5. Learn some impressive words and phrases to use in the interview.
6. Memorize long answers to questions that you anticipate being asked.



Interview Tips: Dos and Don'ts

1. Arrive ten minutes early. **DO**
2. Speak English with a friend before the interview. **DO**
3. Bring a close friend or relative with you for support. **DON'T**
4. Take a copy of your CV and examples of your work with you. **DO**
5. Learn some impressive words and phrases to use in the interview. **DO**
6. Memorize long answers to questions that you anticipate being asked. **DON'T**

Making a positive first impression:

Small talk

the outcome of an interview can be decided in the first five minutes. From the moment you arrive for an interview you are being assessed. Even before the interview itself begins you will be communicating a message about who you are.

In order to create a positive impression, it's important that from the moment you arrive what you say is **clear, confident and enthusiastic**.

Audio: Small Talk

1. Why is Mr. Lewis late for the interview?
2. What does Silvia read while she's waiting?
3. What useful information does Silvia get from the receptionist?
4. How does Silvia create a positive first impression with Mr Lewis?
5. What do Alex and Karl chat about before the interview?
6. How does Alex create a positive first impression with Karl?



Small Talk

1. Silvia is very polite to the receptionist. Why is this important?
2. What does Silvia ask the receptionist? How could this help her application?
3. Alex mentions that a friend of his who works at the theatre suggested he applied for the job. Do you think this was a good idea?

Practice: Small talk (1)

1. I'm afraid Mr Lewis is in a meeting at the moment. **(a)**
 2. Can I get you anything while you wait?
 3. I'm sorry I'm late. Our meeting overran a bit.
 4. How are you?
- a. **That's quite all right.**
 - b. I'm very well, thank you.
 - c. No, thank you, I'm fine.
 - d. That's okay. I was just admiring the office.

Practice: Small talk (1)

1. I'm afraid Mr Lewis is in a meeting at the moment. **(a)**
 2. Can I get you anything while you wait? **(c)**
 3. I'm sorry I'm late. Our meeting overran a bit. **(d)**
 4. How are you? **(b)**
- a. **That's quite all right.**
 - b. I'm very well, thank you.
 - c. No, thank you, I'm fine.
 - d. That's okay. I was just admiring the office.

Practice: Small talk (1)

5. It's nice to meet you at
 6. Did you have any trouble finding us?
 7. I can't believe ~~we~~ the weather at the moment!
 8. How did you find out about us?
- e. No, no trouble at all.
 - f. I know. It's awful, isn't it?
 - g. Thank you. It's nice to meet you too.
 - h. You were highly recommended to me by a friend.

Practice: Small talk (1)

5. It's nice to meet you at last. **(g)**
 6. Did you have any trouble finding us? **(e)**
 7. I can't believe ^{yet} the weather at the moment! **(f)**
 8. How did you find out about us? **(h)**
- e. No, no trouble at all.
 - f. I know. It's awful, isn't it?
 - g. Thank you. It's nice to meet you too.
 - h. You were highly recommended to me by a friend.

Practice: Small talk (2)

1. Do you think I could have **(a)**
 2. Do you have a company brochure
 3. I'm very sorry I'm late.
 4. Do you think I could use
 5. I was just admiring your office.
- a. **A glass of water while I'm waiting?**
 - b. It all looks very modern. Is it new?
 - c. Your toilet to freshen up?
 - d. I was planning to be here over an hour ago, but my train was cancelled.
 - e. I could have a look at while I'm waiting?

Practice: Small talk (2)

1. Do you think I could have **(a)**
 2. Do you have a company brochure **(e)**
 3. I'm very sorry I'm late. **(d)**
 4. Do you think I could use **(c)**
 5. I was just admiring your office. **(b)**
- a. **A glass of water while I'm waiting?**
 - b. It all looks very modern. Is it new?
 - c. Your toilet to freshen up?
 - d. I was planning to be here over an hour ago, but my train was cancelled.
 - e. I could have a look at while I'm waiting?

Practice: Small talk (2)

6. Are there many other candidates
 7. I had terrible problems parking here.
 8. I'm afraid I'm not feeling very well.
 9. The office is smaller than I expected.
 10. Is there somewhere I could leave my umbrella?
- f. I got caught in the rain.
 - g. Do you have many people working elsewhere?
 - h. Could I sit down for a few minutes?
 - i. Is it always this busy?
 - j. Scheduled for interviews today?

Practice: Small talk (2)

6. Are there many other candidates **(j)**
 7. I had terrible problems parking here. **(i)**
 8. I'm afraid I'm not feeling very well. **(h)**
 9. The office is smaller than I expected. **(g)**
 10. Is there somewhere I could leave my umbrella? **(f)**
- f. I got caught in the rain.
 - g. Do you have many people working elsewhere?
 - h. Could I sit down for a few minutes?
 - i. Is it always this busy?
 - j. Scheduled for interviews today?

Talking About Yourself

1. Can you tell us something about yourself?
2. What did you learn during your time at university?
3. What kinds of things do you worry about?
4. Would you say you're an ambitious person?

Audio: Practice an Interview

1. Can you tell us something about yourself?
2. What did you learn during your time at university?
3. What kinds of things do you worry about?
4. Would you say you're an ambitious person?



Audio: Suggestion from a Recruiter Expert



Audio: Alejandro's Improvement

Interviewer: Can you tell us something about yourself?

Alejandro:



Thank you and see you in the 9th session.

Yours sincerely,

Lerissa Daniela, S.S., M.Pd.

Original Source:

The original source of this chapter is taken from the book entitled
“ Cambridge English for Job-hunting”
written by **Colm Downes** and the series editor is **Jeremy Day**.
Published by **Cambridge University Press in 2008**.