

### 3. Tough Questions



- A. Read the text about how to prepare for a job interview. Then work with a partner and discuss if knowing these questions can improve your chances of getting the job.

#### Ten Commonly Asked Interview Questions and Tips on How to Answer

When you start looking for a job, there are some steps you need to take before actually going to a job interview. Once you have written your CV and cover letter it's time to get ready for the job interview! And there is no better way to prepare for a job interview than to practice. Here we have ten commonly asked questions in a job interview and some tips on how to answer them to make a good impression.

1. **Tell me about yourself.** TIP - Talk about a couple of your key achievements and the interviewer will likely select an accomplishment and ask you to tell more about it.
2. **What is your greatest strength?** TIP - Figure out what your number one strength or skill is, then talk briefly about it and provide a good example. Before going into an interview, write down several of your top strengths and examples of each.
3. **Can you describe a situation in your past where you learned from a mistake?** TIP - The best mistakes to share are those from which you learned something. Use your mistakes to show how you have matured and grown.
4. **What is the most difficult situation you have ever faced?** TIP - Pick an example in which you successfully resolved a tough situation. Tell your story briefly but try to reveal as many good qualities as possible. Your interviewer wants to hear about your accomplishments and qualities such as being decisive, creative and persuasive.
5. **Is there anything you would like to improve about yourself?** TIP - Pick a weakness (for example, not being comfortable with public speaking), then show how you're working to improve it (being part of a debating team). Your goal here is to provide a short answer that satisfies the interviewer.
6. **What is the most important thing you are looking for in a job?** TIP - Figure out what you want most in a job. Talk about one or two items and explain why they are important to you.
7. **What are your career goals?** TIP - The interviewer likes to see if you are a person that plans your future and if you might be someone that would meet the company's needs after you finish school. Your task is to talk about the goals that you think the company can help you achieve.
8. **What motivates you?** TIP - You can mention specific skills that you are motivated to use, such as problem solving, decision-making, listening, writing, speaking, planning or counseling people.
9. **Why would you like to work for us?** TIP - This is a great opportunity to impress the interviewer with what you know about their organization. Talk about the positives of their organization.
10. **Why should I hire you?** TIP - This is a great opportunity to sell you. Talk about your strengths and how they fit the needs of the company.



C. Complete the sentences with vocabulary from exercise B. There are some you do not need to use.

1. I'm good at Team working, keeping it together and producing quality work in a group environment.
2. Being fluent in languages like English and Spanish is required in many companies.
3. Maria's job requires to focus on results every month to help out the purchasing department.
4. Robert enjoyed the flexibility of his schedule.
5. strategic thinking has become a career-building skill in the business world.
6. Sam took the initiative in an attempt to solve the problem.
7. Innovation and creativity are needed to attract new clients.
8. Self-discipline and organizational skills are crucial to succeed in any profession.
9. Steve has to work as quickly as possible or he won't meet the deadlines.
10. Team Management often involves setting team priorities and performance objectives.

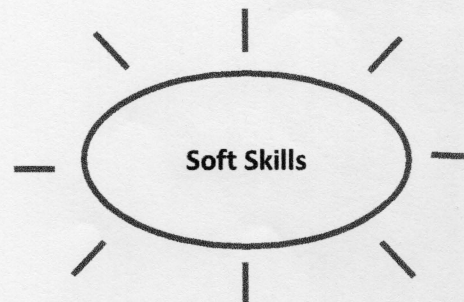
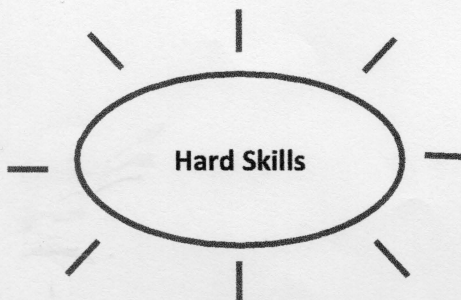
D. Work in groups of four. Answer the questions below.

1. Have you ever heard of *hard skills* and *soft skills*? **NO**
2. What do you think are hard and soft skills?
3. Can you give some examples of hard and soft skills?



