



# WEEK #6

Session 1



# How to succeed in your job interview: Tips and tricks General



# Have you ever had a job interview in English?



Since English is not your first language, it can turn into a very stressful experience!

DON'T  
PANIC!



A little preparation will allow you to know what you will go through and be less nervous

# Tip #1

## Appearance and body language

Dress suitably

Sit up straight

Keep your hands above the table

Do not cross your arms

Make eye contact

Speak clearly

# Tip #2

## Attitude

Think positive

Show enthusiasm

Focus on what you listen and interact

Smile but

Don't be too friendly

Be confident, not arrogant

# Tip #3

## Prepare for small talk

How are you today?:

Don't start talking about your private life

→ Say something about your day or your trip to the office/about how nice the office or the city is

→ How excited you are to be there

→ keep it positive, do not complain about the traffic or the weather

# Tip #4

## Punctuality

Don't be late

Try to be 15 minutes early

Plan everything in advance:

Your outfit

Your itinerary

Your bag

Being late shows disrespect

# Tip #5

## Do some research

Gather information on the Company

Find out what the Company looks for in a qualified candidate

Go to the 'About us' page on their Website or on Wikipedia

Find out who the key players are (CEO, President)

Follow them on the social media and LinkedIn

Learn the Company's mission and vision

Check news and recent events about the Company



# Tip #6

## Questions for the interviewer

2 or 3 questions will be enough:

Why is the position available?

How many people work in this department?

Do you have a policy for helping new members of the team get on board?

When can I expect to hear from you?

Would you like a list of references?

What are the next steps in the hiring process?

# Tip #7

## Most frequent interview questions

Prepare for the questions in advance

Do not memorize the answers

Prepare a list of your key selling points

Give practical examples

Turn negative into positive (how you learnt from mistakes)

Practice your answers by video recording yourself

# Tip #8

## Skype interview

Choose a quiet environment and a neutral background

Dress appropriately

Check your connection

Check the sound and video quality

Call a friend to be sure everything works well

Prepare all your possible answers in advance

# Tip #9

## Documents

Bring with you all documents required

A copy of your CV and cover letter

A copy of your license and training certificates

Bring a notepad and pen to take notes (ask permission)

# Tip #10

## Feedback

Don't ask feedback on the spot

Avoid questions such as:

Did I get the job?

How did I do?

What do you think of me?

Don't ask about money

## 2 More Tips ...



Practice, practice,  
practice!



Always be honest

Be yourself and don't lie

# Week 6 assignment #1

- ∞ Carry out a **research** on 3 of your **dream Companies**
- ∞ Go to the **'About us'** page on their Website or on Wikipedia
- ∞ Find out who the key players are (CEO, President)
- ∞ Learn the Company's **mission and vision**
- ∞ Check **news** and recent **events** about the Company

# Week 6 assignment #2

Please watch the video and fill in the video script gaps  
in the download document provided

12 Things That Ruin a First Impression Immediately  
By BRIGHT SIDE

<https://www.youtube.com/watch?v=JrbnTZPjg0k>



# Week 6 assignment #3

Please watch the video in the link

What mistakes does the guy make during his interview?

Shoot a video of yourself in which you list the guy's mistakes in English and make sure you put everything you've learned into practice

Interview Dos and Don'ts  
By ACCA Pakistan

[https://www.youtube.com/watch?v=l8emh3KK\\_Bg](https://www.youtube.com/watch?v=l8emh3KK_Bg)

# Week 6 assignment #4

Please watch the video in the link

What are the opportunities offered to a cadet?

What are the important things of being a cadet?

Try to focus on the last part of the video and write down the answers to the above questions in English

**Working at Carnival UK – Cadets**  
**By Carnival UK Carrers**

[https://www.youtube.com/watch?v=uzQ\\_74Oo2J8](https://www.youtube.com/watch?v=uzQ_74Oo2J8)

# IDIOM OF THE WEEK

<< SINK OR SWIM >>

To succeed or fail by your own effort

→ Personally, I'd rather sink or swim than do nothing at all.

Invent a sentence  
of your own  
using this idiom!

