

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

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)
2. I'd rather go home now.
I'd rather we _____ home too. (1 word)
3. Why on earth did you accept this invitation?
I'd rather you _____ this invitation. (3 words)
4. I didn't sleep long enough last night, I studied into the small hours.
I wish I _____ to bed earlier last night. (2 words)
5. 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)
6. 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)
7. Who advised her to enrol on the violin class?
If only she _____ on the violin class. (3 words)
8. The ground is as dry as a bone.
If only _____ rain. (2 words)
9. "Can I borrow your laptop?" "I'd rather you _____" (2 words)
10. 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>