**English job interview (Tips and Tricks)**

Going through a job interview is very important when looking for a job.

Listen to [the video](https://www.youtube.com/watch?v=nhTcuUvLGOE) and do the exercises that follow. You can watch the video using the subtitles if you wish. If you have difficulty with unknown words, search them in [Word Reference](http://www.wordreference.com/engr/). Type your answers in the spaces provided in the second page. When you finish, e-mail the answers back to me.

Click here to watch the video. Omit the advertisement at the beginning.

1. Here follow some common interview questions that you should be prepared to answer. Fill in the missing information.
2. Tell me about ……………
3. Where do you ……………. yourself five years from now?
4. What are your …………… and …………….?
5. What is your ……………. style?
6. Can you tell me about a time you …………………………….?
7. Tell me about a time when you dealt with a ………………. at work.
8. Why do you …………………?
9. Why should we ………………. you?
10. Now follow some tricks or techniques you can use to make sure your interview is successful.

Tip 1

You should be 1…………. means you don’t waste words. To do this you avoid unnecessary information, use full sentences and you put the information you want to 2……………….. at the beginning.

Tip 2

Use 3………………. language which includes words or phrases like ‘for example’ or ‘first of all’ that make your answers more focused and easier to follow.

Tip 3

Add 4…………….. to your answers so that the meaning does not get lost. You can use the STAR (Situation, Task, Action, Result) method to achieve this.

Tip 4

5……………… key words. That involves using some of the same 6………….. or 7…………….. as the person you are talking to. This way your answer is 8…………… and shows the interviewer that you are listening, so you end up making a good impression.

You should start by 9……………….. the company you are applying for, find how they 10……………. themselves and pay attention to the words they use in their job advertisement to describe the 11………………… they are looking for. Use these words in your answers, but change them slightly.

https://www.youtube.com/watch?v=nhTcuUvLGOE&ab\_channel=OxfordOnlineEnglish

ANSWERS

Exercise A

1.

2.

3.

4.

5.

6.

7.

8.

Exercise B

|  |  |
| --- | --- |
| 1.  2.  3.  4.  5.  6. | 7.  8.  9.  10.  11. |

Για να μπορέσετε να επέμβετε σε αυτό το έγγραφο, δηλαδή να γράψετε επάνω του, πρέπει να το κάνετε λήψη αφού το ανοίξετε από το mail (το βελάκι που εμφανίζεται πάνω δεξιά). Τότε θα εμφανιστεί το αρχείο στο κάτω αριστερά μέρος της οθόνης. Κάνετε δεξί κλικ επάνω του και επιλέγετε ‘εμφάνιση στο φάκελο’ για να δείτε πού το αποθηκεύει (π.χ downloads). Aπό εκεί το αποθηκεύετε όπου θέλετε με αντιγραφή-επικόλληση και το επεξεργάζεστε. ΄Ετσι μπορείτε να μου το στείλετε ηλεκτρονικά.