

COMMUNICATION

Applying for a new role

LEVEL

Intermediate (B1)

NUMBER

EN_B1_1033X

LANGUAGE

English



Learning outcomes

- I can respond to common interview questions about myself, my experience and my skills.
- I can describe my background and my work experience.



Introduce yourself

Introduce yourself. Where are you calling from? Choose **one** of the following questions to answer.



What was your first ever interview?

What job were you applying for?

How well did the interview go?

What did you do wrong?



Interview tips

“Always arrive at least 15 minutes beforehand. Wear your best, most formal clothes. And don’t forget to make eye contact during the interview!”

Do you agree with these tips?

Think of some other interview tips as a group.

What are some common mistakes people make with interviews?





Tell me a bit about yourself

Interviewer: So, tell me a bit about yourself.

Rebecca: Although my background is in business administration, I've spent the last two years working as an Executive Assistant to the Managing Director of SwapShoes, a second-hand shoe selling app. In this position, I've taken on lot of responsibility in this role and grown so much. I've developed my organisational skills and ability to handle multiple tasks at once. When my colleagues have a question, I'm usually the first person they ask. I'm also the one who makes sure the director gets to all her meetings on time – she's a very busy woman. For me, that's probably the most rewarding aspect of this role – when I perform well, the rest of the team does too.





Reading comprehension

- 1 Rebecca's _____ is in business administration.
- a. background b. experience c. foreground d. work
- 2 She has _____ the last two years at an online retail company, where she worked as an executive assistant.
- a. been b. grown c. spent d. had
- 3 She says she has _____ so much as a result of this job.
- a. grew b. grown c. given d. change
- 4 The most _____ aspect of the role is the fact that when she performs well, the rest of the team does too.
- a. best b. rewarding c. relevant d. reward

We have an open **position**!



My job is very **rewarding** – I get to help others.



I've **grown** so much in this role.



What is another word for **position**?

What is a **rewarding** job? Does it mean to make lots of money?

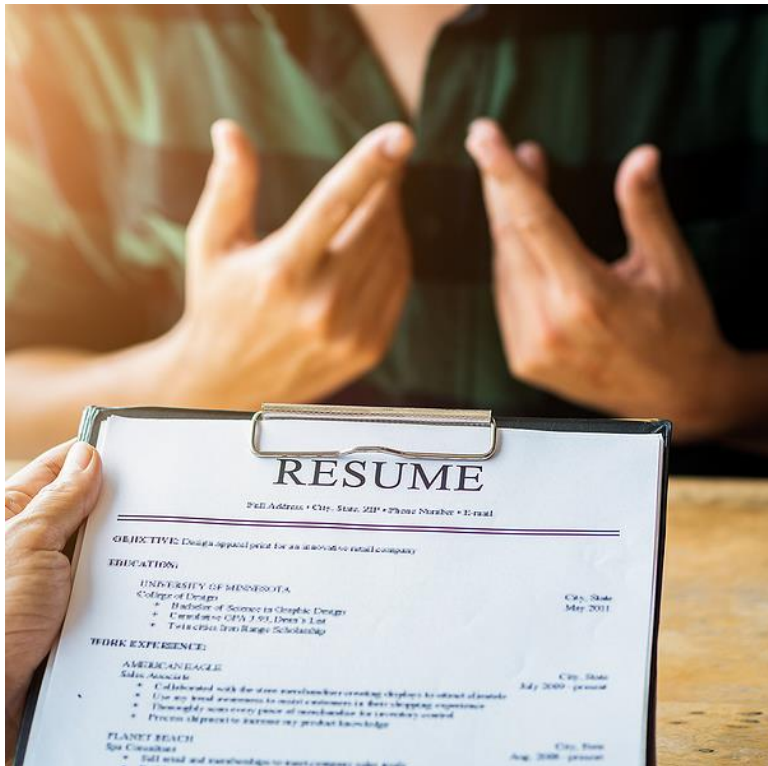
How can a job make you **grow**? What does this mean?



Tell me a bit about yourself

A lot of interviews begin with this statement. But what do they actually want to know?

Do you agree with the following suggestions? **Would you change** any of them, or **add more**?



Describe your professional background, including your area of study, in detail

Be personal – say what you enjoy doing in your free time and what your interests are

Explain why you're leaving your current role

Talk about your future plans

Describing your current role.

In this position, I've learned how to manage a team effectively.
I've grown so much in this role and now I'm ready for a new challenge.
I've developed my leadership skills and become a better listener.
I've been able to work with people from all over the world.

