



English FIT
Individualised English Language Training

Job Interview Skills: Introductory program



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This program:

TOPIC - JOB INTERVIEW SKILLS: INTRODUCTORY PROGRAM

- Let's introduce ourselves
- Prepositions of time and place (in, on, at)
- Prepositions quiz
- Quick Interview
- Contact us / About us / Testimonials

Other program topics available:

- Sales and Negotiation Skills
- Presentation Skills
- Job Interview Skills
- Business Meetings Skills
- Social Etiquette
- Sports & Travel
- Conversation Classes
- English for Special Purposes (ESP)

Welcome

This introductory program briefly explores vocabulary, language features, and grammar in the context of a job interview.

We will do this by:

- Practising introducing ourselves
- Expanding our vocabulary using various types of conversation starters
- Learning to be more confident using prepositions of time and place (in, on, at)
- Speaking in an interview situation
- Recording conversations and receiving teacher feedback (not valid for free download).

Program Intention

This program is designed as an introduction to the Job Interview Skills course and workshops. It includes activities which specifically focus on speaking, vocabulary and grammar. The program's aim is to increase personal confidence and self-expression when answering questions in a job interview.

Support

If you have any questions, a worry or concern, you are welcome to email David at david@englishfit.com.au or Deborah at deborah@englishfit.com.au

INTRODUCTION/PREPOSITIONS/INTERVIEW

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Activity 1: Let me introduce myself..

Using WhatsApp, make a 2-minute recording to introduce yourself. Use the following information and sentence starters as a guide. If necessary, make brief notes to prepare for your recording.

Please introduce yourself:

Name:

Age:

Nationality:

Current job title:

Place of residence (where you live):

Please say and complete these sentence starters:

- If I'm not at work, you will probably find me at...
- One of my favourite things to do is...
- I would describe my personality as...
- Some of my hobbies include...
- The thing that I'm best at is...
- Something I'd love to do but can't is...
- My favourite type of people are...
- My most important goal at the moment is...

Finish

Send WhatsApp message to David or Deborah for feedback - (not available for free download)

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Activity 2: Prepositions of time - in, on, at

1. Familiarise yourself with the prepositions of time *in*, *on*, *at* in the box below. Prepare to write a sentence using each preposition. This sentence should be based on information found in your Curriculum Vitae (CV).

Prepositions of time: in, on, at		
in	on	at
years: in 1998, in 2012	days of the week: on Thursday, on Friday	the time: at 7.30, at 8 o'clock
months: in January, in February	dates: on 28 June, on 25 October	religious festivals: at Easter, at Christmas
parts of the day: in the morning, in the afternoon, in the evening, BUT at night	parts of a named day: on Monday morning, on Thursday evening, on Friday night	points in time: at the beginning, at the end of the week
seasons: in spring, in summer, in autumn, in winter		

a) Write a sentence from your CV using the time preposition 'in'.

b) Write a sentence from your CV using the time preposition 'on'.

c) Write a sentence from your CV using the time preposition 'at'.

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- Quick interview

- Contact us / About us / Testimonials

Activity 2: Prepositions of place - in, on, at

1. Familiarise yourself with the prepositions of place *in*, *on*, *at* in the box below. Prepare to write a sentence using each preposition. This sentence should be based on information found in your Curriculum Vitae (CV).

in	on	at
Inside an area or space: <i>in the city, in the box, in bed...</i>	In contact with a surface: <i>on the table, on the beach, on the wall, on the floor, on the roof...</i>	Close to: <i>at the table, at the bus stop</i>
Forms of transport: <i>in an Uber, in a car, in a helicopter...</i>	Forms of transport: <i>on a bike, on a plane, on a boat, travel on the subway/metro, on a bus, on a skateboard, on a scooter...</i>	Before nouns relating to a place or position: <i>at the top, at the bottom, at the front, at the back, at the beginning, at the end, (but in the middle)</i>
Arrive in a city/country: <i>arrive in Europe, arrive in Sydney, arrive in the UK...</i>		Arrive at a small place: <i>arrive at the office, at the station, at the theatre, at the cinema, at the meeting...</i>
		To express 'towards': <i>look at something, point at something, smile at someone, wave at someone...</i>

a) Write a sentence from your CV using the place preposition 'in'.

b) Write a sentence from your CV using the place preposition 'on'.

c) Write a sentence from your CV using the place preposition 'at'.

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Activity 3: Prepositions quiz

Choose the correct preposition for the following sentences. Write the full sentence for your answer. (Not all prepositions relate to time or place).

- a) I can't believe I got the Manager role. I start *on / at / in* two weeks!
- b) I focused *in / on / at* ensuring my staff had job satisfaction and flexibility.
- c) I studied economics *in / at / on* Pompeu Fabra University.
- d) In my previous role, I usually arrived *in / on / at* work about 7am?
- e) Hi, I was asked to bring a printed copy of my CV. Should I put it *in / on / at* the table with the others?
- f) Hi Juan, I got the job. We're moving to Australia *in / on / at* February, 2022.
- g) Everything depends *in / on / at* whether I get the job I'm applying for.
- h) I worked *in / on / at* my previous company for 3 years.
- i) If we look *in / on / at* my sales record, I was able to achieve a 20% increase in just 6 weeks. I'm proud of this accomplishment.
- j) My thoughts *in / on / at* business growth in 2022 are all about innovation and creativity. Those businesses that embrace change will have the best chance of not just surviving, but growing.

