

## **B1. UNIT 9. – INTERVIEWS**

### **Vocabulary:**

- Preparing a job interview.
- Emphasize your qualities.
- Expressing hope and expectations.

### **Grammar:**

- Talk about what you did in the past.
- Present Perfect for past experiences.



### 9.1. Vocabulary. Preparing for a job interview.

These are some typical questions in a job interview. Take a minute to think of how you would answer these questions, and write down some possible answers.

- Tell me about yourself.
- Why should we **hire** you?
- What is your greatest **weakness**?
- What are your two **main qualities**?
- Why do you want this job?
- How do you handle **pressure**?
- What are your **expectations**?
- How do you **handle** being part of a team?

## Glossary

**To hire (verb):** When a company gives someone a job.

“He looks like a very good worker. We should **hire** him” = we should **give him a job**.

**Weakness (noun):** A thing that you are bad at doing / A bad thing about you.

“My biggest **weakness** is numbers - I am bad at counting” = The biggest **thing I’m bad at** doing is working with numbers.

**Main (adjective):** Most important

“My **main** skills are that I can speak in public and talk to customers” = My **most important** skills are that I can speak in public and talk to customers.

**Quality (noun):** A good thing about you.

“My best **quality** is that I always tell the truth”. = The **best thing about me** is that I always tell the truth.





# en-abilities

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**Pressure (noun):** When a job is very busy and difficult, and you have to work quickly.

“I am good at handling **pressure**, I can get everything done even if I don’t have a lot of time.” = I’m good at working in **busy and difficult jobs where I have to work quickly**.

**Expectations (noun):** What you want when you get a new job.

“My main **expectation** for my new job is to get a lot of money”. = The most important **thing I want in my new job** is to get a lot of money.

**To handle (verb):** If something that is difficult is not a big problem for you.

“Don’t worry, I can **handle** the cold, it’s not a big problem for me.” = Don’t worry the cold is **not a big problem** for me.

## 9.2. Vocabulary for Interviews.

Here are some useful words and phrases to use in interviews:

- **Resign:** To leave your job voluntarily
- **Skill:** Something you do very well.
- **Confident:** Having belief in yourself and your abilities.
- **Interview:** A meeting with a prospective employer.
- **Qualification:** A certificate which proves you have a skill.
- **Strength:** Something you are good at.
- **Personal Qualities:** Good things about you.
- **Punctual:** To arrive on time.



**9.3. Select the correct answer.**

punctual	interview	resigned	personal qualities
confident	qualifications	strength	skills

1. He has an \_\_\_\_\_ next week for the manager's job.
2. He \_\_\_\_\_ from the job because he wasn't getting enough money.
3. We need people with \_\_\_\_\_ like working with technology and mathematics.
4. He left school very young and with no \_\_\_\_\_.
5. She has lots of good \_\_\_\_\_ such as honesty and generosity.
6. Tom is very \_\_\_\_\_ while Katy is shy and quiet.
7. My biggest \_\_\_\_\_ is that I am good with numbers, and my biggest weakness is that I am bad at talking to customers.
8. Always be \_\_\_\_\_ for an interview.

**9.4. Select the correct answer.**

a job	customer	applying to
work experience	commitments	sick leave
interpersonal skills	organized in shifts	the best of
asking	team	at lunch time
multinational group	prior to that job	publishing company
salary	look forward to hearing	

- Interviewer: Good morning. It is a pleasure to meet you. Please have a seat.
- You: Good morning. Nice to meet you, too. Thank you.
- Interviewer: I will start by \_\_\_\_\_ you a few questions.
- You: Ok. I will answer them \_\_\_\_\_ my ability.
- Interviewer: Can you tell me about your previous \_\_\_\_\_ please?
- You: Certainly. I do not have \_\_\_\_\_ at present. My last job ended last month and was at a bookshop. I worked there since January 2016, and \_\_\_\_\_ I was responsible for stocks at a large \_\_\_\_\_ in the capital.
- Interviewer: So what skills do you have that you think would be useful for this job you are \_\_\_\_\_?
- You: I'm very organized, responsible and punctual. I have never taken \_\_\_\_\_ either. I have good \_\_\_\_\_ and I believe I am



- polite. I read a lot and can give my opinion on books if a \_\_\_\_\_ asks. I have a master's degree in comparative literature.
- Interviewer: Why do you want this job?
  - You: I would like the job because this is a good \_\_\_\_\_ to work for. I like meeting people and talking to customers. I can also work \_\_\_\_\_ and in the evening as I do not have any family \_\_\_\_\_
  - Interviewer: How do you feel about working in a \_\_\_\_\_?
  - You: Fine. I like working with other people and I am all in favour of teamwork.
  - Interviewer: And when could you start?
  - You: As soon as you want me to!
  - Interviewer: Are there any questions you would like to ask?
  - You: Yes. What is the \_\_\_\_\_ and work hours per week?
  - Interviewer: The monthly salary for this position, for the first six months, will be 1.580 Euros. Weekly work hours are 35, Monday to Saturday, but \_\_\_\_\_ .Does this answer your questions?
  - You: Yes. Thank you very much. I \_\_\_\_\_ from you.
  - Interviewer: Thank you for coming today. You will be \_\_\_\_\_ soon.



## 9.5. Grammar. Present Perfect for past experiences.

### Meaning:

We use the Present Perfect tense to talk about experiences we have had in our lives.

