

lingoda

# In a job interview

COMMUNICATION

LEVEL  
Lower-intermediate

NUMBER  
EN\_BE\_2332X

LANGUAGE  
English





## Goals

- Can take part successfully in a job interview.
- Can talk about my professional background and job experiences.



**Tell me a bit about yourself.**  
I'm a **confident** and **dedicated** person.

**Have you ever** managed a team?  
Yes, I have.



## Preview and warm-up

In this lesson, you are going to learn how to **take part in a job interview** in English. You will learn **words and phrases** you need to **talk about yourself**.



So, Mr Smith, **tell me a bit about yourself**.



## Vocabulary review

**hard-working**

**reliable**

**adaptable**

**confident**

**responsible**



**experienced**

**dedicated**

**proactive**



## Sentences



I am **hard-working**.

I am a **reliable** person.



I am very **adaptable**.

I am a **confident** worker.





## Sentences



I am a **responsible** person.

I am **experienced** in this area.



I am **dedicated** to my job.

I am **proactive** at work.





## Phrases review



**I have a bachelor's degree in mathematics.**

**I have a master's degree in sociology.**



**I have four years' experience in managing a team.**

**In my previous job, I used Wordpress every day.**







## Fill in the gaps

Fill in the gaps with words from the previous pages

1. I have a \_\_\_\_\_ in economics. I want to get my master's degree next.
2. I am \_\_\_\_\_ - I find it easy to change what I am doing if I need to.
3. I am very \_\_\_\_\_. I like giving presentations to large groups of people.
4. I have two years' \_\_\_\_\_ in software development.
5. I am \_\_\_\_\_ to my work. I always get the job finished.





## Describing yourself

Which of the adjectives on the previous pages would you use to describe yourself? Are there any you definitely would not use?



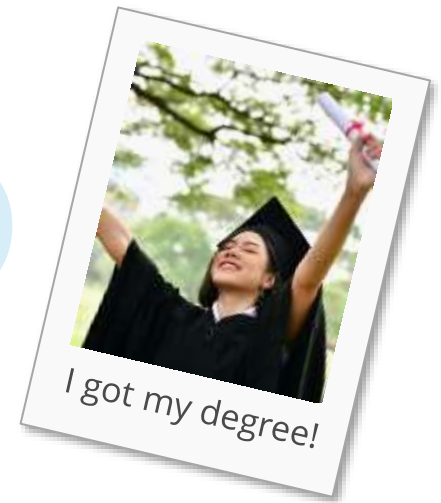
responsible

hard-working



## Your degrees

**Do you have a bachelor's or a master's degree?**



**Is there any other degree you would like to have?**

## tell me a bit about yourself

An interviewer will ask you **tell them about yourself**. You need to talk about yourself in a **work context**.



**Tell me a bit about yourself**, Hannah.



## New words

**creative**

I am a **creative** person.



**independent**

I am **independent**.



**persuasive**

I am very **persuasive**.



**patient**

I am always **patient** with colleagues and customers.



attentive to detail

If you are **attentive to detail**, you **take care of** and **pay attention to** the **small things**.



I am **attentive to detail**.



## Complete the sentences

**Complete the sentences with the adjectives from the previous pages**

1. A person who doesn't get angry quickly is...
2. Someone who can make you think the same as them is...
3. A person who cares about the small things is...
4. A person who is happy working alone is...



## Who are they?

**What do you think these people are like at work?  
How do they describe themselves?**







## About you

**Tell us a bit about yourself!**

**Use the words on the previous pages and ask your teacher for any other words you want to use to describe yourself professionally.**

A stack of lined notepaper with a spiral binding on the left. The paper is white with light blue horizontal lines. Faint, circular icons are scattered across the page: a scale of justice, a lightbulb, a speech bubble, and a smiley face.





## Have you ever...?

*Have you ever...?* is a question using the **present perfect tense**.

You looked at this tense in the previous unit. It is made using **subject + have/has + past participle**.

This question asks about **an experience in your life**.

Look at how you can **answer** below.

Question	Answer
Have you ever managed a team?	Yes, I have managed a team.
Have you ever used Excel?	No, I haven't used Excel.
Have you ever used Excel?	No, I have never used Excel.



## Have you ever...?

It is better **not to repeat** the words in the question.

