

## Business Basic

### Lesson 06: Job Interview

#### Practice 1 | Formal and Informal Expressions

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**Directions:** Listen and repeat.

There are certain phrases used in business conversations.

Check them with your teacher.

| Formal  | Informal                                |
|---|---|
| Let me introduce myself. I am Mike Johnson.       | Hi, I'm Mike Johnson.                   |
| The reason why I chose this company is ...        | I want to work for you because...       |
| I am applying for the manager's position.         | I want to be a manager in this company. |
| Excuse me, is the job interview held in room 201? | Where should I go for the interview?    |
| My main strengths are...                          | I'm good at...                          |

## Practice 2 | Reading Dialogue

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**Directions:** Read the dialogue aloud with your teacher.

Here is a short job interview example. Read it with your teacher.

### *Mike arrives for a job interview*

**Mike** : Excuse me, is the job interview held in room 201?

**Employee** : No, it is held in room 307. Good luck!

### *Mike goes to room 307*

**Mike** : Good afternoon. May I introduce myself? My name is Mike Johnson.

**Interviewer** : Mike, nice to have you here. Please, make yourself comfortable.

### *Mike sits down*

**Interviewer** : I will start with the interview. Why did you choose our company?

**Mike** : The reason why I would like to join you is that your company's recent activities seem very interesting to me.

**Interviewer** : Why should we hire you?

**Mike** : I believe that my management experience of over 10 years can make me a valuable asset to your company.

**Interviewer** : Very well. Now, what are your main strengths?

**Mike** : I'm motivated and communicative. I know how to work in a team.

**Interviewer** : What about your weaknesses?

**Mike** : Well, I smoke, but I am trying to quit...

**Interviewer** : Then, I wish you all the good luck to quit! We will call you in a few days, Mike. I liked your approach a lot.

### Questions:

1. Why is Mike interested in working for that company?
2. Why does he think he is the right person for that job?
3. What did he say about his strengths and weaknesses?

## Practice 3 | Studying the Manual

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**Directions:** Study the manual with your teacher.

You need to prepare for a successful interview. Study these pieces of advice with your teacher.

- Research the company you are applying for. Find out about its history, main goals and the founders of the company.
- Don't be nervous and act confident. Know your best qualities and don't be afraid to mention a few weaknesses.
- Decide why you are applying for this specific company. You need to be motivated. No company wants an employee who can work anywhere.
- Think: why should they hire you? What can you give to the company? Why are you special?
- Be polite, formal, keep eye contact and believe in yourself!

**Practice:** Have a role-play with your teacher. You're applying for a job interview, and your teacher will act as your interviewer. Practice polite speech and try to keep in mind the points studied above.

## Practice 4 | Situation Questions

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**Directions:** Answer these situation questions.

1. You did not have time to research the company and went to a business interview. What do you do if they ask about the company? How can you avoid this?
2. You were in a hurry and you forgot to wear a tie for the interview. What do you do?
3. Your friend is getting ready for a job interview. What advice can you give him?