

Job interviews

Language focus

- Modal verbs for advice
- Adverbs and modifiers
- Talking about strengths and weaknesses
- Expressing contrasts

1 Advice

- What advice would you give to a friend who had a job interview?
- What are the most important things to include in your curriculum vitae or résumé?

Useful language

- You **should** arrive there on time.
- You **shouldn't** interrupt the interviewer.
- Your CV **needn't** include your personal interests.
- You **can't** complain about your previous jobs.



2 Opinions about jobs

What are the most important factors when applying for a job? Use some of the ideas in the boxes below to help you.

appearance
hobbies
interests
experience
personality
intelligence

marital status
languages
connections
qualifications
references
soft skills

age
gender
zodiac sign
sickness record
family background
education

Useful language

- Extremely important
- Very important
- Quite important
- Not particularly important
- Not at all important
- Irrelevant



3 Interview questions

Think of five good questions for a job interviewer.

Interviewers often ask interviewees what they think their strengths and weaknesses are. Think of five weaknesses that could also be considered strengths.

WE ARE HIRING

4 A practice interview

In an interview, how would you explain that some of your weaknesses could actually be strengths?

Conduct a practice interview.

Useful language

- People say I'm sometimes too methodical, **although that also means** I make fewer mistakes.
- People often say that I'm a bit shy, **but** I just need time.
- **While** people often say that I'm rather slow, I work very carefully.
- **Then again**, I can be very determined.
- This could be seen as a drawback; **on the other hand**, it's also the reason I don't give up easily.



5

Discussion

- How do you look for jobs?
- Is it okay to lie on your CV? If you think it isn't, why? If you think it is, when?
- What are the easiest questions to answer in a job interview?
- What's the best interview experience you've ever had?
- What's your idea of a nightmare job interview?



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