Here are **shorter answers** for the question *have you ever..?*

Question	Answer
Have you ever managed a team?	Yes, I have.
Have you ever used Excel?	No, I haven't.
Have you ever travelled for work?	Yes, I have.
Have you ever worked in an open office?	No, I haven't.





## Have you ever..?

Remember, if you want to **give more detail** about your **experience**, you can use the **past simple** tense.

When you use the **past simple**, you need to talk about a **specific time**.

Look at the examples below.

Question	Answer	Detailed answer
Have you ever managed a team?	Yes, I have.	<b>When I worked for Shell I managed</b> a team of three people.
Have you ever used Excel?	No, I haven't.	I <b>didn't use</b> it in my last job.
Have you ever travelled for work?	Yes, I have.	<b>In my previous job, I travelled</b> once a month for work.



## Have you ever..?

Here are some **more questions** using *have you ever...?* that you might be asked.



**Have you ever** coordinated a project?

**Have you ever** been responsible for a large team?



**Have you ever** won an award?



## Rearrange the words to make questions. Put the verb in the correct form too

1. work/ever/have/independently / you?

→ Have you ever worked independently?

2. small/you/manage/ever/have/ team/a?

→ \_\_\_\_\_  
\_\_\_\_\_

3. you/Excel/have/use/ever?

→ \_\_\_\_\_  
\_\_\_\_\_

4. named/have/be/employee of the month/ever/you?

→ \_\_\_\_\_  
\_\_\_\_\_

5. have/coordinate/project/you/a / ever?

→ \_\_\_\_\_  
\_\_\_\_\_



## Speaking

Now ask and answer the questions on p.22 as a group

Yes, I have.



In my previous job...

No, I haven't.



When I worked for...



## Fill in the gaps then practise the dialogue with a partner



**managed**

Hello Hannah it's nice to meet you. Can you tell me \_\_\_\_\_ about yourself?

**confident**

OK. Have you ever \_\_\_\_\_ a team of people?

**master's**

Great. And have you ever given \_\_\_\_\_ to large groups?

**worked**

Excellent. And have you ever \_\_\_\_\_ for work?

Yes. I have a \_\_\_\_\_ degree in computer science and I am dedicated to my career.

**presentations**

Yes, when I \_\_\_\_\_ for Glacier I managed a team of three people.

**travelled**

No I haven't. But I am a \_\_\_\_\_ person and I'm sure I can do it.

**a bit**





## Job interview questions

You are going to practise doing a job interview with a partner. First, write down four questions that you would ask someone who came to you for job interview. Use the previous pages to help you

Tell me a bit...

Have you ever...



A spiral-bound notebook with lined pages. The pages are white with light blue horizontal lines. On the left side, there are several circular icons: a person, a document, and a speech bubble. The notebook is positioned on the right side of the page, partially overlapping the green background.



## Role Play

Now practise doing a job interview in pairs. Swap roles when you are done. Try to answer the questions as fully as possible, giving examples and using the past simple tense

Have you ever...



Yes, I have.

**Student A: You are the interviewer. Use the questions you wrote on the previous page.**

**Student B: You are the interviewee.**



## Reflect on the goals

Go back to the second slide of the lesson and check if you have achieved all the goals of the lesson.

yes

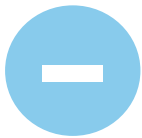
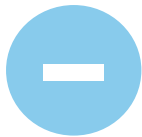
no




## Reflect on this lesson

Think about everything you have seen in this lesson.  
What were the most difficult activities or words? The easiest?

