Job Interview English

Paper 1 - Separate answers

Free original EWS skills practice | A2-B1 | 20 practice marks

Answers, explanations and marking guidance

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Accept equivalent correct answers. For personal responses, the learner must use truthful details. These short-paper marks are for practice and are not official exam scores.

A. Useful language - 10 marks

1. in [2 marks]

Interested in is the usual phrase.

2. for [2 marks]

Use for with a period of time.

3. is [2 marks]

One is singular.

4. for [2 marks]

Responsible for + noun or -ing form.

5. about [2 marks]

Tell someone about a topic.

B. Make it your own - 10 marks

1. Model: I recently completed a customer-service course. I am patient and enjoy helping people. During my training, I practised answering telephone enquiries. I would like to use these skills in a service role. [5 marks]

Award 2 for completing the task, 2 for clear meaning and suitable language, and 1 for intelligible speech or accurate punctuation.

2. Model: Our group had little time to finish a class project. I divided the work and checked our progress. We finished on time. I learned to communicate early. Use your own truthful experience. [5 marks]

Award 2 for completing the task, 2 for clear meaning and suitable language, and 1 for intelligible speech or accurate punctuation.

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Prepare honest, relevant interview answers

FREE EXTENDED PRACTICE - SEPARATE ANSWERS / MODELS

Models are examples. Accept other accurate responses. Give feedback on task completion, clarity and suitable language. Extension tasks are unscored unless stated.

1. Model: I recently finished school and help at our community reading club. I enjoy organising materials and speaking politely to visitors. I am interested in the reception role because I would like to develop my customer-service skills. Adapt truthfully.

2. Model: At a club meeting, two groups needed the same room. I checked their times and helped arrange different starting times. Both groups were able to meet. Credit clear personal action and a plausible result.

3. Model: I have not used that system yet. I can take notes during training, practise with sample bookings and ask a supervisor to check my first entries.

4. Model: What are the main duties during a typical shift? What training does a new staff member receive? Accept other relevant professional questions.

Listen, clarify and improve

FREE EXTENDED PRACTICE - SEPARATE ANSWERS / MODELS

Models are examples. Accept other accurate responses. Give feedback on task completion, clarity and suitable language. Extension tasks are unscored unless stated.

1. Model: Could you please repeat the last part of the question? Accept a clear polite clarification request.

2. Model: I am organised. At our reading club, I label the books and check the return list each week. The strength must connect to a specific example rather than a claim of perfection.

3. Model: I am developing my spoken English for phone calls. I practise short calls with a partner and check whether I have repeated names and times accurately. Accept a truthful, relevant development goal.

4. Model feedback: Give a concrete example of organisation. Revised sentence: I organise the reading club's return list each week. Closing: Thank you for your time. I appreciate the opportunity to discuss the role.

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