



## BUSINESS ENGLISH PHRASES

### Job Interviews In English Super Triple Pack

#### Series One

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2. Job Interviews Series 2: Questions And Answers
3. Job Interviews Series 3: Questions And Answers
4. Job Interviews Series 4: Questions And Answers
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Bonus: 10 Steps to a Successful Interview

#### Gold Series

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### Job Interviews 1 Questions and Answers

<p>Tell me a little about yourself? (summary, major strengths and skills)</p>	<p><b>I'm a competent and commercially aware</b> Senior Business Consultant <b>with over 10 years experience with major global organisations in</b> business processes, corporate strategy and supply chain strategy planning.</p> <p><b>My major strengths include</b> the understanding of strategic planning, international finance <b>and a proven track record of delivering projects on time</b> and to budget.</p> <p><b>My skills include the ability to</b> interact effectively with people <b>at all levels, excellent IT skills and working effectively in a multi-tasking environment.</b></p>
<p>Describe a problem you faced and how you handled it.</p>	<p>(problem-solution) When the software development of our new product <b>got delayed</b>, I coordinated the team <b>which managed to</b> get the schedule <b>back on track</b>. <b>We successfully</b> trouble-shooted the main issues <b>in a very short period</b> of time.</p> <p>(problem-solution) A long-term client was about to <b>take their business to a competitor</b>. I met with the customer and <b>discussed their expectations and from that made key changes to how we handled</b> the account on a day-to-day basis.</p>
<p>What have you learnt from your mistakes?</p>	<p><b>Persistence in</b> trying to solve problems. <b>I've learnt the importance of not giving up</b> too soon and to <b>keep trying different solutions</b>.</p> <p><b>I've learnt over time</b> not to judge people too quickly and that <b>everybody deserves a second chance</b>.</p>
<p>What did you enjoy least about your last position?</p>	<p><b>I really enjoyed</b> the people and work environment at XYT (company). <b>One of the reasons</b> I left was <b>I felt I had reached a ceiling</b> and was <b>not being challenged enough to develop my full potential</b>.</p> <p><b>I explained my concerns</b> to my manager, who tried to help but it was clear there were few current <b>opportunities to advance my career in the company</b>.</p>
<p>What can you contribute to the company?</p>	<p>I'm a <b>hard worker</b> with the experience, contacts, and knowledge <b>to contribute to the growth of the company</b>.</p> <p>I am <b>results-orientated, organized</b> and enjoy working with people in <b>diverse teams</b> which I think really <b>suits the company well</b> and your culture.</p> <p>I have good <b>interpersonal skills</b>, I'm a real <b>people</b></p>

**person** and enjoy helping teams to work better which I think **fits the company culture very well.**



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### Job Interviews 2 Questions and Answers

<p>What was your biggest accomplishment in this position?</p>	<p><b>Working in an</b> inter-departmental team <b>I successfully carried out</b> operational <b>due diligence</b> reviews, business risk analysis and audits, and <b>benchmarking programs</b> for a global business unit.</p> <p><b>As part of a</b> global team, <b>I undertook</b> statistical analysis <b>to identify</b> the processes and the activities associated <b>with delivering value to the end customer</b>. <b>From this we were able to</b> reduce the overall time it took to get our products to market by creating a <b>leaner more efficient</b> supply chain.</p> <p><b>I coordinated, designed and implemented</b> marketing campaigns in social media, direct mail and email. <b>I managed</b> content for all our websites and social media.</p>
<p>What are your strengths?</p>	<p>My <b>time management skills</b> are excellent and I consider myself a very <b>organized</b> and <b>effective</b> person.</p> <p><b>I pride myself on</b> my <b>customer service</b> and <b>interpersonal skills</b> which have helped me to solve many difficult client problems.</p> <p>I'm highly <b>adaptable</b> and <b>flexible</b> which helps me to perform well and quickly in new situations.</p>
<p>What are your weaknesses?</p>	<p>I'm a bit of a perfectionist, but <b>I'm learning to find the right balance between</b> being diligent and working to tight deadlines.</p> <p>Sometimes I take too much responsibility for a project, but <b>I've learnt to take a step back</b> when needed to <b>see the big picture</b>.</p> <p><b>I used to</b> like to work on one project to its completion before starting on another, but I've learned to work on many projects at the same time. I think it allows me to be more <b>creative</b> and <b>effective</b> in each one.</p>
<p>What do you think of your previous manager or director?</p>	<p>My previous manager was very <b>hard-working</b>, very <b>conscientious</b> and paid a lot of <b>attention to detail</b>. This pushed me to <b>work both diligently and quickly</b>.</p> <p>My last manager <b>created a really good work environment</b> and she <b>helped our team perform</b> and work well together. For me she was a <b>good mix of manager and mentor</b>, which helped me grow professionally.</p>
<p>What do you expect from a Manager or Director?</p>	<p><b>I appreciate</b> a work environment where a manager is open and honest. A manager who listens and helps me grow professionally. I also think there needs to be</p>

	<p><b>mutual respect</b> and <b>good two-way communication</b>.</p> <p>I expect a manager or director to <b>lead by example</b>. I think that we need to create a <b>good work atmosphere based on respect, trust and open communication</b>.</p> <p>A manager should be <b>organized</b>, a <b>good delegator</b> and <b>be on top of things</b> at the same time. Be someone who can <b>trust their team</b> to carry out their tasks and who <b>praises</b> and gives <b>good constructive feedback</b>.</p>
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**Job Interviews 3  
Questions and Answers**

How would you describe your personality?

I am **results-orientated**, a **hard-worker** and **enjoy working** with people in **diverse teams**.

I have good **interpersonal skills**, I'm **conscientious** and enjoy **helping teams to work better**.

I'm a **quick learner**, **adaptable** to new situations and I'm **highly energized** by **challenges** and problems.

What interests you least about this position?

What probably interests me least are the admin tasks of the job, but **I understand** that it is important we all help out when needed.

**That's difficult to answer without being more involved** in the "day-to-day" of the job.

In an ideal world, I'd like to have **more responsibility** as early as possible, but I know I need to **prove myself** first to **show that I can handle extra responsibility**.

What do you like about working in teams?

**I feel comfortable** working in teams, either as a team member or **taking the initiative** and **leading the team**.

I believe that I have a lot to **contribute** to a team environment as I'm **outgoing**, friendly, and have **strong communication skills**.

I think having different team members **contribute** to having **different perspectives** and the **synergies** between team members often produce creative and productive results.

What do you think is more important: academic qualifications or experience?

I think a mix of both is good, but it clearly **depends on the position**.

**In my previous position**, my ability to **learn quickly on the job** was more important for my team members and manager than my academic qualifications.

**It's clear that for some job positions**, such as research or science, academic qualifications are critical.

Where do you see yourself in 3 and 5 years time?

**My long-term goals involve** growing as the company grows. Where I can continue to learn, **take on additional responsibilities** and contribute.

As I gain additional **experience**, I would like to **move from a technical position to management**.

I see myself **gaining experience** across the company in different areas to **better understand** the strategic

	direction of the company.
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## **Author**

My name is Christopher Wright and co-director of TETC, The English Training Company ([www.englishtco.com](http://www.englishtco.com)).

My company TETC and I have helped thousands of companies and professionals succeed in Business English and to become advanced Business English speakers.

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