Job Interview English | Answers 1

Beginner practice

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

1. A: Thank you for inviting me.

2. for

3. I enjoy helping customers solve problems.

4. Possible answer: I believe my skills would be useful in this role.

5. Model: I have two years of sales experience. I listen carefully to customers. Last month, I helped a customer choose a suitable product.

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

Job Interview English | Answers 1

Intermediate practice

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

1. Possible response: Good morning. Thank you for inviting me. Thank you for your time.

2. I worked in sales for two years. Accept any relevant extra detail.

3. Possible meaning: I like helping customers find answers to their problems.

4. Possible response: I believe my skills would be useful in this role. Accept any sensible supporting reason.

5. Model: I have two years of sales experience. I listen carefully to customers. Last month, I helped a customer choose a suitable product.

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

Job Interview English | Answers 1

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. Thank you for inviting me.

2. Possible response: I enjoy helping customers solve problems. Please let me know if you need more information.

3. It may sound rude, intrusive or unhelpful. Possible alternative: I believe my skills would be useful in this role.

4. Possible question: Could you describe a time you helped a customer? It helps me understand the person or agree on the next step.

5. Model: I have two years of sales experience. I listen carefully to customers. Last month, I helped a customer choose a suitable product. 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.