

Advice for Interviews

1 Before you read Work with a partner.

- What's the most important thing to remember when having an interview?

2 Reading Read the interview below. Then write the correct heading for each paragraph.

- | | | |
|---------------|--------------------------------|----------------------------|
| ★ Dress Sense | ★ Don't Talk Too Much | ★ Watch Your Body Language |
| ★ Be Prepared | ★ Make a Good First Impression | |

Very few people really enjoy interviews. However, if you want to get a job, they are impossible to avoid.

We asked some experienced interviewers for tips on having a successful interview.

1) _____

It's amazing how little many candidates prepare for an interview. There really is no excuse for it anymore. You can research a company on the Internet - either on the corporate website, or by going through online newspaper archives. Yet in many interviews, it is soon very clear that the candidate knows little or nothing about the company he/she is applying to.

2) _____

Shake hands firmly with the interviewer - no one likes a wet-fish! Eye-contact is also important, though it's best not to start staring at the interviewer.

3) _____

Many candidates arrive at an interview looking like they have just got off a long-haul flight. Get that suit dry-cleaned, and above all, make sure your shoes are polished.



4) _____

Be careful about your posture. Don't fold your arms during the interview.

One interviewer we spoke to talked about the 'chair test'. It was one of those swivel ones, and some candidates spent the interview swinging from left to right. One applicant even pushed the lever so that the chair would recline. Needless to say, he wasn't invited back...

5) _____

It's very easy to give too much information when you are nervous. Give concise answers to your interviewer's questions, and make sure that you don't ramble.

3 Language Work Write sentences using the cues in the grey box.

It's a good idea to
It's sensible to

It's important to
It's useful to

be sure to
It's helpful to

1. prepare for an interview
2. find out about the company
3. shake hands firmly
4. stare at the interviewer
5. look smart
6. ramble

4 Speaking Make notes in the box below, giving advice on one of these topics.

**STAYING
HEALTHY**

**PASSING
EXAMS**

**BUYING A
COMPUTER**

Your Advice

5 Discussion Ask your partner(s) these questions. Ask follow-up questions!

- Can you think of any other advice for someone having an interview soon?
- When did you last have an interview? How did it go?
- Have you ever had a non-job interview?
- Do you think interviewing people is an easy job? Why?
- Your idea!

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Teaching Notes

Target Structure:	Reading and Discussion
Vocabulary:	Business / Interviews
Level:	Intermediate
Time:	1 hour, depending on discussion
Preparation:	None

Suggested Teaching Method

This reading lesson is great for both Business English classes, and regular lessons. There's a task-based reading, language practice and lots of chances for your students to speak.

- 1 Begin by writing the word 'interview' in the middle of the board, and asking the students to make a wordcloud of associated vocabulary. Add a few extra words to the list which appear in the text: *candidate, interviewer, applicant*.

After the vocabulary exercise, give one worksheet to each student. They should briefly discuss the question in exercise one. Don't spend too long on this: the main discussion questions come at the end.
- 2 The students should read through the paragraph titles. Then give three or four minutes for the students to read the text, and write the appropriate heading for each paragraph.

Students should work alone, and then check in pairs. Go through the answers with the group. This would also be a good time to answer any pressing vocabulary questions.
- 3 Present the target structure on the board. Students should then complete the exercise, and check in pairs. Point out that negative versions are acceptable, and sometimes necessary for this exercise.
- 4 This exercise allows the students to use the target language from part three with other topics. The ideas in boxes (computers, passing exams etc.) are only suggestions. If you have a non-business English class, you could add other ones: *getting a girlfriend, becoming rich, losing weight* etc. Students can, of course, come up with their own topics.

Encourage students to write *notes* in the box - not complete sentences. They should then make a presentation: either to the whole class, or in groups. If you have a large number of students, they can work in teams, coming up with ideas together.
- 5 Leave plenty of time for class discussion. To maximize student talking time, it's best to put students in pairs, or small groups. Students should read all the questions first, before beginning the discussion.

While the students are speaking, monitor the conversations, but try not to interrupt. When the discussion comes to a close, ask a few of the questions yourself, and go through any points of English you made a note of while monitoring.

Answer key on next page 

Answer Key (Other answers are possible for some exercises.)

- 2**
- 1) Be Prepared
 - 2) Make a Good First Impression
 - 3) Dress Sense
 - 4) Watch Your Body Language
 - 5) Don't Talk Too Much

- 3** Many answers are possible. Accept anything that is both meaningful and grammatically correct.

Additional Ideas

Handouts Online has some other worksheets dealing with interviews. [After the Interview](#) and [An Ideal Job](#) both look at job interviews from the candidate's perspective.

How are we doing?

Have you taught this lesson? We'd be pleased to hear some feedback on our worksheets. Let us know what you think, by clicking on the 'Feedback' link from www.handoutsonline.com. Alternatively, you can email us as editor@handoutsonline.com.

If you would like the latest information on our worksheets, please subscribe to our newsletter.

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