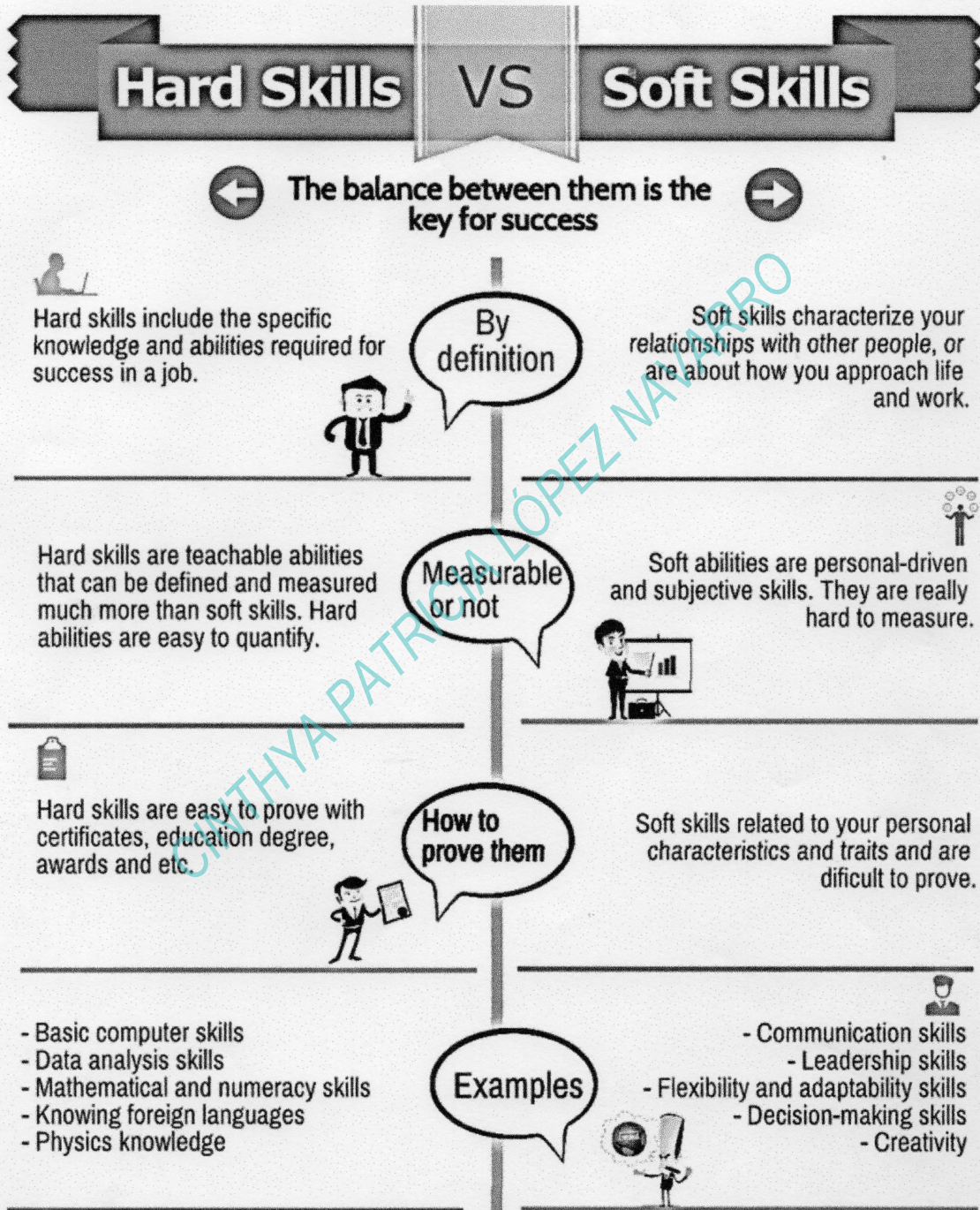
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E. In your same group, brain storm some examples of hard and soft skills. Write them on the diagram below.





F. Read the text below that talks about hard and soft skills. Compare what you discuss with the information in the text.



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G. Now that you know the difference between hard and soft skills, discuss with a classmate why it is important to include both skills in your résumé.





- F. Using the information from exercise E and the example below, write your résumé on the lines provided.

	<p><b>Mark Lee</b>  <b>mlee20@acc.com</b>  <b>859 East Street #17</b>  <b>New York, NY 10017</b>  <b>(212)555-8973</b></p>
<b>EDUCATION</b>	
May 2001-present	<p>New York City College-New York, NY          English as a Second Language          Adult Basic Education          Employability Skills 2          Computer Classes: Keyboarding, Microsoft Word</p>
1979	<p>National Computer School: Certificate in          Computer Repair</p>
<b>EXPERIENCE</b>	
July 1998-present	<p>Global World Concepts          Repair Person          Repair computers</p>
June 1995-present	<p>Constructex Systems          Assembler          Assemble computers</p>
May 1980-December 1994	<p>Machine Construct          Repairperson          Repaired computers          Keyboarding 55 wpm          Fluent in English and French          Organized, responsible and self-motivated          Work well with others          Computer-literate: Windows, Microsoft Word,          Internet</p>
<b>SPECIAL SKILLS</b>	
<b>HOBBIES</b>	<p>Playing Guitar, running</p>
<b>REFERENCES</b>	<p>Gloria Smith          gsmith@gmail.com / (212)555-6540</p> <p>Frank Gaynor          frank10@outlook.com / (212)555-9078</p>