

PREPARING FOR A JOB INTERVIEW IN ENGLISH

A Quick Guide

kroko - dil
ingilizce eğitim



In this PPT you will learn about:



Structure, expressions and tips on how to clearly and correctly answer essential questions about a job interview in English.



BEFORE THE INTERVIEW



1. Preparing an excellent response for the most common interview question: ***“Tell me about yourself.”***

Most people respond with a **boring answer**. You should try to impress the recruiter with your English skills. Tell an exciting story about yourself using the language that **doesn't need** to be very advanced.

Here is an example from the software industry:

Something about
your past.

Add emotions

Action and impact

Why you are in
your current
situation.

The new
opportunity

When I was a kid, I loved playing with computers. My friends and I even tried to create our own software program, but we didn't have enough knowledge at the time. To learn more about software and IT, I worked at several companies on several different projects. It was fascinating. The things I learned helped me advance and become a project manager in a small IT company, where I am today. But now, I'm confronted with limits. This company is small, and the possibility to work on new projects is limited. Your company offers bigger opportunities. Just as I've always done, in this job, I'll be able to accept bigger responsibilities, improve my skills, and apply my new knowledge to help your company create better programs.

Connect past,
present and future.



“Now, tell me about yourself”

**Is your answer
ready for this
question?**

BEFORE THE INTERVIEW



2. Proving that **you know the sector** by using specific words and phrases related to it.

It is **crucial** to be familiar to certain words and phrases directly related to the sector you want to work in.

Here are some examples that prove you know the sector or not:

Goods and services tax



İyi servis şoförlerinin taksileri



Mal ve hizmet vergileri



Market chain



Çin marketi / Çinli market



Market zinciri





**Do you know the
crucial word or
phrases of your
sector?**

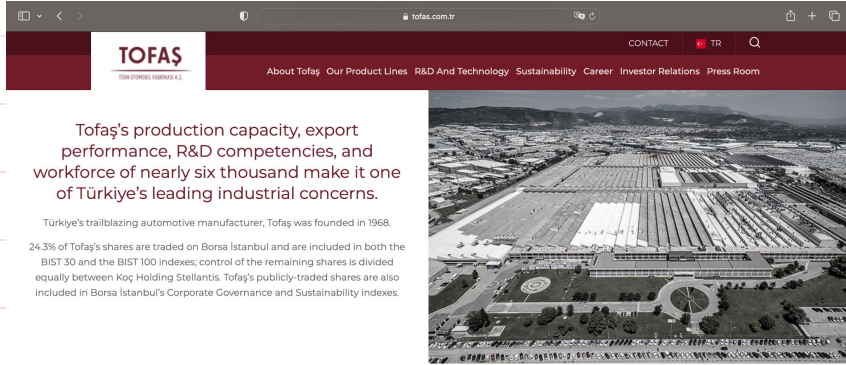
BEFORE THE INTERVIEW



3. Researching the company you are applying for and getting **up to date information** about it.

Start with the source by checking their **website** (in its English version if available) so you can write down specific words or terms they use in their description that will help you out later during the interview. You can also Google it to learn about the company's culture through external websites.

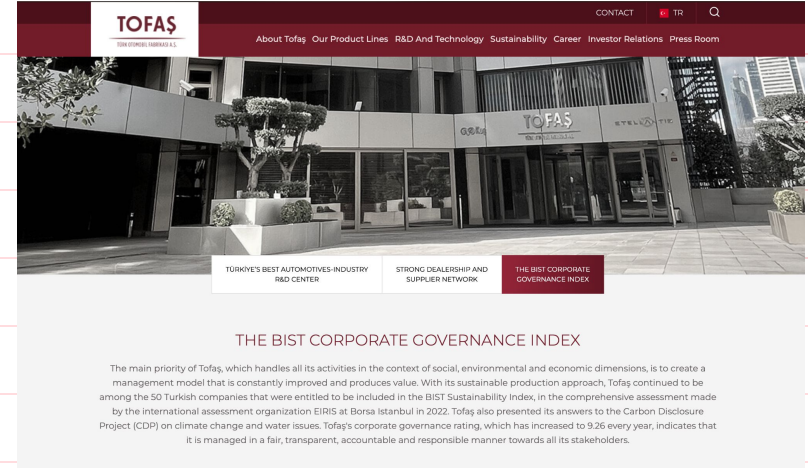
Here is an example from the automotive industry:



Türkiye's best
automotives-industry
R&D center

450 Thousand
Vehicle Annual Production

1,000,000 m²
Of Operational Premises



ANOTHER MILESTONE: FIAT EGEEA

Fiat Egea Sedan hit the roads of Türkiye and the world for the first time in 2015. Fiat Egea, whose engineering work was carried out at the Tofaş R&D Center in cooperation with Stellantis, has a special place in both Tofaş and the Turkish automotive industry, with Tofaş's signature in all processes from concept design to product development and market launch.

Fiat Egea, which has a wide product range with Sedan, Cross, Hatchback, Cross Wagon and Station Wagon body types, successfully fulfills its mission of 'a good car must also be accessible' with its top-of-the-range driving characteristics and connectivity technologies that are not available in its class. Fiat Egea, which is also exported to the world under the name Fiat Tipo from the Bursa Factory, won the AutoBest 2016, which determines the best car of the year, where the best of Europe is awarded; it has succeeded in being the most preferred automobile in Türkiye for 7 consecutive years in 2016-2022. The Egea Cross model was selected as the 'Car of the Year in Türkiye' by the Automotive Journalists Association (OJD) in 2021.



In Sedan, Hatchback, Cross and Cross Wagon body types, Egea's diesel automatic transmission and hybrid engine option will be offered for sale in 2022.



**Have you ever
researched a
company before a
job interview?**

During **THE INTERVIEW**



1. What to do when you **can't remember** the word you are trying to say. Oops! Now what?

Most people get stressed out and might forget the words they already know. If this happens to you, remember that there is always **another way** to deliver your idea, think of another **alternative, plan B** maybe!

Here are some examples :

I am a responsible person.



I do my tasks on time.

I am never late.

I know my duties at work.

I have good knowledge about that.



I learned a lot about this topic.

I am confident about this.

I made a lot of researches on that.

**Do you know of any
phrases to buy you
time before
responding to a
question?**



During **THE INTERVIEW**



2. What to do when you **can't hear** or **don't understand** the recruiter.

Because of the anxiety or the distractions in or around the room you sometimes find yourself in this situation. But you actually have a very simple solution: ***Ask the recruiter to repeat it.***

Here are some examples to ask for a repetition:

- Sorry! Can you say it one more time please ?
- Could you repeat that please ?
- Can you tell me again ? The noise didn't let me hear you clearly.
- I am not sure I heard it correctly. Can you repeat that please ?
- Excuse me! Would you mind repeating that please.

During **THE INTERVIEW**



3. How to use the language during the job interview more **efficiently** and **effectively**.

Don't make long and complicated sentences unless your level of English can help you about it. Stick to **short, simple** and **clear** sentences. This way you can express yourself better without making a lot of mistakes.

Here is an example:

Long and complex.

I wanted to attend the meeting which was scheduled on Monday but my family issues that were unexpected restrained me.

Short, simple and clear.

I couldn't attend the meeting last Monday.
My father had an accident.



Both deliver the same idea.

OUR TEAM



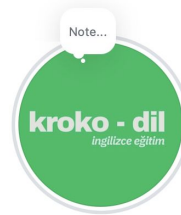
Nouray



Onur

THANKS!

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