

SESSION 2 – INTERVIEW TIPS

« UNIVERSIDAD SANTO TOMÁS »

Graduate students' workshop

LEVEL: B2

Considering your level of proficiency in English we thought of some tips you might find useful to boost your English skills and which will considerably help you excel at the moment of your job interview.

TIP 1

AVOID USING INFORMAL LANGUAGE.

GREETINGS	
FORMAL	INFORMAL
Good morning/afternoon/evening/day. How do you do? Pleased to meet you. How are you doing? It's a pleasure to be here. Looking forward to hearing from you soon. Thank you very much.	Hi Hiya How's it going? How you doing? Alright! 'Sup Yo How's things/how's life? See ya See ya Later

TIP 2

USE A WIDE VARIETY OF DISCOURSE MARKERS.

USEFUL DISCOURSE MARKERS	
To gain some time	To respond positively or negatively
- Well, you see... - How shall I put it?/Let me put it this way - Well, let me think... - Now, that's an interesting question.. - What's the word for it... - It's on the tip of my tongue. - Well, now that you point that out, I'd say...	- Well, to be honest... - Honestly, - Wow, without a doubt - Absolutely, - Yeah, I reckon it's essential, I would say it is ... - For sure, in my eyes, it's really important because without it...

To reinforce on this section see video below.

To reinforce on this section see video until min 6:50



PROPER PREPARATION PREVENTS POOR PERFORMANCE.

TIP 3

ORGANISE YOUR RESPONSE WITH SEVERAL CONNECTORS.

Adding	Contrasting	Emphasizing	Exemplifying	Concluding
<ul style="list-style-type: none">• Another thing is,• On top of that.• As far as I know.• To my knowledge.	<ul style="list-style-type: none">• However,• Nevertheless,• Said that,	<ul style="list-style-type: none">• Actually, .• In fact,• As a matter of fact,• And here's the thing	<ul style="list-style-type: none">• For instance,• You can see this with,• Take ___ as an example.	<ul style="list-style-type: none">• In a nutshell,• Overall,• All in all,• At the end of the day.

To reinforce connectors usage, check video from min 6:50 until the end of it.

TIP 4

ANTICIPATE THE INTERVIEW QS & REHEARSE.

Watch the following video to get an idea on how to respond to some of the most common questions you may get at a job interview. Can you share some other questions you have heard before?

1. "Tell me (a little bit) about yourself."
2. "What are your strengths?"
3. "What are your weaknesses?"
4. "Where do you see yourself in five years?"
5. "What do you know about our company?"
6. "Are you good at dealing with change?"
7. "Do you work well under pressure?"
8. "How do you make important decisions?" ...

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PRACTICAL EXERCISE.

Watch the following video from min 2:40 on and try to practice adapting the answers to your own field. When doing so, include some of the discourse markers you've learned in this lesson.

Now, work with a partner and roleplay a job interview. One of you will be the interviewer and the other the interviewee. Once again, try to keep it as formal as possible and include the discourse markers you learned during the lesson.

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