

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

II. Look at the adjectives below to describe people and their behaviour, and think about their antonyms. Use prefixes where possible.

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

decisive	imaginative	modest
determined	independent	big-headed
energetic	patient	honest
enthusiastic	persistent	polite
open-minded	rational	impulsive
flexible	reliable	tolerant
friendly	self-disciplined	responsible
hard-working	straightforward	tactless
helpful	well organized	predictable

III. 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

IV. Presenting oneself.

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 ca 3 minutes.

V. Being diplomatic – polite disagreeing. Did you use the last sentence from ex.III in your presentation? Transform it, so that it sounds more polite, using the structures below (beginnings are given).

I'd rather...

I'd rather you...

I wish I...

Well, I was hoping to/for...

It's definitely an inspiring/interesting/invaluable... but I'm afraid I have no experience with...

You can also use unreal past in other situations during an interview. Transform the sentences below, so that the meaning stays the same, but they sound more polite.

1. I don't know any other foreign language.
I wish ...
2. I didn't know your company moved headquarters to the Czech Republic last year.
If only...
3. An idea of travelling on business sounds good to me, but I didn't have this option in the previous job.
I wish...
4. I really want you to give me this job!
I wish...

Can you think of any other examples of polite disagreement with the use of those structures?

VI. Job interview questions; pair work

Write 5 questions that an employer might ask you during your interview.

- 1.
- 2.
- 3.
- 4.
- 5.

Compare your ideas with the questions in the list below. Are your questions there?

- | | |
|--|---|
| 1. Tell me about yourself. | 18. How do you balance career and family? |
| 2. When were you born? | 19. What is your greatest strength? |
| 3. Where do you see yourself in five years? | 20. Have you ever been arrested? |
| 4. Are you willing to relocate? | 21. Would working on weekends conflict with your religion? |
| 5. Are you willing to travel? | 22. What is your greatest weakness? |
| 6. Are you willing to work overtime? | 23. Do you work better alone or as part of a team? |
| 7. What is your race? | 24. Do you consider yourself to be organized? Manage time well? |
| 8. What are your hobbies and interests outside of work? | 25. Are you a risk-taker? |
| 9. Do you have physical or mental disabilities? | 26. Are you a self-starter? |
| 10. What jobs did you have as a teenager? | 27. How do you react to criticism from supervisors? |
| 11. Who are your references? | 28. How well do you handle change? |
| 12. May I contact your references? | 29. Are you opposed to doing a lot of routine work? |
| 13. Are you taking any prescription drugs? | 30. How do you resolve disputes with co-workers? |
| 14. How do you feel about air travel? | |
| 15. What do you do to maintain your health? | |
| 16. Do you have any physical problems that limit your abilities? | |
| 17. What organizations are you a member of? | |

VII. Some of the questions above are either illegal or just rude. Which ones?

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

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

IX. Indirect questions. You can make questions more polite by changing them into indirect questions. Change your questions from ex.VIII, 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...

X. Body language. Which of the tips below are dos, and which are don'ts of a body language in an interview?

mirror	move about	touch your face	smile	make eye contact
	wave your hands	sit with your arms crossed	slouch	scratch yourself
sit up straight	lean forward a little when asked questions		have a balanced handshake	

XI. Watch an interview with Daniel (salesman for a large European supplier of IT hardware) and comment on it. Use adjectives from ex.II in your evaluation.

XII. HOMEWORK:

- a) Watch another interview, with Sarah (assistant sales director for a chain of language schools) and say what makes her performance successful. Again, use adjectives from II in your evaluation. <https://www.youtube.com/watch?v=NRiaznQevTA>
- b) Transform sentences from the grammar handout activity so that they contain unreal past.

Sources:

Lesson adapted from Daniela Dlabolová's handout: Job Interview

Ex. V, VIII, IX, X, XIV: Agnieszka Suchomelová-Pořomska

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

http://www.resumagic.com/job_interviews.html

<https://www.totaljobs.com/careers-advice/interviews/body-language>

<https://www.britishcouncil.org/learnenglish>