- What do you notice about the verbs in these examples? **What tense is used?**
- Why do you think we use this tense when we are talking about our **professional experience** in our current role?
- Sentence 4 contains the verb to be _____. It's followed by **to + infinitive**.





Tell me a bit about yourself

Practise your own answer to this question. Use the words in the red box to help you.



*I've spent the last _____ years
working...*

*One of the most rewarding aspects of
this kind of work is...*

- background
- to grow
- to be able to...
- to develop
- In this position...
- I'm the person...
- rewarding
- challenging



Describing your current role

Interviewer: Ok, so let's talk a bit more about your current role. What exactly do you do there?

Rebbeca: Well, my main responsibility is to provide constant support to the director and the rest of the management team. My daily tasks include communicating information and updates to the team, planning meetings and events, ordering office supplies and welcoming visitors to our building. My job also involves preparing the slideshow presentations for the monthly company meeting and the weekly team meeting.





Vocabulary review

Review these words and phrases. Can you add any others to describe what you do?



to support

**My responsibilities
include (+ing)**

to provide

to handle

to perform (+ task)

to be in charge of...

to deal with

to make sure that...

**My job involves
(+ ing)**

to analyse

Describing a challenge you've faced

Interviewer: So, tell me. What's a challenge you have faced on the job? How did you deal with it?

Rebecca: Every day is a challenge, in my job! I usually have about a hundred emails in my inbox to respond to when I get into work, and then –

Interviewer: Sorry, Rebecca. I'm just going to stop you there. Could you be a bit more specific? I'd like to hear about how you handled a particularly difficult situation...





Complete the sentences: facing a challenge

I guess one of the biggest challenges...

The managing director was on her way to the meeting,...

It was my job...

I managed...

This meant that...

- a ...and she phoned me to say that she would be half an hour late.
- b ...to make the tour of the new office block longer than planned.
- c ...when we reached the conference room, she was there waiting for them.
- d ...I've faced in this role was when we had a big shareholders' meeting.
- e ...to keep our visitors entertained until she arrived.



Describe a challenge you have faced

Why do you think the interviewer interrupts Rebecca during her first answer?

Below are some guidelines to help you answer this question. **Put them in the correct order.**

Now, use them to **describe a challenge you have faced** in your current or previous role.



What happened? What was the end result?

Give some context about a challenging situation.

What did you actually do?

What was your task or responsibility?

”

**What are your
strengths?**

**Do you have any
weaknesses?**

These are two common interview questions. Do you think they are easy or difficult questions to answer?





Discuss

What is your greatest strength?



Do you have any weaknesses?

I've learned **a great deal** in this position.



I'll do **whatever it takes** to get new clients.



This means that I work well under pressure.



Can you think of another way of saying this?

How does this person feel about their job?

What is another expression with a similar meaning?



Interview tips


“Ask lots of questions during the interview – remember, you are also interviewing the company to see if they’re a good fit for you!”

Do you think this is good advice?

Why do you think an interviewer might want you to ask them questions, too?

What kind of questions might you ask the interviewer(s)?





End of the lesson

Idiom

To put someone on the spot

Meaning: To make somebody feel uncomfortable or embarrassed by asking them a difficult question



Additional practice



Multiple choice – tell me about yourself



1 My _____ is in computer science.

a. graduation

b. life

c. background

d. goal

2 I've _____ with a start-up for the past year, and I love it!

a. been

b. grew

c. spent

d. had

3 I feel like I've _____ so much as a person during my time here.

a. had

b. grown

c. grow

d. change

4 I've been _____ a lot of responsibilities, which means I've learned a great deal.

a. given

b. face

c. gave

d. having



Build sentences

Complete these sentences so that they are true for you.

1 In this position, I've learned...



2 I've grown so much in this role...



3 I've developed...

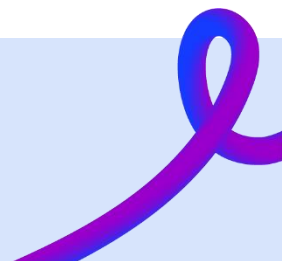


4 I've been able to...



5 Although it was difficult, I managed to...







Vocabulary review

Review these words and phrases from the lesson. Build sentences



I've spent the last...

I managed to...

In this position...

a great deal

**I'm the person
who...**

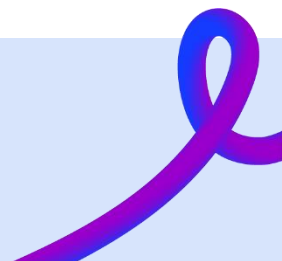
whatever it takes

to grow

This means that...