If you have time, go over  
the most difficult slides again





## Answer key

### Exercise p. 24

a bit, master's, managed, worked, presentations, confident, travelled

### Exercise p. 22

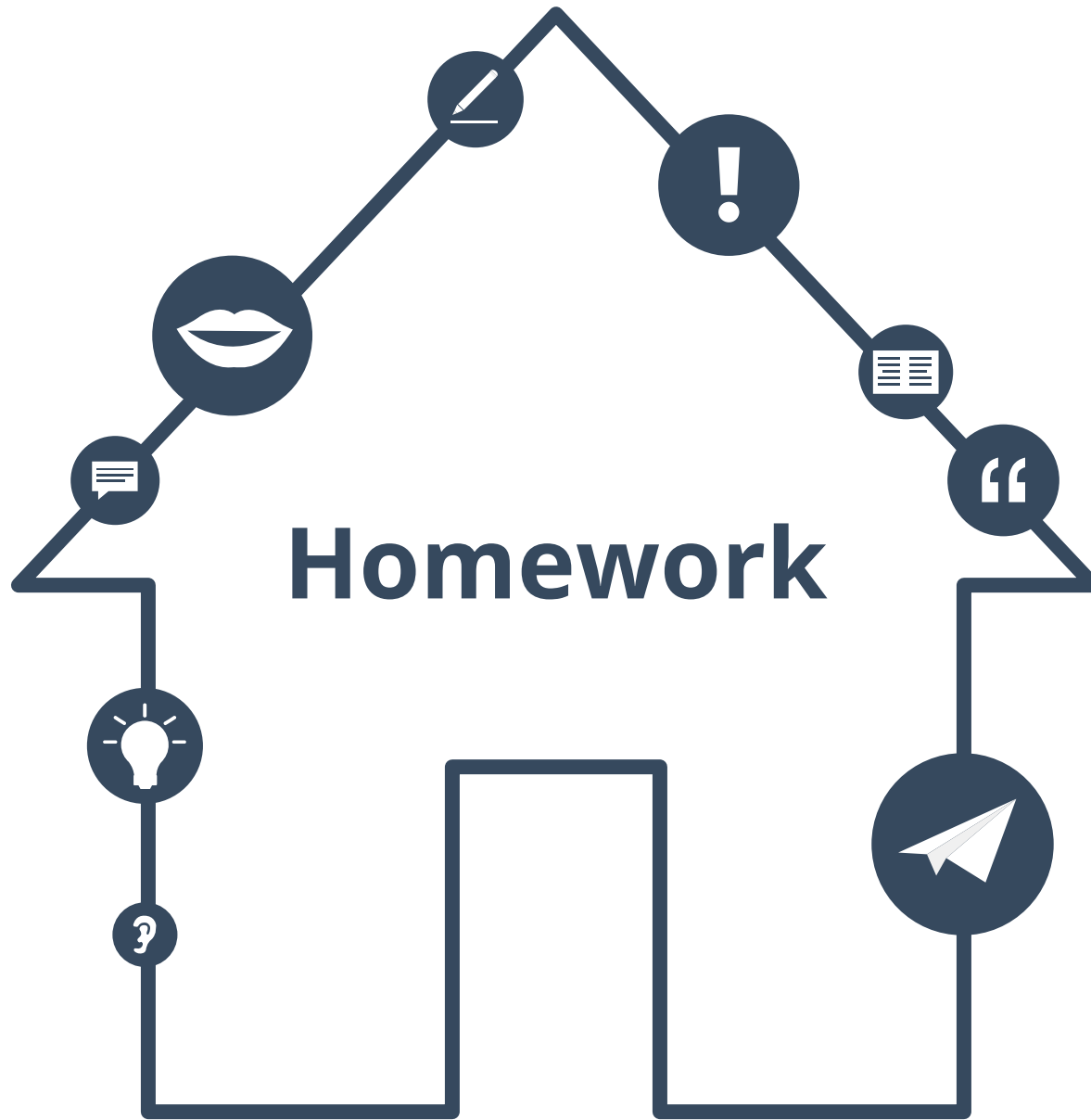
2. Have you ever managed a small team? 3. have you ever used Excel? 4. Have you ever been named employee of the month? 5. Have you ever coordinated a project?

### Exercise p. 15

1. patient, 2. persuasive, 3. attentive to detail, 4. independent

### Exercise p. 9

1. bachelor's degree, 2. adaptable, 3. confident, 4. experience, 5. dedicated





## Match the questions to the answers

1. Have you ever managed a team?

2. Have you ever been named salesperson of the month?

3. Have you ever coordinated a large project?

4. Have you ever used Google docs?

a. No I haven't. But I am always in the top three in our company.

b. No, I haven't, but I am a fast learner.

c. Yes, I have. When I worked for Montana Holdings I was responsible for a team of three.

d. Yes, I have. I coordinated the Mather project at work last year.







## Homework answer key

**Exercise p. 31**  
1. C, 2. A, 3. D, 4. B



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