

Business English 360 – Tips for your First Job Interview (Part 1)

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Discussion Questions

1. Think about your own experiences. What achievements or activities from your school life do you think demonstrate positive qualities that might impress an interviewer?
2. What do you think is more important to employers: related job experience or relevant skills and ability?
3. Are there certain types of activities or interests that you should *not* talk about in an interview?

Vocabulary

Transition: to change from one place or situation to another. "It was difficult to transition to my new role as regional manager."

Aspect: a distinct feature or element. "Because I'm not good at maths, accounting was the most difficult aspect of business for me to learn."

Tension: emotional stress or strain. "During my presentation, I felt great tension because everyone was looking at me."

Wrack your brain: an idiom meaning to think very hard about something or to try and remember something. "I know that happened a long time ago, but you've got to wrack your brain and try and remember what happened."

Delegate: to assign a task or job to someone. "Because Carl was so busy, he had to delegate much of my work to the junior engineers."

Initiative (collocation: to take the initiative): readiness to begin things without direction or instruction. "Jonah usually takes the initiative on new projects, while his co-workers are content to follow his lead."

Hone them down: to define or summarize. "We need to hone down the all the job applicants and select the best to come in for an interview."

Fair game: appropriate or acceptable to be used in a certain situation. "In a brainstorming session every idea is fair game; there is no right or wrong answer."

Trait: a characteristic or feature of personality. "Self-confidence is one of the most important traits for a salesperson."

Academics: college or university courses and studies. "Brad excelled in academics and received the Chancellor's Award for highest grade point average."

Semester: one period or term in the school year. "I decided to take only three courses in the winter semester."

Juggling act: a situation in which one must handle many different activities or responsibilities. "Raising three kids and working two jobs was quite a juggling act, but Rachel managed it well."



Review

1. According to Tim, why is preparation so important?
 - A. Because interviews are stressful.
 - B. Because you have no idea what the interviewer will ask.
 - C. Because most interviewers will ask you how you prepared.
 - D. Because you need to show off your knowledge.

2. What should you be looking for when you read the job description?
 - A. Responsibilities and opportunities for promotion
 - B. Compensation and benefits
 - C. Company culture that matches your personality
 - D. Required skills and responsibilities

3. Which of the following are the types of soft skills or abilities that might be required in a job? (Select all that apply)
 - A. Time management
 - B. Typing
 - C. Leadership
 - D. Accounting
 - E. Organization
 - F. Musical ability
 - G. A second language
 - H. Teamwork

4. Which of the following are good activities or accomplishments to mention in a job interview? (Select all that apply)
 - A. Playing basketball on your university team
 - B. Playing soccer with your friends
 - C. Running the school's lost and found service
 - D. Updating your Facebook page
 - E. Working as a tutor
 - F. Working with a tutor
 - G. Volunteering to help single mothers
 - H. Playing violin in an orchestra

5. Tim uses a common business word that indicates a change from one thing or situation to another. Rearrange the letters below to make this word...
GRAININOITSNT

6. What three aspects of being specific does Tim talk about?
 - A. The situation, the people in the situation, how the people interacted
 - B. What you did, why you did it, when you did it
 - C. The situation, what you did, the result
 - D. The circumstances, the problem, the outcome