Examples:

- I **have worked** in a big company.

This means I worked in a big company at some time in my life = I have experience of working in a big company.

- We **have eaten** Japanese food.

This means that we ate Japanese food at some time in our lives = we have experience of eating Japanese food.

- She **has visited** Italy.

She visited Italy at some time in her life = she has experience of being in Italy.



**Form:**

Positive

Subject	+	Verb "to have"	+	Past Participle	+	
I		have		worked		in a big company

Negative

Subject	+	Verb "to have"	+	never	+	Past Participle	+	
I		have		never		worked		in a big company

If you have no experience of something, use the word never after the verb have.



## Question

Verb "to have"	+	Subject	+	ever	+	Past Participle	+	
Have		you		ever		worked		in a big company?

When you ask a question, put the word ever after the subject.





## 9.6. Match the expressions with the blank space.

Have Spain ever won
I have visited
I have worked
She was lived
I have never eaten
Have you ever visited

1. \_\_\_\_\_ Italy?

No, but \_\_\_\_\_ Spain. It's a very beautiful country.

2. \_\_\_\_\_ Mexican food. It's too spicy.

3. \_\_\_\_\_ in customer service and in IT, but now I work in the accounting department.

4. \_\_\_\_\_ in three different countries in her life.

5. \_\_\_\_\_ the World Cup final?



### 9.7. Vocabulary. Expressing hope and expectations.

These words have different meanings in English:

**1. To wait:** To stay in a place until something happens or somebody comes.

Note: It often gives the idea that you are staying in that place for a long time and feel bored.

Example:

- I had to wait for 3 hours for the bus and I was late for the party.
- I waited for 2 hours, but he didn't come.

**2. To hope:** To want something to happen in the future.

Example:

- I hope Ireland win the World Cup.
- I hope I get this job.

**3. To expect:** To think or believe that something will probably happen in the future.

Note: To expect doesn't mean that you want something to happen, just that you think it probably will happen.

Example:

- I hope Ireland win the World Cup, but I expect Brazil will win it.
- I expect it will rain later, but I hope it doesn't.



**4. To look forward to:** To be thinking about something in the future because you think you will enjoy it.

Note: We often use “to look forward to” with the continuous tenses. Be careful not to confuse “to look for” (to search for something) and “to look forward to”. After “to look forward to we always use a noun, or the ”-ing” form of the verb.

Example:

- I am looking forward to going on holiday.
- I’m looking forward to going to the football match.

### 9.8 Match the words/expressions with the blank space

looking forward to	waiting	hope
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1. I am looking for a job at the moment. I \_\_\_\_\_ I get one soon.
2. Why are you so late? I’ve been \_\_\_\_\_ for half an hour.
3. I’m really \_\_\_\_\_ seeing my best friend again. It’s been a long time since we last saw each other.

# CORRECT ANSWERS



**9.3. Select the correct answer.**

punctual	interview	resigned	personal qualities
confident	qualifications	strength	skills

1. He has an interview next week for the manager's job.
2. He resigned from the job because he wasn't getting enough money.
3. We need people with skills like working with technology and mathematics.
4. He left school very young and with no qualifications.
5. She has lots of good personal qualities such as honesty and generosity.
6. Tom is very confident while Katy is shy and quiet.
7. My biggest strength is that I am good with numbers, and my biggest weakness is that I am bad at talking to customers.
8. Always be punctual for an interview.



#### 9.4. Select the correct answer.

- Interviewer: Good morning. It is a pleasure to meet you. Please have a seat.
- You: Good morning. Nice to meet you, too. Thank you.
- Interviewer: I will start by asking you a few questions.
- You: Ok. I will answer them to the best of my ability.
- Interviewer: Can you tell me about your previous work experience please?
- You: Certainly. I do not have a job at present. My last job ended last month and was at a bookshop. I worked there since January 2016, and prior to that job I was responsible for stocks at a large publishing company in the capital.
- Interviewer: So what skills do you have that you think would be useful for this job you are applying to ?
- You: I'm very organized, responsible and punctual. I have never taken SICK LEAVE either. I have good interpersonal skills and I believe I am polite. I read a lot and can give my opinion on books if a customer asks. I have a master's degree in comparative literature.
- Interviewer: Why do you want this job?
- You: I would like the job because this is a good multinational company to work for. I like meeting people and talking to customers. I can also work at lunch time and in the evening as I do not have any family commitments.
- Interviewer: How do you feel about working in a team ?
- You: Fine. I like working with other people and I am all in favour of teamwork.
- Interviewer: And when could you start?
- You: As soon as you want me to!

- Interviewer: Are there any questions you would like to ask?
- You: Yes. What is the salary and work hours per week?
- Interviewer: The monthly salary for this position, for the first six months, will be 1.580 Euros. Weekly work hours are 35, Monday to Saturday, but organized in shifts. Does this answer your questions?
- You: Yes. Thank you very much. I look forward to hearing from you.
- Interviewer: Thank you for coming today. You will be contacted soon

#### 9.6. Match the expressions with the blank space.

1. Have you ever visited Italy?

No, but I have visited Spain. It's a very beautiful country.

2. I have never eaten Mexican food. It's too spicy.

3. I have worked in customer service and in IT, but now I work in the accounting department.

4. She has lived in three different countries in her life.

5. Have Spain ever won the World Cup final?



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looking forward to	waiting	hope
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