

# Business English: Mastering your Online Interview

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## Arbeitsblätter

Diese Arbeitsblätter sind ergänzendes Begleitmaterial zum Video-Training »Business English: Mastering your Online Interview« auf <https://www.linkedin.com/learning/>.

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# Interview Technology Vocabulary

**Platform:** The program that will be used for the interview

(e.g. Zoom, Skype, Teams, Webex, BlueJeans)

**Browser/Web browser:** the program you use to access the internet

(e.g. Chrome, Firefox, Safari, Edge)

**Technical specifications:** Information about the operating systems and browsers that the platform works with, as well as details about webcam resolution and internet speed

# Troubleshooting

## Informing the interviewer of a problem:

- Sorry, I'm having trouble with ...
- Sorry, there seems to be a problem with ...

## Talking about fixing a problem:

- Let me try + gerund (gerund = verb+ing)
  - *Let me try adjusting my microphone.*
  - *Let me try logging out for a moment.*
- Let me check
  - *Let me check my WIFI connection.*
  - *Let me check whether the platform recognizes my camera.*
- I'm going to
  - *I'm going to disconnect for a moment.*
  - *I'm going to switch microphones.*

## Sound issues

- Turn up/increase the volume
- Turn down/decrease the volume
- The sound is cutting in and out
- I'm hearing some feedback

## Connection problems:

- The connection is unstable
- The signal is weak
- There is a delay in the connection

# Overview of Tenses to Use in Interviews

Present simple:

Form: **subject + bare infinitive form of the verb/bare infinitive + s for third person singular**

- Use this to talk about current states and habits

(Examples:

I work with ten other people. I lead the business development team.

My boss frequently asks me for advice. My team trusts me.)

Present continuous:

Form: subject + "to be" + -ing form of the verb

- Use this to talk about actions currently in progress.

(Examples:

I am working on a new app for my company.

My boss is retiring this month.

We are building a new stadium downtown.)

Past simple:

Form: subject + past tense form of the verb

- Use this to talk about completed actions in the past.

(Examples:

I finished university in 2010.

I worked in marketing for three years before moving into sales.

I started my career as an intern for a major telecommunications company.)

Present perfect simple:

Form: subject + has/have + past participle form of the verb

- Use this to talk about ongoing experience, specific experience, and accomplishments.
- Use with "for" and "since"

(Examples:

I have been in my current position for three years. I have worked as a systems engineer since 2015.

He has worked with Java and Python.

We have brought in a million dollars in new business.)

Present perfect continuous:

Form: subject + has/have been + -ing form of the verb

- Use this to talk about actions started in the past that are still happening, especially to emphasize the duration of the actions.
- Use with "for" and "since".

(Examples:

I have been working for my current company for six years.

I have been programming since 2012.)

Future continuous:

Form: subject + will be + -ing form of the verb

- Use this to talk about actions that will be in progress at a specific point in the future.

(Examples:

I hope I will be leading a project team in four years.

By this time next year, I hope I will be working on a project with a major client.)

Future perfect:

Form: subject + have been + past participle

- Use this to talk about actions that will already have occurred at a specific point in the future.

(Examples:

I hope to have been promoted to the management team by 2025.

I will have completed my Master's by next summer.)

# Conditional Structures and Hypotheticals

There are three conditional structures that can be used to talk about hypothetical situations.

## **First conditional:**

Used to talk about likely hypothetical situations in the future.

Form: If + present simple, will/won't + infinitive

Examples:

If we hire you, will you be able to start next week?

If you hire me, I will need to give two weeks' notice at my current job, but I will be able to start immediately afterward.

## **Second conditional:**

Used to talk about unlikely or impossible hypothetical situations in the present or future.

Form: If + past simple, would/wouldn't + infinitive

Examples:

If you had unlimited resources, what would you do with your time?

If I had unlimited resources, I would do a lot of traveling and also focus on volunteer work with children.

## **Third conditional:**

Used to talk about hypothetical situations in the past.

Form: If + past perfect, would/wouldn't have + past participle

Examples:

If you hadn't studied engineering, what would you have studied?

If I hadn't studied engineering, I probably would have studied medicine.

The conditional forms can also be combined and mixed to talk about different periods in time. For example, the third and second conditionals can be used to talk about the effect on the present of a hypothetical situation in the past:

If you had studied medicine rather than engineering, where would you be now?

If I had studied medicine, I would be working in a research hospital in a big city.



# Common Interview Questions to Prepare for

- Tell me about yourself.
- Why are you interested in this job?
- Why do you want to work for this company?
- Describe a challenge you've overcome.
- Why do you want to leave your current job?
- Tell me about your strengths.
- What is your biggest weakness?
- Where do you see yourself in five years?
- What is your biggest professional achievement?
- How would your coworkers describe you?
- How would your boss describe you?
- What type of work environment do you prefer?
- What are you passionate about?
- Is there something we should know that is not on your résumé?
- Describe yourself in three words.

# Questions to Ask the Recruiter

- How long has this position been open?
- Is this a new position or would I be replacing someone?
- What are the primary skills and qualifications the hiring manager is looking for?
- What would a typical day look like in this position?
- What would my first thirty days on the job look like?
- Could you describe the rest of the interview process?
- What will I be asked about in future interviews?
- Is there anything I should change on my résumé?
- Are there a lot of jobs open at this company?
- How long have you been recruiting for this company?
- What's your impression of the company?

# Questions to Ask the Hiring Manager

- What will you expect me to accomplish in my first six months?
- What do this company's most successful employees do during their first week on the job?
- What does the career path for someone in this position look like?
- How will my performance be evaluated?
- What can you tell me about the team I'll be working with?
- What can you tell me about the company culture?
- What do you enjoy most about working here?
- If you could change something about the company, what would it be?
- What is the most difficult thing to learn in this position, and do you have any advice about how to learn it as quickly as possible?
- What is the most challenging part of your job?
- What are the most important skills needed to succeed in this position?
- How does this position contribute to the overall goals of the company?
- What are some of the biggest challenges I can expect to face in this position?