**1. What do you think might be the stages of a job interview?**

<https://www.youtube.com/watch?v=Z2mrRICNZqA>

What did you think about the candidates – David and Sarah?

**2. Look at the adjectives below and think about their antonyms. Use prefixes where possible.**

*Example: decisive – indecisive, determined – doubtful/hesitant/reluctant*

|  |  |  |  |
| --- | --- | --- | --- |
| decisive |  | determined |  |
| energetic |  | enthusiastic |  |
| open-minded |  | flexible |  |
| hard-working |  | helpful |  |
| responsible |  | persistent |  |
| rational |  | straightforward |  |
| reliable |  | impulsive |  |
| tactful |  | dependent |  |
| (sef-)confident |  | arrogant |  |

**3. Complete the sentences about yourself. They should be true.**

I think I’m quite ………………

I’m not at all ………………….

I’m sometimes ………………..

I tend to be rather ……………..

People say I’m…………………

I can’t stand people who are ………………

Interviews usually start with a question: **What can you tell us about yourself?** Think about a short introduction to present yourself in an interview. Incorporate some sentences from the previous exercise. Be ready to talk about yourself for 2 minutes.

**4. Speaking about preferences.** Did you use the last sentence from ex. 3 in your presentation? Transform it, so that it sounds more polite, using some of the structures below.

I’d rather… / I’d rather not …

I’d rather you…

Well, I was hoping to/for…

**Use the structures above to make sentences about your preferences for these situations:**

*work in a small / large team they will send you to Spanish-speaking countries*

 *they will give you a cell phone but not a car work in an office / in the field*

**5. Write 5 questions that an employer might ask you during a job interview.**

1.

2.

3.

4.

5.

**6. Compare your ideas with the questions on the list. Are your questions there?**

Some of the questions from the list are either illegal or just rude. Which ones?

1. [Tell me about yourself.](http://www.resumagic.com/job_interview_questions_1.html)
2. When were you born?
3. [Where do you see yourself in five years?](http://www.resumagic.com/job_interview_questions_2.html)
4. [Are you willing to relocate?](http://www.resumagic.com/job_interview_questions_2.html)
5. [Are you willing to travel?](http://www.resumagic.com/job_interview_questions_2.html)
6. [Are you willing to work overtime?](http://www.resumagic.com/job_interview_questions_3.html)
7. What is your race?
8. [What are your hobbies and interests outside of work?](http://www.resumagic.com/job_interview_questions_4.html)
9. Do you have physical or mental disabilities?
10. [What jobs did you have as a teenager?](http://www.resumagic.com/job_interview_questions_5.html)
11. [Who are your references?](http://www.resumagic.com/job_interview_questions_5.html)
12. Are you taking any prescription drugs?
13. [How do you feel about air travel?](http://www.resumagic.com/job_interview_questions_7.html)
14. [What do you do to maintain your health?](http://www.resumagic.com/job_interview_questions_8.html)
15. [Do you have any physical problems that limit your abilities?](http://www.resumagic.com/job_interview_questions_8.html)
16. [How do you balance career and family?](http://www.resumagic.com/job_interview_questions_9.html)
17. [What is your greatest strength?](http://www.resumagic.com/job_interview_questions_9.html)
18. Have you ever been arrested?
19. Would working on weekends conflict with your religion?
20. [What is your greatest weakness?](http://www.resumagic.com/job_interview_questions_10.html)
21. [Do you work better alone or as part of a team?](http://www.resumagic.com/job_interview_questions_11.html)
22. [Do you consider yourself to be organized? Manage time well?](http://www.resumagic.com/job_interview_questions_11.html)
23. [Are you a risk-taker?](http://www.resumagic.com/job_interview_questions_11.html)
24. [Are you a self-starter?](http://www.resumagic.com/job_interview_questions_12.html)
25. [How do you react to criticism from supervisors?](http://www.resumagic.com/job_interview_questions_12.html)
26. [How well do you handle change?](http://www.resumagic.com/job_interview_questions_13.html)
27. [Are you opposed to doing a lot of routine work?](http://www.resumagic.com/job_interview_questions_13.html)
28. How do you resolve disputes with co-workers?

**7. What questions might you ask in an interview?** Think about those areas:

* typical working day:
* more info about the position:
* perks:
* travels:
* prospects for growth and advancement:
* outcomes of the interview:

**You can make questions more polite by changing them into indirect questions.** Change your questions from ex.7 using the phrases below:

*I wonder… (I was wondering* – even more polite)

*I would like to know…*

*Can you tell me*… (*Could you tell*…/*Could you possibly tell*…)

*Would you mind telling me*…

*Do you mind if I ask*…

*Do you happen to know*…

**8. Body language.** Which of the tips below are dos, and which are don’ts of a body language in

an interview?

 *mirror move about sit with your arms crossed smile make eye contact*

*wave your hands sit up straight scratch yourself have a balanced handshake*

 *slouch lean forward a little when asked questions touch your face*

**9. Watch interviews with Daniel and Sarah. Why are / are not they successful?**

Use some adjectives from ex. 2 at the beginning of the lesson.

Daniel <https://www.youtube.com/watch?v=5K8o2nYAA6U>

Sarah <https://www.youtube.com/watch?v=NRiaznQevTA>

**HOMEWORK:** MORE ABOUT‘UNREAL PAST’ USED IN EX. 4

*Transform the sentences so that the meaning stays the same.*

1. It’s time for you to go to bed now.

It’s time you \_\_\_\_\_\_\_\_\_\_\_\_\_ now. (3 words)

1. I’d rather go home now.

I’d rather we \_\_\_\_\_\_\_\_\_\_\_\_ home too. (1word)

1. Why on earth did you accept this invitation?

I’d rather you \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ this invitation. (3 words)

1. I didn’t sleep long enough last night, I studied into the small hours.

I wish I \_\_\_\_\_\_\_\_\_\_\_\_\_\_ to bed earlier last night. (2 words)

1. My PC is so old, but I have no money to buy a new one.

If only I \_\_\_\_\_\_\_\_\_\_\_\_ money, I \_\_\_\_\_\_\_\_\_\_\_\_ a brand new PC. (1-, 2 words)

1. Since she enrolled on the violin class she’s been playing the instrument all the time.

If only she \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ it at night, she’d be an ideal neighbour. (3 words)

1. Who advised her to enrol on the violin class?

If only she \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_on the violin class. (3 words)

1. The ground is as dry as a bone.

If only \_\_\_\_\_\_\_\_\_\_\_\_\_\_ rain. (2 words)

1. “Can I borrow your laptop?“ “I’d rather you \_\_\_\_\_\_\_\_\_\_\_\_\_\_” (2 words)
2. I don’t think the programme you are watching is suitable for you, kids.

I’d rather you \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ something else, kids. (1 word)

**Sources**

Job Interview - handout by Agnieszka Suchomelová-Połomska

https://www.englishclub.com/vocabulary/adjectives-personality.htm

<http://www.resumagic.com/job_interviews.html>
<https://www.totaljobs.com/careers-advice/interviews/body-language>