

# English for Business

## **Chapter 9**

### **Successful Interviews (Part 2)**

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

# Successful Interviews (Part 2)

1. Avoiding Common Mistakes
2. Proving You've Done Your Research
3. Demonstrating You've Got What It Takes
4. Talking About Your Weaknesses

# Audio: Avoiding Common Mistakes

1. What do you see as your strengths?
2. What university did you attend, and why did you choose it?
3. What are your weaknesses?
4. What do you like doing in your spare time?



# Audio: Avoiding Common Mistakes

- a. Use examples from your experience to support your claims.
- b. Don't say that you chose it because it was the closest one to home.
- c. Mention what steps you have taken to tackle this problem.
- d. Focus on the educational/academic/professional reasons for your choice.
- e. Don't use tentative language such as 'I feel' or 'I think I'm quite good at'.
- f. Mention anything that demonstrates you working as part of a team or group.
- g. Don't say that you have none.
- h. Talk about things that are unusual and memorable.

# Audio: Avoiding Common Mistakes

- a. Use examples from your experience to support your claims. **(1)**
- b. Don't say that you chose it because it was the closest one to home. **(2)**
- c. Mention what steps you have taken to tackle this problem. **(3)**
- d. Focus on the educational/academic/professional reasons for your choice. **(2)**
- e. Don't use tentative language such as 'I feel' or 'I think I'm quite good at'. **(1)**
- f. Mention anything that demonstrates you working as part of a team or group. **(4)**
- g. Don't say that you have none. **(3)**
- h. Talk about things that are unusual and memorable. **(4)**

# Audio: Who is the stronger candidate?

1. I'm also able to priorities my work an work under **pressure** if deadlines are moved forward.
2. I did a lot of ... into universities, both abroad and in Spain.
3. In the end I decided to go to the University of Barcelona as it was clear that its Economics department had an excellent ...
4. Well, my French is a bit rusty, so I have ... started evening classes to improve it.



# Audio: Who is the stronger candidate?

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2. I did a lot of **research** into universities, both abroad and in Spain.
3. In the end I decided to go to the University of Barcelona as it was clear that its Economics department had an excellent **reputation**.
4. Well, my French is a bit rusty, so I have **recently** started evening classes to improve it.

# Audio: Who is the stronger candidate?

5. I still play ... for a local club and love going away with the team for matches against other clubs.
6. I'm also a ... traveler.
7. During the summer last year I ... a month in Africa working with volunteers at a national reserve.

# Audio: Who is the stronger candidate?

5. I still play **regularly** for a local club and love going away with the team for matches against other clubs.
6. I'm also a **keen** traveler.
7. During the summer last year I **spent** a month in Africa working with volunteers at a national reserve.

# Audio: Proving You've Done Your Research

1. What did Silvia do before applying for the position at Futerra?
2. What attracted Silvia to Futerra?
3. What experience will Silvia be able to use in the job?
4. What did Silvia like about Futerra's website?
5. Would Silvia prefer to work for a large or small organization?



# Audio: Proving You've Done Your Research

1. What did Silvia do before applying for the position at Futerra?  
**She researched the market and Futerra in depth.**
2. What attracted Silvia to Futerra?  
**The fact that they work with a range of clients in a variety of sectors.**
3. What experience will Silvia be able to use in the job?  
**Her communication skills and experience in developing communication strategies.**
4. What did Silvia like about Futerra's website?  
**That it was very attractive and professional.**
5. Would Silvia prefer to work for a large or small organization?  
**A small organization.**

# Practice: Proving You've Done Your Research

Attracted me to | Dynamic place to work | From everything I've learnt | It's clear from | Look at your website | ~~research into the market~~ | well-established reputation

1. Well, before applying for this position I did some **research into the market** and Futerra came out on top.
2. I had a ... and could see that you work with a variety of people.
3. Well, it's really something that ... Futerra.
4. The Junior Consultant post combines these two areas at a company with a ...
5. You came across online as an exciting, ...
6. ... your website that Futerra is a quite a small company.
7. I definitely feel, ... about Futerra, that this is the type of organization I'd like to work for.



# Practice: Proving You've Done Your Research

Attracted me to | Dynamic place to work | From everything I've learnt | It's clear from | Look at your website | ~~research into the market~~ | well-established reputation

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3. Well, it's really something that **attracted me to** Futerra.
4. The Junior Consultant post combines these two areas at a company with a **well-established reputation.**
5. You came across online as an exciting, **dynamic place to work.**
6. **It's clear from** your website that Futerra is a quite a small company.
7. I definitely feel, **from everything I've learnt** about Futerra, that this is the type of organization I'd like to work for.

# Audio: Demonstrating You've Got What It Takes

1. What skills does Susana think are necessary for a sales assistant?
2. What was she doing before she moved to England?
3. What evidence does she give of her financial experience?
4. Susana claims to be a highly effective communicator. Do you think she provides enough evidence to support this claim?



