Interviewing People | Answers 2

Beginner practice

Complete the worksheet first. These are model answers; other natural, relevant answers may also be correct.

1. A: Could you tell me a little more?

2. after

3. How did you solve that problem?

4. Possible answer: Could you explain what you mean?

5. Model: You said the first plan did not work. What did you change? Have I understood correctly that the new plan saved time?

Self-check: Is my meaning clear? Did I use full sentences? Is my language polite? Read your answer aloud and try again.

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Intermediate practice

Complete the worksheet first. These are model answers; other natural, relevant answers may also be correct.

1. Possible response: Good morning. Could you tell me a little more? Thank you for your time.

2. What happened after you changed your plan? Accept any relevant extra detail.

3. Possible meaning: What did you do to fix the difficulty?

4. Possible response: Could you explain what you mean? Accept any sensible supporting reason.

5. Model: You said the first plan did not work. What did you change? Have I understood correctly that the new plan saved time?

Self-check: Is my meaning clear? Did I use full sentences? Is my language polite? Read your answer aloud and try again.

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Advanced practice

Complete the worksheet first. These are model answers; other natural, relevant answers may also be correct.

1. Audience: a new professional contact. Possible wording: Good morning, Ms Perera. Could you tell me a little more?

2. Possible response: How did you solve that problem? Please let me know if you need more information.

3. It may sound rude, intrusive or unhelpful. Possible alternative: Could you explain what you mean?

4. Possible question: What did you change in the new plan? It helps me understand the person or agree on the next step.

5. Model: You said the first plan did not work. What did you change? Have I understood correctly that the new plan saved time? Possible difficulty: a listener is unsure. Calm response: Let me explain that another way.

Self-check: Is my meaning clear? Did I use full sentences? Is my language polite? Read your answer aloud and try again.