

Essential Business English Series

Preparing for a Job Interview in English

A quick guide



Professional English

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Unit 1. Meeting and Greeting

A good first impression is imperative and can make a difference in the outcome of the selection process. Hiring managers often make a decision in the first ten minutes of meeting a candidate based solely the first few words. Present yourself as polite, professional, and conscientious.



What to say when you arrive at the interview

Hello.

Good morning. / Good afternoon.

My name is / I'm

I have an interview scheduled with Alex Smith at 11am.

I am here for the 11am interview with Alex Smith for the office manager position.

I have an appointment with Alex Smith at 11am.

What to say when you meet the interviewer

Hello. / Hi. Good morning. / Good afternoon, Ms Smith.

I am

My name is

It's a pleasure to meet you.

It's a pleasure meeting you.

It's nice to meet you.

It's nice meeting you.

It's nice to see you again.

Pleased to meet you.

Nice to meet you.

Thank you for taking the time to meet with me today.

I really appreciate being considered for this role.



Unit 2. During the Interview

Tell me about yourself

Answer this question with **the present-past-future formula**:

1. A brief overview of where you are now as a professional
2. How did you get here
 - a. Qualifications
 - b. Work experience
 - c. Achievements
3. Goals for the future

Describing your role

I am in charge of

I am responsible for

I handle

I deal with

I manage

I have

My department is responsible for ...

My role includes

I oversee

My work consists of



Use to be + adjectives:

I am

- ... honest.
- ... an innovative thinker.
- ... creative.
- ... good at multitasking.
- ... able to adapt to new situations.
- ... flexible.
- ... meticulous.
- ... a team player.

Use have or possess:

I possess / have ...

- ... excellent written and spoken communication skills.
- ... proven managerial skills.
- ... public speaking skills.
- ... a competitive nature.
- ... a gift for small talk.

Use can + verb:

I can....

- ... stay focused
- ... prioritize time.
- ... perform
- ... handle stress at work.
- ... think outside the box.
- ... communicate clearly and effectively.
- ... use the latest software in my area.
- ... connect with clients on the human level.

Other words to use:

I would say I am...

I would describe myself as

I consider

I think

I believe.....

My core strengths are

I understand (=know)

Hints

The most common grammar points to use:

- present simple
- to be
- past simple
- would like to
- would
- second conditional
- present perfect
- can

Questions about work experience and achievements



Use the present perfect for recent events or the simple past for past events:

In my previous roles, I've done ...

I have never gone over budget in the last 5 years.

I saved €100,000 per year for the company by reducing

I created ...

I developed a new system to deal with

I increased turnover by €€€

I launched a new product under budget and thus saved €€€

I managed budgets of up to €50000 and completed

events within budget.

I negotiated a favourable contract with ... supplier. This saved the company €€€ in Q1.

I changed our ordering system to reduce waste.

My sales team exceeded its annual goal by 15%. One of the keys to this success was that I went out to help my team close deals with major clients.

In my previous job, I increased sales by 15 %.

Questions about your qualifications

Use the simple past for past events and the present perfect for recent events.

I'm always looking to build my skills.

I have spent the last 5 years developing my skills.

I've recently attended a workshop on

Recently, I've taken (course) which I think has taught me how

I've recently taken part in a train the trainer course, therefore I am able to conduct short training courses for employees in my field.

Why do you want this job?



- Research the company
- Be specific about why you are a good fit
- Emphasise what you can contribute

This role aligns with my long-term goals, and I'd really like to build on my career at this company.

One thing that drew me to the company is its reputation for

Working for you would give me the opportunity to build on my experience and skills in

I really want to be part of an inspiring and rewarding environment.

Based upon what I heard / found out about your company

This job interests me because

This position is the logical next step in my career because ...

This employer is one of the best places to work and I've always wanted to work here.

Questions about your strength and weaknesses



- Discuss non-essential skills
- Mention skills that you have improved
- Turn a negative into a positive
- Show that you are self-aware

I have a very strong attention to detail. Sometimes this can lead to perfectionism.

However, I have learnt

One area I've improved on is

I don't just want to meet the deadline. Rather, I prefer to complete the project ahead of the due date. This means that sometimes I find myself rushing to complete tasks.

