Job Interview English | Answers 2

Beginner practice

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

1. A: May I give you an example?

2. because

3. We finished the task on time.

4. Possible answer: I would prefer a workplace with clearer communication.

5. Model: Our order was late. I contacted the supplier and updated the customer. We agreed on a new date and kept the customer informed.

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. May I give you an example? Thank you for your time.

2. I asked a colleague for advice because I was unsure. Accept any relevant extra detail.

3. Possible meaning: The team completed the work before the deadline.

4. Possible response: I would prefer a workplace with clearer communication. Accept any sensible supporting reason.

5. Model: Our order was late. I contacted the supplier and updated the customer. We agreed on a new date and kept the customer informed.

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. May I give you an example?

2. Possible response: We finished the task on time. Please let me know if you need more information.

3. It may sound rude, intrusive or unhelpful. Possible alternative: I would prefer a workplace with clearer communication.

4. Possible question: What did you learn from that experience? It helps me understand the person or agree on the next step.

5. Model: Our order was late. I contacted the supplier and updated the customer. We agreed on a new date and kept the customer informed. 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.