

English At Work: Episode 01: Language for interviews

Radio presenter

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Bus driver

Hold tight please!

Radio presenter

This is Anna, on a bus going to an interview for a job as a sales executive at Tip Top trading. One of London's fastest growing companies. How are you feeling Anna?

Anna

Oh, a little nervous, but I really want this job.

Radio presenter

Well don't worry Anna. As long as you say the right things, you'll be fine.

Anna

The right things? Like what?

Radio presenter

You need to sell yourself. Be confident, not arrogant and give examples. Like, A good example that comes to mind...

I'm particularly proud of...

Timekeeping is important to me.

Anna

Oh right. Thanks. Perhaps you can come with me?

Radio presenter

Sorry Anna, You're on your own now. But we'll be listening in.

Look! You've just arrived. Good luck.

Paul

Come in. Hello, I'm Paul, the manager of tip top trading. And you must be...

Anna

It's Anna.

Paul

Yes, very good. Thanks for coming. Now somewhere in this pile. I've got your CV.

Anna

Err, is that it there?

Paul

Oh yes, Thanks, Hannah. Your qualifications look impressive but I was wondering what sales experience can you bring to our company?

Anna

I worked in a shop once.

Radio presenter

Oh Anna! Sell yourself. Give a good example.

Anna

Oh right...well, a good example that comes to mind is, when I was involved with a campaign to promote and sell a new range of clothes.

I love doing it, and it was...

Denise

Oh, sorry, excuse me, here's your tea Paul.

Paul

Thanks Denise. Now, Anna, it looks like you've achieved a lot during your time at university. Could you give me an example of good team working during, during your time there?

Denise

Sorry. I forgot the sugar.

Paul

Thank you Denise.

Anna

Hmm, so you want an example? I was a treasurer of the debating society at university. That was okay, I suppose.

Radio presenter

Come on Anna. Be more enthusiastic the debating society is exciting.

Anna

I mean...I'm particularly proud of how I organized the finances for the debating society. We had a very small budget and I had to make decisions on what to buy.

Radio presenter

I like it. I'm particularly proud of...Positive but not boasting. You're doing well.

Paul

Very impressive. So you're a good planner Anna. We like organize people here... oops, silly me. I seemed to spilt tea over your CV.

Anna

Oh, do you need some help?

Paul

Oh no...I'm sure it'll dry out....Carry on, please...

Anna

Also...Timekeeping is important to me.

Radio presenter

Timekeeping is important to me. That's good.

Anna

I always try to complete my work on time. At university I never handed in my assignments in late.

Paul

That's good to hear. We like punctuality here.

Denise

Excuse me Paul. Sorry it's a bit late, but I thought you might like a biscuit with your tea.

Paul

Hmm thanks. oh lovely custard creams... Now Hannah, Finally, I wanted to ask you what exactly made you apply for this job at this company?

Anna

Errr.. .ooo...well. The reason I applied is...

Radio presenter

Yes yes yes Ann? Do you need a bit more time to think?

Anna

Errr..mmm...

Radio presenter

What's she going to say? How would you answer that? Join us next time to find out. Before we go, here's a reminder of some of the great lines Ana's used today.

Anna

A good example that comes to mind...

I'm particularly proud of...

Timekeeping is important to me

Radio presenter

Until next time. Bye bye.