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Activity 3: Prepositions quiz (cont.)

Choose the correct preposition for the following sentences. Write the full sentence for your answer.

k) I led a team meeting *in / on / at* 9am each morning to brief the staff on the day's priority tasks.

l) I'm not particularly good *in / on / at* public speaking. However, I'm currently doing a 6-week course called 'Speaking with Confidence' and I feel I'm getting a lot better *in / on / at* it.

m) Time-management is crucial in my role because I'm usually *in / on / at* and out of meetings all day.

n) I'm highly experienced working *in / on / at* confidential and high-priority cases. I work well under pressure and have a high attention to detail.

Answers: a) in b) on c) at d) at e) on f) in g) on h) at i) at j) on k) at l) at, at m) in n) on

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Activity 4 - Quick interview - Topic: *You*

You are about to be interviewed for a new job. When the interviewer asks you the following questions, your answers should be clear and concise. The interview will be recorded for teacher feedback (not valid for free download).

- 1) What personal qualities do you bring to the workplace (use at least three adjectives)?
- 2) Describe your professional approach to work (use at least three adjectives).
- 3) What do you consider to be your most important professional accomplishment so far.
- 4) What do you feel are exceptional leadership traits?
- 5) Change is a modern reality. Tell me about a time you had to respond to change.
6. Is there anything else you'd like to tell us (a closing philosophical statement about you as a professional in the workplace)?

Thanks for the interview. You did a great job!

Contact us

For more information about our Job Interview Skills course and workshops [click here](#)

Do you have any questions for English FIT?

Email us to book a free Needs Analysis or talk more about your personal and professional goals.

Email: info@englishfit.com.au

About Us



Deborah has over 30 years of Business Sales and Account Management experience in Australia. Now living in Hannover, Germany, her career focus has transitioned to English coaching for both corporate and individual clients. 'My primary purpose is working with clients to achieve their Business English and personal goals. I love the ever-evolving platform of the corporate world and exploring the language that expresses this. Sharing my business knowledge and experience is so rewarding, as is seeing the confidence and success of my clients when language is no longer a barrier'.

Email: deborah@englishfit.com.au



David is an experienced educator and professional mentor. His expertise in language acquisition, inter-cultural competence and English grammar assists leaders and corporations to confidently communicate and build relationships using English. His passion is empowering professionals and businesses to achieve their goals. 'The personal and professional goals of my clients are my priority. 'I believe that building expertise in a motivating and supportive environment develops true confidence.'

Email: david@englishfit.com.au

Testimonials

"It's been incredibly useful having lessons with David. From the very beginning he demonstrated to be professional, efficient and organised. Not only did he develop my level of English, but also helped me to gain confidence working on my soft-skills. I have also achieved a great knowledge of interview skills and was successful in my recent job selection process. I hope to keep working on my English with David."

Javier - (MBA Graduate), Valencia, Spain

"I only have words of gratitude for Deborah's classes. I had the opportunity to develop my English speaking skills and to learn a lot of vocabulary. In addition, she's a very attentive and friendly person. I will have classes with her again in the future for sure!"

Claudia - Master of Education student, León, Spain

"David was the best English teacher I had in Australia, he explains it so well, clear, slowly. He makes us interact with the class, and encourage to read, write, speak and listen. Definitely his class made me improve my English faster than I thought that I could, I will be forever grateful to him. I've now achieved my dream of becoming a dive instructor in Australia."

Carina - Dive Instructor, São Paulo, Brazil (now based on the Gold Coast, Australia)

"Deborah is an exceptional teacher, she has a wonderful personality and is very easy to communicate with. She also takes into consideration my interests, and always looks to integrate into our classes. I really appreciate Deb's lessons because I feel more confident communicating with people. She will help you to improve your English in a fun and practical way. No matter where in the world you are, Deb is the right person to help. I highly recommend her."

Maria - Entrepreneur/Franchisee - Ibagué, Colombia (now based on the Gold Coast, Australia)

"My conversation classes with Deborah were amazing! She not only helped me to improve my speaking skills but also my confidence."

Veronica - Real Estate Agent, Brisbane, Australia

"I was so lucky to meet David both as a teacher and a friend during my Australian experience. I could enjoy his lessons since he's extremely passionate and creative. He could easily turn a 'boring' lesson into a funny and stimulating one. I really think he's one of the best teacher I've ever had. Thanks to him I improved my English skills faster and in a comfortable atmosphere. Moreover he's such a nice and friendly person, always giving helpful and good advices. I can't forget to mention that he's an incredible surfer 😄👍."

Tommaso - Mechanical Engineering Student, Rome, Italy

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