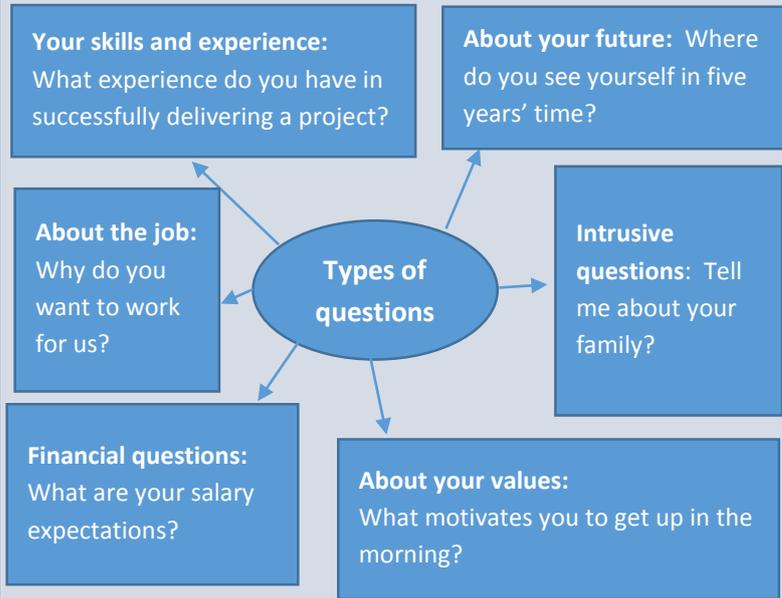


## All about Interviews

You can face a bewildering variety of questions, so be ready!



### Use a range of action verbs

It is easy to use the same action verbs in answering interview questions. Try and vary the verbs you use.

Action verb	Similar verb 1	Similar verb 2
manage	supervise	oversee
organise	coordinate	orchestrate
accomplish	achieve	fulfil
introduce	launch	pilot (more specific)
develop	design	come up with
review	evaluate	assess
improve	enhance	refine
reduce	cut	lower
support	encourage (feeling)	assist (task)
negotiate	work out	thrash out
lead	head	steer

### Top tips for interview performance:

1. A good firm handshake creates a positive first impression. If your hands are sweaty quickly wipe them before entering the room.
2. Ensure you are well presented for an interview.
3. Try not to fidget and make nervous gestures with your hands such as a playing with a pen.
4. Good posture is important. You should sit straight in your chair and not slouch (lean back).
5. Get to the interview in good time. Punctuality is vital.
6. Answer in a clear and concise way. It is very easy to ramble (speak for too long in an incoherent way).
7. Conduct extensive and relevant research into you company and make sure you have at least three questions ready to answer at the end of the interview. These questions should demonstrate the quality of your research.
8. Retain eye contact. Don't let your eyes wander!
9. Do not rush your responses. Take a moment to consider the question before responding.
10. Don't lie about your past experience!
11. Use formal language and don't try and be funny!

### Quote of the month

**"The definition of insanity is doing the same thing over and over and expecting different results."**  
Benjamin Franklin

### Key grammar points for interview performance

The **present perfect** is a useful structure to use as an opening response to an interview question. **Question:** What experience do you have of developing training courses? **Example:** I have developed a new training course for my team.

When you want to talk about specific examples you can use the past simple to give more precise information. **Example:** I designed a training course developing project management skills in 2013.

**Remember:** When talking about future plans, you can use 'I am going to' ... for general plans with no specific time reference and for precise plans.

**Example:** I am going to improve my English.

**Example:** I am going to improve my English next year. Any form of the present continuous can be used for precise plans.

**Example:** I am attending a training course on project management in December 2016.