**Unit 8 Job Interview**

**Task 1 Job interview**

1. **Speaking: Preparing for an interview**

What do you have to do before an interview? Complete the following sentences:

1. You should/ shouldn´t…
2. You must…
3. You don´t have to…
4. You mustn´t…
5. **With a partner, go through the list of job interview questions and identify those that are particularly tricky or even illegal. Which question(s) would take you by surprise?**

**Job Interview Questions**

[1:    Tell me about yourself.](http://www.resumagic.com/job_interview_questions_1.html)

[2:    Where do you see yourself in five years?](http://www.resumagic.com/job_interview_questions_2.html)

[3:    Are you willing to relocate?](http://www.resumagic.com/job_interview_questions_2.html)

[4:    Are you willing to travel?](http://www.resumagic.com/job_interview_questions_2.html)

[5:    Are you willing to work overtime?](http://www.resumagic.com/job_interview_questions_3.html)

[6:    What book are you currently reading?](http://www.resumagic.com/job_interview_questions_3.html)

[7:    What animal would you pick if you had to live as one and why?](http://www.resumagic.com/job_interview_questions_3.html)

[8:    What are your hobbies and interests outside of work?](http://www.resumagic.com/job_interview_questions_4.html)

[9:    What do you like to watch on television?](http://www.resumagic.com/job_interview_questions_4.html)

[10:  Will you take a lie-detector test?](http://www.resumagic.com/job_interview_questions_6.html)

[11:  How do you feel about air travel?](http://www.resumagic.com/job_interview_questions_7.html)

[12:  Have you ever owned your own business?](http://www.resumagic.com/job_interview_questions_7.html)

[13:  How is your health?](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:  What organizations are you a member of?](http://www.resumagic.com/job_interview_questions_8.html)

[17:  How do you balance career and family?](http://www.resumagic.com/job_interview_questions_9.html)

[18:  What is your greatest strength?](http://www.resumagic.com/job_interview_questions_9.html)

[19:  What is your greatest weakness?](http://www.resumagic.com/job_interview_questions_10.html)

[20:  Do you work better alone or as part of a team?](http://www.resumagic.com/job_interview_questions_11.html)

(more at http://www.resumagic.com/job\_interviews.html)

1. **Job Interview Tips – Socially Awkward Situations**

**Match the phrases**

state your thoughts before you speak

desperately an opinion of someone within the first few minutes

land the obvious

a balancing act need a job

make handshake

form your weaknesses

a firm a job

collect a good impression

know between modesty and arrogance

**Watch the video and write down the tips**

(<https://www.youtube.com/watch?v=ND0AyF5R958>)

**Task 2 Reported Speech**

1. **Rephrase the following sentences.**
2. “I work as a lab director.”

She told me she ………………………………. as a lab director.

1. “I´m really busy at the moment.”

He said he ………………………………………………... .

1. “I´ve sent them my CV, cover letter and educational certificates.”

She said she …………… them her CV, cover letter and educational certificates.

1. “I must deal with a lot of paper work in my job.”

He complained that he …………………………….. a lot of paper work in his job.

1. “I will ask my former teacher for a recommendation letter.”

She told me she …………………… her former teacher for a recommendation letter.

1. “I can start work next month.”

He said that he ………………………………. .

1. **Choose the correct verb(s).**
2. We *offered/ suggested* that we could meet them at the airport.
3. He *promised/ volunteered* to cook dinner.
4. The teacher *said/ agreed* to meet the student representatives.
5. He *refused/ proposed* that the subject of holiday pay should be raised at the next meeting.
6. We *expected/ insisted* to receive the machine parts the following day.
7. He *denied/ remind* knowing of the plan to relocate.
8. **Report a few points from your interview using some of the verbs in B.**