



Business English

Lecture 2

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Job Interviews – Skills and Preparation

Lead-in: “You’re the Employer”

Imagine you are the hiring manager for a company. You have to interview someone for a job. Think for a moment:

What kind of person would you want to hire?

- ✓ What 3 qualities would you look for?
- ✓ How would you know if someone has those qualities?
- ✓ What would make you choose one candidate over another?

Objectives

- Understand what employers look for in interviews
- Learn how to prepare for interviews
- Practice common questions and answers
- Discuss do's and don'ts.

 1 Why Are Interviews Important?

- Employers want to know if you can do the job
- They want to see if you are a good fit for the team
- It's your chance to explain your experience, skills, and motivation

Interviews test:

- ✓ Communication skills
- ✓ Problem-solving
- ✓ Professional attitude
- ✓ Confidence



2 Types of Job Interviews:

- In-person (face-to-face)
- Phone interviews
- Video (online) interviews
- Panel interviews (more than one interviewer)

✓ **3 Before the Interview – Preparation.**

- ✓ Research the company (What do they do? Values? Mission?)
- ✓ Study the job description (Required skills and responsibilities).
- ✓ Prepare your CV and Cover Letter
- ✓ Think about your strengths and achievements
- ✓ Prepare answers to common questions
- ✓ Plan your outfit – dress professionally
- ✓ Prepare questions to ask the employer

 4 Common Interview Questions

- Tell me about yourself.
 - Why do you want to work here?
 - What are your strengths and weaknesses?
 - Describe a difficult situation and how you handled it.
 - Where do you see yourself in 5 years?
 - Why should we hire you?
-  Practice clear, honest, and structured answers.



5 STAR Technique

For behavioral questions (e.g. "Tell me about a time when..."), use **STAR**:

- **S – Situation:** Explain the context
- **T – Task:** What was your responsibility?
- **A – Action:** What did you do?
- **R – Result:** What was the outcome?

 Example:

"Tell me about a time you solved a problem."

- **S:** Our sales dropped last quarter
- **T:** I had to find out why
- **A:** I analyzed customer feedback and improved the product
- **R:** Sales increased 15% next quarter



6 Body Language and Communication

- Make eye contact
- Smile naturally
- Sit up straight
- Use clear, polite language
- Avoid slang
- Listen carefully and respond thoughtfully

7 Common Mistakes to Avoid

-  Being late
-  Not researching the company
-  Giving very short answers
-  Speaking negatively about previous employers
-  Lying about experience
-  Forgetting to ask questions

✓ 8 Questions YOU Can Ask

Employers want to see you are interested.

Examples:

- ✓ What does a typical day look like in this role?
- ✓ What are the biggest challenges?
- ✓ How do you measure success?
- ✓ What is the company culture like?
- ✓ What are the next steps in the hiring process?
- ✓ Can you tell me about the working hours?



9 After the Interview

- Say thank you at the end
- Send a polite thank-you email (if appropriate)
- Reflect: What went well? What can you improve?

A Mock Interview

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





Interview Dialogue 1: Entry-Level Accountant



Interviewer: Good morning, Mohamed. Thank you for coming in today.



Candidate: Good morning. Thank you for having me.



Interviewer: Let's start with something simple. Can you tell me a bit about yourself?



Candidate: Sure. I graduated with a degree in Accounting from Ain Shams University. During university, I completed an internship at a local accounting firm where I gained hands-on experience with bookkeeping and preparing financial statements. I'm passionate about numbers and eager to apply what I've learned in a real work environment.

 Interviewer: Why do you want to work at our company?

 Candidate: I've researched your company and I admire your reputation for supporting young professionals and encouraging innovation in financial services. I believe I can grow here and contribute to your finance team.

 Interviewer: What would you say is one of your strengths?

 Candidate: I'm very detail-oriented. During my internship, I was praised for identifying an error in a tax report that would have caused a penalty.

 Interviewer: And a weakness?

 Candidate: Sometimes I focus too much on getting everything perfect. But I'm learning to balance quality with deadlines.

 Interviewer: Do you have any questions for me?

 Candidate: Yes, thank you. What does a typical day look like for a junior accountant in your team?

 Interviewer: Great question! Let me explain...



Interview Dialogue 2: Business Graduate – Marketing Role

 Interviewer: Hello Salma. Welcome. Let's begin—why did you apply for this role?

 Candidate: Hello! I applied because I'm very interested in digital marketing. Your company has exciting campaigns, and I'd love to be part of a creative team.

 Interviewer: Can you describe a time when you worked under pressure?

 Candidate: Sure. In my final year, I managed a marketing project with a tight deadline. One of our team members dropped out, so I took on extra tasks. I organized the timeline and delegated clearly. We delivered the project on time and received excellent feedback.

 Interviewer: How do you handle teamwork?

 Candidate: I enjoy working in teams. I listen to others' ideas, give feedback respectfully, and always focus on the goal.

 Interviewer: Where do you see yourself in 5 years?

 Candidate: I hope to be a marketing manager, leading campaigns and mentoring junior staff.

 Interviewer: Do you have any questions for us?

 Candidate: Yes, what kind of training do you provide for new hires?

 Interviewer: That's a great question! We have a 3-week onboarding program...

Job Interview Role-Play



Instructions

1. Work in pairs: one student is the interviewer; the other is the candidate.
2. Choose a job from the list below, or create your own.
3. The interviewer asks questions from the list.
4. The candidate answers as if they are really applying for the job.
5. After 7–8 minutes, switch roles.



Choose a Job Position

Pick one to role-play:

- Junior Accountant
- Sales Assistant
- Marketing Intern
- Customer Service Representative
- Office Administrator
- HR Assistant

? Interview Questions (Interviewer's Role)

Ask at least 5–6 questions from this list:

1. Can you tell me about yourself?
2. Why did you apply for this position?
3. What are your strengths?
4. What is one of your weaknesses?
5. Describe a time you worked in a team.
6. Tell me about a time you faced a challenge at work or school.

6. Why should we hire you?
7. What do you know about our company?
8. Where do you see yourself in five years?
9. Do you have any questions for us?

-  Use follow-up questions like:
 - Can you give me an example?
 - What was the result?



Useful Language – Candidate

Function

Starting

Describing yourself

Strengths

Weakness (politely)

STAR technique

Asking questions

Ending

Useful Expressions

Thank you for the opportunity.

I'm a recent graduate in...

I'm very organized / reliable / detail-oriented.

I used to struggle with... but I've improved by...

In that situation... / What I did was...

Could you tell me more about...?

Thank you again. I look forward to hearing from you.

 Reflection

After the role-play, answer these questions with your partner:

1. What did the candidate do well?
2. What could be improved?
3. What expressions sounded professional?
4. Did the answers match the job position?

★ Conclusion

A successful interview = Preparation + Practice + Professionalism.

- ✓ Know the company.
- ✓ Know yourself.
- ✓ Communicate clearly.
- ✓ Show enthusiasm and confidence.



Thank You