However, I have learnt to slow down and be patient.

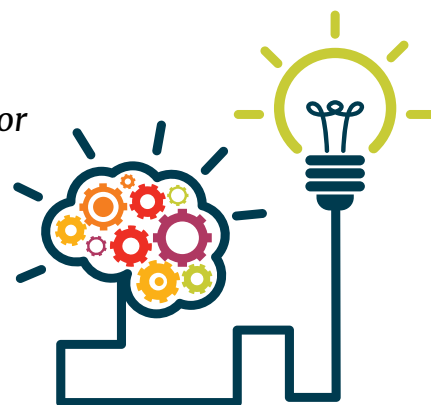
Mirroring the interviewer

For example, if the interviewer asks you:

How do you think your values fit our company culture?

You could start your answer by saying:

I think my values are a good fit for your company culture for two reasons. One is...



Your questions about the job and company

Could you tell me a little more about

Do you think you could tell me

Could you possibly

Could I possibly ask if

Could I possibly ask why

Could you give me a few details about

I've done a lot of research about this organisation and I really love

Can you tell me more about

Can you tell me more about the goals the company is trying to meet this quarter?

What training and growth opportunities do you provide?

Unit 3. Concluding the meeting

Just as it is important to make a good first impression, it is equally important to make a strong last impression and finish off the conversation showing your enthusiasm for the role and for working with the team.

Express your enthusiasm

I'd love to work here because

I'd be thrilled to work with this organisation.

The position sounds like a great fit. I'm ready for the next steps so please let me know if you need anything else from me.

Thank the interviewers

I've really enjoyed talking to you.

I really enjoyed learning more about this role.

It was nice meeting you.

Thank you so much for taking the time to talk today.

I really appreciate your time today.



Show that you can be contacted

Please don't hesitate to reach out/ contact me if you have any further questions about my experience / if you'd like to schedule another time to chat.



Unit 4. How to link ideas

Giving examples

for example
for instance
such as
including
a good example of this is ...
as an illustration, ...
to give you an example, ...
to illustrate this point, ...

Ordering points

firstly, secondly, thirdly,
then, next, finally, lastly,
the next / final point is

Referring to other points

in connection with
concerning
regarding
with respect to
according to

Comparing

similarly
in the same way

Highlighting important points

in particular
especially
above all
most importantly

Giving reasons

so
therefore
because
because of + noun
consequently, ...
as a result, ...
as a result of + noun
for this reason, ...
Due to + noun



Generalising

usually
generally
as a rule

Adding ideas

in addition to this ...
moreover ...
as well as
apart from this, ...
also,
too
furthermore,
besides,



Contrasting points

but
however
although
though
nevertheless,
despite + noun
on the one hand
on the other hand
in contrast
whereas

Referring back

Let's go back to ...
Let me go back to ...
Let me now come back to ...
I'd like to go back to ..
As I have mentioned before, ...
As I've explained earlier, ...

Summarising

In conclusion, ...
In short, ...
In summary, ...
To conclude, ...
To summarise, ...

Unit 5. Useful Words

perks and benefits
to onboard employees
onboarding / onboarding process
induction / induction process
hiring process
to hire
to recruit
recruitment
employee
employer
colleagues
co-workers
remote working
telecommuting
to telecommute
working from home
company values
company culture
to assess
to measure
a skill
a highly skilled worker
to schedule
to meet the deadline
to update
to catch up with someone
to touch base
to brief someone
a solid client base
responsibility
profit
annual leave
to take time off
a day off
sick leave
to appraise an employee
yearly appraisal
staff development program
to retire
to receive a pension
to receive a promotion
to give notice / to hand in your notice



to

shake hands
to get a raise
to turn off your phone
to maintain eye contact
credentials / qualifications
to meet the deadline
to deliver on time
to stay on track
knock-on effect
ramifications
repercussions
the outcome

objective / aim
target / goal
end / purpose

Soft skills
networking
teamwork
conflict resolution
time management
problem solving
critical thinking
adaptability
leadership
to delegate
to multitask
to think outside the box