

HOW TO ACE AN INTERVIEW

Watch the [video](#) “How to Ace an Interview” by Harvard Extension School.

1 WARM UP

Task 1: Read and discuss the quotes. How do they relate to the interview process?

“The only place where success comes before work is in the dictionary”

“Doubt kills more dreams than failure ever will”

“Talent will get you through the door but character will keep you in the room”

Task 2: Look at the list of interview answers below.

- Do you think they are good or bad things to say during an interview?
- Discuss your reasoning with a colleague.

1. My previous job was terrible because I had an awful relationship with my boss.

Bad

2. Could you tell more about the training opportunities available to your employees?

Good

3. No, I don't have any questions for you. **Bad**

4. How much does the job pay? **Bad**

5. I am seeking new challenges as there is limited progression in my current role.

Good

Task 3: Share your interview experiences with the class.



2 INTERVIEW PHRASAL VERBS

Task 1: Match the phrasal verbs on the left to their meanings on the right.

- | | |
|--------------|---|
| 1. Carry out | a. to accept more work or responsibilities. 3 |
| 2. Catch up | b. to do a particular piece of work, research etc. 1 |
| 3. Take on | c. to make progress quicker than others at work. 5 |
| 4. Stand out | d. to do work that should have been done earlier. 2 |
| 5. Get ahead | e. to be clearly better than most at something. 4 |

Task 2: Complete the sentences using the phrasal verbs. Take care with the verb tense.

- In my previous role, I was tasked with **carrying out** market analysis for a new product launch.
- I regularly **catch up** on industry news by subscribing to relevant newsletters and attending conferences.
- When our manager was away, I **took on** the responsibility of coordinating the team's tasks and ensuring project deadlines were met.
- During a client presentation, I **stood out** by providing a unique solution that impressed both our team and the client.
- I aim to **get ahead** by pursuing further professional development opportunities and take on challenging projects to expand my skills.

Task 3: Practice using the phrasal verbs by discussing the following questions.

- Tell me about a recent task that you **carried out** successfully.
- How do you ensure that you **catch up** on your work after a long vacation?
- Would you be open to **taking on** extra responsibilities?
- What makes you **stand out** against other candidates?
- Are you motivated to **get ahead** in your career?



3 BAD INTERVIEW ANSWERS

Task 1: Read the bad interview answers below.

1. I have a little bit of experience in selling various products. I am proud of some of the results I've had in saving the company a bit of money. **B**
2. Yes, I have had experience in that area. **C**
3. While I was working on the 144 project, I discovered an error in the 'system14' which is used to produce our 97 product line. **A**
4. I was a SAR and supported three line sales reps who were in the SWSC area. **E**
5. I'm pretty good with computers - at least most of the time I am. I kind of taught myself most of the programs. **D**

Task 2: Match the answers above with their perceived problems (a-e).

- a. Using company specific words.
- b. The words used are too vague.
- c. Using too few words.
- d. Describing skills using "weak" words.
- e. Assuming people know the acronym you use.



Task 3: Discuss the following questions as a class.

1. What problems can occur if you use company specific words?
2. What is the opposite of vague?
3. Using too few words is a problem, but is talking too much a problem too?
4. Give some more examples of "weak" words.
5. Share examples of company or industry acronyms you commonly use.



4 VIDEO: HOW TO ACE AN INTERVIEW

Task 1: Watch the [video](#), then discuss each of the 5 tips presented in the video below.

Research.

- Why does the speaker recommend researching yourself?
- Why do you need to research the position?
- Do you think it is wise to research the employer and industry?

Practice.

- What is the show and tell method that the speaker describes?
- Do you think it is better to tell a story or state facts when answering? Explain.
- Name different ways the speaker says you can practice for an interview.

Make a good first impression.

- Why is arriving early beneficial?
- How does the speaker suggest you can make a good first impression?
- Do you believe that first impressions are permanent? Explain.

Different types of interviews.

- Describe the difference of behavioural, technical and case interviews?
- What tips does the speaker give for telephone and skype interviews?
- Which types of interviews have you experienced?

Define the next steps.

- What is a closing statement? Research examples of closing statements.
- What does the speaker suggest including in a thank you email after the interview?
- How long should you wait until sending the thank you email?



5 KEY STAGES OF AN INTERVIEW

Task 1: Match the stages of an interview with its corresponding language.

Your skills and experience.	Handling challenges.	Teamwork.	Learning.
Company interest and fit.	Problem-Solving.	Leadership.	Communication.

1. Company interest and fit.

- I'm drawn to [company's name] because of its reputation for...
- I believe my values align well with the mission and culture of...

2. Your skills and experience

- I have a strong background in...
- One of my strengths is my ability to...

3. Problem-Solving.

- My ability to think critically enables me to solve complex issues such as...
- I have a track record of identifying solutions and streamlining processes...

4. Handling challenges

- In a previous role, I faced a challenge where...
- I was able to overcome that challenge by... I learned that...

5. Teamwork

- I enjoy collaborating with teams to achieve common goals, for example...
- In my current role, I have created a positive team environment by...