I've been able to...

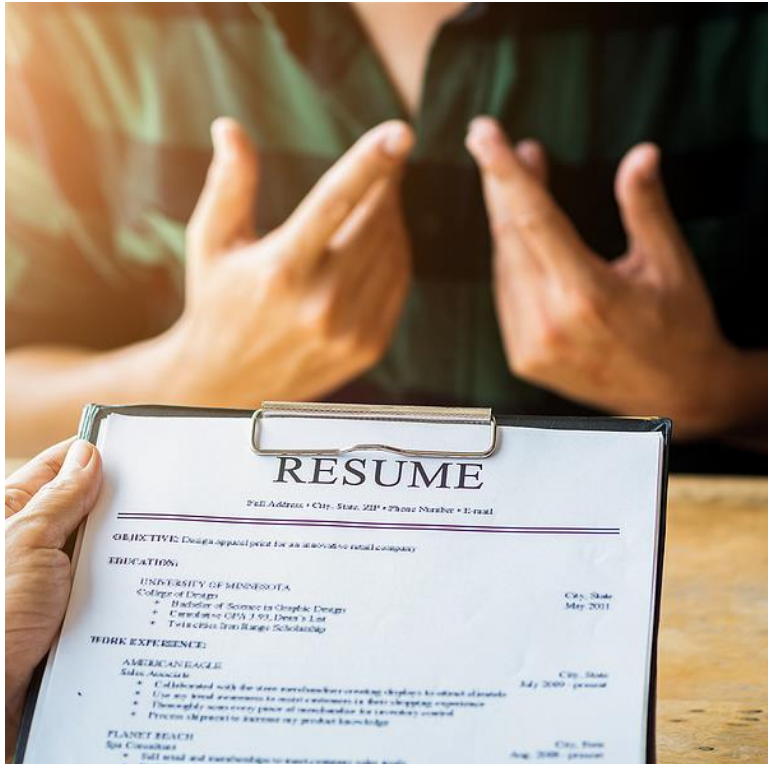
to face a challenge





Tell me a little bit about yourself

This is probably the first thing your interviewer will say. **Make some notes** on the following prompts to prepare for a speaking activity.



Professional background

Professional and personal achievements

What you enjoy about what you do

Career goals



Interview your classmates

Ask and answer these questions with your classmates.

1



Can you tell me a bit about yourself?

2



What are some challenges you've faced on the job?

3



What are your strengths?

4



What are your weaknesses?

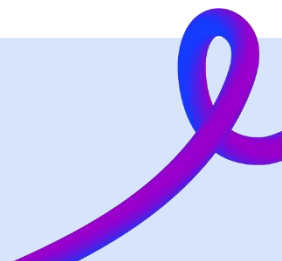


Discuss

What is the most difficult questions you've been asked during an interview?



How did you answer it?





Facing a challenge

In an interview, it's not enough just to describe yourself – the interviewer wants to know what you have done in your previous roles. For example, how you behaved when faced with a challenge. **Make notes on steps 1-3** and **tell the class about a challenge you have faced**.

1



Describe the **situation**. What was **your task** or **responsibility**?

2



What did you actually **do**?

3



What was the end **result**?



Answer key

P.6 1 (a) 2. (c) 3. (b) 4. (b)

P.7 1. Job 2. It makes you happy because you feel it is a useful and worthwhile activity 3. to develop and to improve, to become better at particular skills

P.9 1. They all use present perfect 2. Because we are still in our current role 3. able

P.14 1. (d) 2. (a) 3. (e) 4. (b) 5. (c)

P.23 1. (c) 2. (a) 3. (b) 4. (a)



Summary

Describe yourself

- A brief outline of your professional experience, achievements, and goals for the future (relevant to the job you are applying for).
- I've grown...; I've developed...; I've been able to...

Describe your current role

- My job involves (+*ing*); My responsibilities include (+*ing*)

Describe a challenge you have faced

- Interviewers want to know how you behaved in a particular situation.
- to face a challenge

What are your strengths and weaknesses

- Here, you should also give examples from your professional experience.



Vocabulary

position

to grow

a rewarding job

to perform (a task)

to be able to (+ infinitive)

to manage to (+ infinitive)

I face a challenge

a great deal

whatever it takes

This means that...

I've spent the last X years...

I've been given (a lot of responsibility)

I work well under pressure



Notes