# Audio: Demonstrating You've Got What It Takes

1. What skills does Susana think are necessary for a sales assistant?  
**Good customer service skills.**
2. What was she doing before she moved to England?  
**She was studying at university in Turin.**
3. What evidence does she give of her financial experience?  
**She managed the volleyball team's finances and has professional experience as a sales assistant.**
4. Susana claims to be a highly effective communicator. Do you think she provides enough evidence to support this claim?  
**Her knowledge of three languages demonstrates that she is a multilingual, but this alone doesn't demonstrate her communication skills.**

# Talking About Your Weaknesses

1. Turning negatives into positives
2. Softening and emphasis

# Audio: Turning Negatives Into Positives

1. Who is going to interview Jarek?
2. Why did Jarek quit his last job?
3. What general advice does Olivia give Jarek?



# ‘Why did you leave your last job?’

**Although | develop | feel | further | liked | position | stretched | working**

Jarek’s answer:

I hated my last job, I couldn’t stand the boss. He used to drive me crazy!

... I handed in my notice and left as soon as I could.

Olivia’s answer:

**Although** I really ... my job, and the people I was ... with, I didn’t ... I was being ... enough. I’m looking for a ... in which I can ... my professional skills ...

# ‘Why did you leave your last job?’

**Although | develop | feel | further | liked | position | stretched | working**

Jarek’s answer:

I hated my last job, I couldn’t stand the boss. He used to drive me crazy!

... I handed in my notice and left as soon as I could.

Olivia’s answer:

**Although** I really **liked** my job, and the people I was **working** with, I didn’t **feel** I was being **stretched** enough. I’m looking for a **position** in which I can **develop** my professional skills **further**

# Practice: Turning Negatives Into Positives

1. In response to open questions you should never actively volunteer ... information during an interview.
2. Employers like to ask you to give negative information not to ... you, but to see what sort of person you are.
3. You will seem much more employable if you can show yourself as someone who sees problems as ...
4. Questions about weaknesses are actually a chance to demonstrate how you tackle and overcome ... , and why you are the right person for the job.

# Practice: Turning Negatives Into Positives

1. In response to open questions you should never actively volunteer **negative** information during an interview.
2. Employers like to ask you to give negative information not to **embarrass** you, but to see what sort of person you are.
3. You will seem much more employable if you can show yourself as someone who sees problems as **opportunities**.
4. Questions about weaknesses are actually a chance to demonstrate how you tackle and overcome **problems** , and why you are the right person for the job.

# Audio: Turning Negatives Into Positives

- a. Talk about a character flaw that could ultimately be viewed as a positive characteristic.
- b. Talk about something that is no longer a weakness. Mention how you overcome the weakness and that you have solved similar problems more recently.
- c. Talk about a knowledge-based weakness, which I easily overcome. Mention why this isn't a serious problem and what steps you are actively taking to solve the problem.



# Softening and Emphasis

*Well, in the past I **sometimes** used to procrastinate **a little**. **There were times when** I used to put things off until the last minute., when completing an essay for university for example. But I realized that **perhaps** this wasn't the most effective way of working an so I started setting a **strict** schedule for **all** my projects **well** in advance and set myself personal deadlines. Using a schedule has **really** helped me and I am **much** better organized now and able to take on more projects **at the same time**.*

# Practice: Softening and Emphasis

1. I have difficulty making decisions (**occasionally/ a little**)
2. I used to be too stubborn and it was hard to get me to change my mind. (**a bit/ sometimes**)
3. When working on projects, I am a 'big picture' person. This means that I miss some details. (**from time to time/ might/ minor**)

# Practice: Softening and Emphasis

1. I have difficulty making decisions (**occasionally/ a little**)  
**I occasionally have a little difficulty making decisions**
2. I used to be too stubborn and it was hard to get me to change my mind. (**a bit/ sometimes**)  
**I used to be a bit too stubborn and it was sometimes hard to get me to change my mind.**
3. When working on projects, I am a 'big picture' person. This means that I miss some details. (**from time to time/ might/ minor**)  
**When working on projects I am a 'big picture' person. This means that from time to time I might miss some minor details.**

# Negative vs Positive Expressions

1. I'm bored with my job. It's too easy. **(e)**
  2. I can't stand dealing with customers.
  3. The place where I work is too small.
  4. I don't have many professional skills.
  5. I only know the theory.
  6. There were things that I don't like at work.
- a. I enjoy a great deal about my current job.
  - b. I'm keen to develop my practical skills.
  - c. I'm looking for an opportunity to contribute these skills to a larger organization such as yours.
  - d. I feel I'm best suited to working behind the scenes.
  - e. I'm seeking fresh challenges.
  - f. I'm seeking the possibility to develop further professionally.

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Thank you and see you in the 10<sup>th</sup> 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**.  
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