

## Business Conversation 15: Interviewing

### Practice 1 | Useful Expressions

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**Directions:** Listen and repeat.

- **What qualifications do you have...?**
- **What expectations do you have...?**
- **What strengths and weaknesses do you have...?**
- **strengths and weaknesses**
- **conduct an interview** - to hold/manage an interview
- **catch someone's eye** - to catch someone's attention
- **qualification** - a quality, ability, or accomplishment that makes a person suitable for a particular position or task
- **make a name for oneself** - to stand out; to achieve distinction; to become popular
- **exhaustion** - the state of being extremely tired
- **detrimental** - tending to cause harm
- **honor** - the quality of knowing and doing what is morally right
- **attentive** - listening or watching carefully and with interest

## Practice 2 | Dialogue

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

*Mr. Stevens is holding interviews for a new research assistant position.*

**Mr. Stevens** : Good afternoon, Mr. Andrews. I am Mr. Stevens and I shall be **conducting your interview** today.

**Mr. Andrews** : Good afternoon, Mr. Stevens. It's a pleasure to meet you.

**Mr. Stevens** : I'd like to begin by asking, what is it about our research program that **caught your eye**?

**Mr. Andrews** : Firstly, I've been trying for about a year to find a research program about genetics.  
Secondly, the scale and importance of what you are researching.

**Mr. Stevens** : Ok, good. **What qualifications do you have** that make you think you would be suitable for this position?

**Mr. Andrews** : I've been an **honor** student in all my years of study and I've been a research assistant before on a smaller project.

**Mr. Stevens** : What would you say your **strengths and weaknesses** are?

**Mr. Andrews** : I care a lot for my work; I'm very ambitious to **make a name for myself** in this field and

I am very **attentive** to details. As for weaknesses, I can only say that I work to **exhaustion** and this is sometimes **detrimental** to my health.

**Mr. Stevens** : **What expectations do you have** from this job?

**Mr. Andrews** : I hope to be challenged as often as possible by my work.

**Mr. Stevens** : Well Mr. Andrews, you sound like a very capable candidate. Thank you for your time and we shall call you soon to let you know if you have got the job.

**Mr. Andrews** : Thank you very much as well. I am looking forward to your phone call. Good afternoon, Mr. Stevens.

**Mr. Stevens** : Good afternoon, Mr. Andrews.

**Check your understanding:** Answer the following questions.

1. What position is Mr. Andrews applying for and why is he applying for it?
2. What strengths does Mr. Andrews have?
3. What weaknesses does Mr. Andrews have?
4. What qualifications does Mr. Andrews have?

## Practice 3 | Role-Play

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**Directions:** Have a role-play with your teacher in the following situation.

### Situation

Today you are holding interviews with several people for a position as your personal secretary. Switch roles after that, and play the role of the interviewee.

### Expressions:

- Strengths and weaknesses
- qualifications
- ambitions
- expectations from the job
- conduct an interview
- interest in the job

## Practice 4 | Discussion

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**Directions:** Discuss these topics and exchange thoughts with your teacher.

1. Have you ever conducted an interview?
2. What do you think are some of the most important questions to ask in an interview?
3. Would you be open, relaxed and have a pleasant attitude, or would you be more rough and serious looking in an interview?
4. Are you a good judge of character?
5. Do you think it is difficult to be a good interviewer?