6. Leadership

- In my current role, I led a project in which...
- I am comfortable taking on responsibilities beyond my job role.

7. Communication

- I've presented my findings and ideas in various settings, including...
- In my role, I have to present complex ideas to...

8. Learning

- In my current role, I studied for a qualification to...
- I'm always eager to learn and adapt to new situations because...



6 ROLE PLAYS

Task 1: Complete the role play exercise by following the instructions:

- Read the job vacancy information below.
- You are going to interview for a job position detailed in the job description below.
- Use the tips and the language studied throughout the lesson.

Job Vacancy: Regional Sales Manager

TV World is looking for a Regional Sales Manager, based in the North West of England. The successful candidate will be in charge of ensuring sales growth across the region. The candidate will work across all channels including B2C and B2B.

Responsibilities.

- Develop and execute regional sales strategies to exceed targets.
- Lead and mentor a high-performing sales team.
- Cultivate strong client relationships and identify new opportunities.
- Collaborate with internal teams.
- Provide insightful reports..

Qualifications.

- Bachelor's degree; MBA a plus.
- Proven sales management experience.
- Strong leadership and strategic skills.
- Excellent communication. English proficiency is essential.
- Willingness to travel.

Task 2: Work in pairs. Take turns being the interviewer and interviewee.

1. Tell me about yourself.
2. Why do you want to work for this company?
3. What relevant skills would you bring to this role?
4. Tell me about a time when you communicated effectively to achieve a goal.
5. How does your experience suit this job vacancy?
6. Tell me about a challenge you have faced in your career?
7. Are you able to work well in a team?
8. How would your co-workers describe you?
9. Tell me about a time you showed strong leadership.
10. Where do you see yourself in five years?
11. Do you have questions?



HOMework

1 HOW TO MASTER YOUR NEXT INTERVIEW

Task 1: Read the following article, then complete the question on the next page.

An interview is like a key that can unlock the door to your dream job. It's a chance for you to showcase your skills, personality, and potential. To help you shine in your next interview, here are four simple yet crucial tips to keep in mind.

Prepare, Prepare, Prepare: Before the big day, gather all the information you can about the company and the job role. Learn about their products, services, and values. This will show the interviewer that you're genuinely interested and committed. Also, practice your answers to common questions like "Tell me about yourself" and "Why do you want this job?" This can boost your confidence and help you avoid stumbling during the interview.

Dress Smartly and Appropriately: First impressions matter, and your appearance plays a big role in that. Choose an outfit that's suitable for the company's culture. If it's a formal setting, wear business attire. If it's a more relaxed environment, opt for smart casual. Make sure your clothes are clean, well-fitting, and free from wrinkles. Remember, dressing appropriately shows that you take the interview seriously.

Body Language Speaks Volumes: Your words are important, but so is your body language. Maintain eye contact to show you're engaged and confident. Give a firm handshake at the beginning and end of the interview. Sit up straight to display attentiveness. Avoid fidgeting as it can make you seem nervous. A smile can go a long way in creating a positive connection with the interviewer.

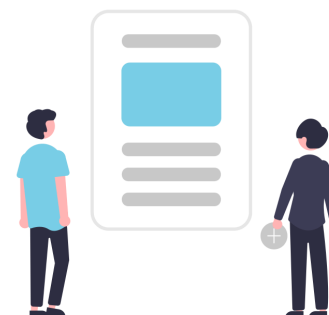
Highlight Your Strengths with Examples: When the interviewer asks about your skills and experiences, don't just list them – provide examples. For instance, if they inquire about your teamwork abilities, mention a successful group project you led. If they ask about problem-solving skills, narrate a situation where you resolved a challenge creatively. These real-life instances help paint a vivid picture of your capabilities.

Remember, an interview is a chance for you to shine and stand out from the crowd. By preparing well, dressing appropriately, using positive body language, and showcasing your strengths with examples, you'll increase your chances of leaving a lasting and positive impression on the interviewer. Good luck!



Task 2: Research different synonyms for the following words.

1. daunting
2. to determine.
3. well-informed.
4. to rehearse.
5. to opt (for something).
6. eager.



Task 3: Write a series of sentences or a short story using each word listed above.

Task 4: Write detailed answers to the following questions.

- a. How can researching a company's mission and values improve your performance in a job interview?
- b. Why is practicing common interview questions important for success in an interview?
- c. How does dressing appropriately contribute to making a positive first impression during an interview?
- d. In what ways does maintaining a positive attitude benefit your job interview experience?
- e. Why is authenticity valued by employers during job interviews?
- f. How can aligning your skills and experiences with the job requirements improve your chances of landing the job?
- g. How might admitting a lack of knowledge to a question demonstrate a positive trait during an interview?
- h. Summarise how can the four tips mentioned help you stand out and excel in a job interview?



2 JOB INTERVIEW TIPS

Task 1: Read the scenario in the box below.

A colleague is in the process of applying for a job and she has asked you for advice.

- Give her 5 tips on what to do.
- Give her 5 tips on what NOT to do.

Task 2: Write each tip below.

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

Task 3: On a separate piece of paper, explain the reasoning behind each of the tips you have given. You must use the new language introduced in the lesson.

