

# How to: ace an interview in English

Adults

50mins

## Description

Job interviews can be stressful, especially when you have to do them in a second language - but don't worry! If you follow these interview preparation steps and you'll be speaking English like a professional in no time.

## Objectives

To help individuals preparing for an interview in English.

## Language

- 1. Study!** This is an important step for any interview, regardless of what language it's in! You'll need to study the company to understand what they do and how they do it.
  - Be sure to read up on the company's website and look through their social media.
  - Familiarise yourself with workplace jargon appropriate for the company you're interviewing with.
- 2. Anticipate questions** - Think of questions you might be asked, and then answer them!
  - What is your educational background?
  - Your work experience?
  - How do these relate to the position you're applying for?
- 3. Provide examples** - Think about your experiences.
  - When is a time you've organised something?
  - When is a time you've gone above and beyond what was expected of you?
  - When is a time you overcame a problem?
- 4. Practise your answers!** Ask a friend or partner if they can practise with you. If you need to practise alone, try speaking in front of the mirror or recording yourself on camera.
- 5. Ask for clarification!** If you don't understand something, it's better to ask for an explanation.
- 6. Body language matters** - Arrive to your interview dressed professionally and appropriately. Be sure to sit up straight, keep your shoulders back and rest your hands on the table or in your lap. Do not use your cellphone during the interview. Remember to say please and thank you.
- 8. Ask questions!** At the end of the interview, it's your turn to ask the questions. What do you need more information about?
- 10. Send a follow up email.** Send an email to your interviewer thanking them for their time and demonstrating that you're excited about the opportunity.

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## Materials

## Procedure

10mins **Introduction:** Review the interview tips.

20mins **Worksheet:** Complete the 'Interview Survey.' Write short answers, and then have a partner ask the questions to you.

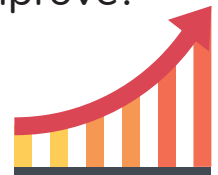
20mins **Activity:** Complete the S.W.O.T. analysis. Do one for yourself, and one for the company you're applying for.

## Diagram

What do you do well?



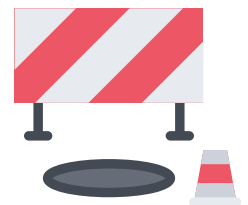
Where do you need to improve?



What are your goals?



What obstacles do you face?



# INTERVIEW SURVEY

1. Tell me about yourself.

.....  
.....

2. How did you hear about this position?

.....



3. What do you know about the company?

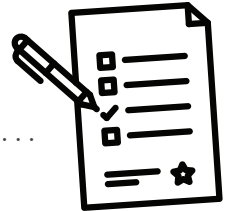
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4. Why are you applying for this job?

.....

5. What are your strengths?

.....



6. What are your weaknesses?

.....

7. Tell me about a challenge or conflict you've faced at work. How did you manage it?

.....

8. Where do you see yourself in five years?

.....

9. What's your dream job?

.....



10. When is one time you have exercised leadership?

.....

# S.W.O.T. Analysis

Fill the chart with information about yourself to help organise your answers in an interview.

Ask yourself the following questions to help you answer your personal **S.W.O.T.** analysis.

## Strengths:

1. What are your best qualities?
2. Which one of those qualities makes you a valuable employee?
3. What makes you better than other candidates?
4. What personal resources do you have at your disposal?
5. Which achievements are you most proud of?
6. What do you do better than anyone else?



## Weaknesses:

1. What tasks do you usually avoid because you don't feel confident doing them?
2. What will the people around you see as your weaknesses?
3. Are you completely confident in your education and skills training? If not, where do you feel the weakest?
4. What are your negative work habits?
5. Do you have personality traits that hold you back in your field?

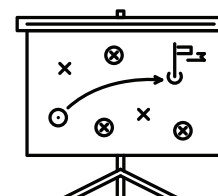


## Opportunities:

1. What new technology can help you?
2. Is your industry growing? If so, how can you take advantage of the current market?
3. Do you have a network of strategic contacts to help you?
4. Is there a need in your company or industry that no one is filling?
5. What solutions can you offer to your company or others?

## Threats:

1. What obstacles do you currently face at work?
2. Are any of your colleagues, now or in places of future employment, competing with you for projects or roles?
3. Is your job/ the job you would like to do changing?
4. Do technological advancements threaten your field of work?
5. Could any of your weaknesses lead to threats?



# S.W.O.T. Analysis

## Strengths

Handwriting practice area for Strengths, featuring a red border and 15 horizontal dotted lines.

## Weaknesses

Handwriting practice area for Weaknesses, featuring an orange border and 15 horizontal dotted lines.

## Opportunities

Handwriting practice area for Opportunities, featuring an orange border and 15 horizontal dotted lines.

## Threats

Handwriting practice area for Threats, featuring a yellow border and 15 horizontal dotted lines.