

# COMMUNICATION SKILLS

## *Lesson 1*



*Lessons Around the World*

# Job Interviews

## Step 1: Prepare

*Fail to Prepare, Prepare to Fail*

Company



Position



Vocabulary



- Apply for - Applicant
- Candidate
- Interviewer
- Human Resources
- Position - Vacant

## Step 2 - Practise



5 questions

### Question 1

## Tell me about yourself

Present

Past

Future

I am a Health Coach and I help women gain knowledge and confidence as they make decisions and move on to a healthier lifestyle. I have a Masters Degree in Nutrition and for the last three years I have worked at a Health Clinic in London, coaching ladies who wanted to lose weight and feel stronger. I am passionate about how small habits can make our lives better so I want to take the chance to get my message out into the world and help more and more women.

# Question 2

## Why do you want to work at this company?

- What makes it unique?
- How is your profile a good match for it?
- Which opportunities for growth can you have there?

I would like to work at this company because its values are excellence, good quality and respect for people. Besides, the company's growth in technology is well known, and I would really like to work in a modern and up to date environment as well, as I love innovation and keeping up with all the new updates and trends in technology.

# Question 3

## What are your greatest strengths?

- Strength
- Explain and Expand.

I am a team person. I really enjoy working with colleagues and I also like to take different roles in teams. One day I can be the leader, and the next I can be a follower.

I am passionate about people. One of the things I like is listening to their stories and understanding their needs.

I was raised in a foreign country so I can speak three languages and I can interact easily with people from other cultures.



## Question 4

**What do you consider to be your weaknesses?**

I sometimes find it difficult not to get caught up in the little details instead of taking into account the big goal. What I do to overcome this is I write down the main goal on a card and read it at least once a day. This way I always keep it in mind and can get focused if too many little details distract me.

## Question 5

- Use Past tenses
- Use Time sequencers

**Tell Me About a Challenge or Conflict You've Faced at Work, and How You Dealt With It.**



# Step 3: PRODUCE

## *Ask for clarification*

I am not sure I understand what you mean.  
Can you repeat the question again , please?



I would like to start this idea again.

I think I am not being clear.  
Let me start this idea again, please.

## *Asking Questions*

- What does the company expect from this position?
- What are the biggest challenges that someone in this position would face?
- What kind of projects would I be working on?



**What have you learnt today?**