

# 1.3 TELL ME ABOUT YOURSELF

- F talking about yourself
- P intonation: sounding polite
- V interview advice



## 5 Tips to help you do well at interviews

How do you get into the university or the job of your dreams? Even before the interview, you might need to catch someone's attention. The Dean of Admissions at Harvard University says he often receives flowers and chocolates from potential students. One student sent references every day for three months. Eventually, he even sent a letter from his dentist saying how nice his teeth were. He didn't get an interview.

For those of you who do make the interview stage, here are five top tips:

- 1 Be prepared. Do some research about the university or company so you know what questions to ask.
- 2 Dress appropriately. You don't have to dress smartly but you should look clean. And don't wear 'bling' (large pieces of jewellery).
- 3 Arrive on time. Fifteen minutes early is OK.
- 4 Shake hands firmly and make eye contact. First impressions are important.
- 5 Speak clearly and try to offer full answers rather than short responses. This shows your enthusiasm.

## SPEAKING

**1 A** Look at the photos. What types of interview could this be? Choose from the list below.

- job interview
- interview for a place at university
- newspaper/magazine interview
- interview for a talk show/radio programme
- placement interview for a language course

**B** Look at the list of interview types above. Answer questions 1–3.

- 1 Which types of interview above have you experienced?
- 2 Which will you experience in the future?
- 3 Do you think it is possible to show 'the real you' in a short interview? Why?/Why not?

## VOCABULARY

### INTERVIEW ADVICE

**2 A** Work in pairs. What should/shouldn't you do in an interview? Think of as many things as you can in two minutes.

*You should try to ask questions.*

**B** Look at topics 1–3 below and match them to the expressions in the box.

dress smartly 3 speak clearly answer briefly  
shake hands firmly send references  
arrive on time avoid eye contact be prepared  
do some research show enthusiasm

- 1 Should do during an interview
- 2 Shouldn't do during an interview
- 3 Might do before an interview

**3** Read the text and answer the questions.

- 1 What type of things do some people do to get an interview at Harvard University?
- 2 According to the text, what should you do before and during an interview? Do you agree with the advice?



## FUNCTION

### TALKING ABOUT YOURSELF

**4 A**  **1.5** Listen to three extracts from interviews and answer the questions.

- 1 What types of interview are they?
- 2 Which interviewee doesn't follow the five tips? What does he/she do wrong?

**B** Answer questions 1–6. Listen again to check.

#### Interview 1

- 1 What does the student want to practise?
- 2 What types of classes are in the afternoons?

#### Interview 2

- 3 What did the girl organise on the summer camp?
- 4 What 'can be difficult' according to the interviewer?

#### Interview 3

- 5 What does the man want to know?
- 6 Why are online courses more difficult than face-to-face courses, according to the interviewer?

**5 A** Read the extracts from the interviews. Underline the expressions that introduce a question.

#### Extract 1

**T:** OK ... Is there anything else?

**S:** Could I ask a question?

#### Extract 2

**I:** There are a couple of things I'd like to ask about. Your CV says you have some experience of looking after children?

**A:** Yes, I was a tutor on a summer camp last year.

**I:** Can I ask you about that? What type of things did you do?

#### Extract 3

**I:** I think that's about it. Do you have any questions? Any queries?

**S:** Um, yes, actually I do have a query.

**B** Read the extracts below and underline the expressions that are used to introduce an opinion.

#### Extract 1

**S:** I've ... spent time in Britain, but that was a few years ago. So for me the most important thing is to just refresh ...

#### Extract 2

**I:** OK. And you enjoyed it?

**A:** Yes.

**I:** What aspect, what part did you enjoy, would you say?

**A:** I suppose I'd have to say I liked the games best ...

**I:** ... We often find that different ages together can be difficult.

**A:** It depends. In my opinion, you can usually get the older children to help the younger ones.

#### Extract 3

**S:** So I wouldn't need to attend classes?

**I:** Not for the online courses. But ... well, one thing I'd like to say is that the online courses are, in many ways, more difficult than face-to-face courses.

**6** Put the words in the correct order to make sentences or questions.

- 1 query / I / a / have / do
- 2 I / a / could / question / ask / ?
- 3 like / couple / of / are / about / I'd / things / to / a / ask / there
- 4 ask / you / I / can / that / about / ?
- 5 true / this / opinion / my / isn't / in
- 6 to / I'd / I / agree / have / say
- 7 thing / that / like / I'd / one / say / is / to / is / course / the / difficult
- 8 is / thing / important / most / for / the / me / to / study


## LEARN TO

### USE TWO-WORD RESPONSES

**7 A** Match expressions 1–5 with expressions a)–e).

- |                 |   |                     |
|-----------------|---|---------------------|
| 1 Of course.    | ← | a) Please continue. |
| 2 That's right. | ↘ | b) You're correct.  |
| 3 I see.        | ↘ | c) You're welcome.  |
| 4 No problem.   | ↘ | d) Yes, definitely. |
| 5 Go ahead.     | ↘ | e) I understand.    |

**B** Which expressions in Exercise 7A are more formal? Read audio script 1.5 on page 164 to see how the expressions are used.

**C**  **1.6** **INTONATION: sounding polite** Listen to the expressions in Exercise 7A. Notice how the speaker begins the expression with a high pitch to sound friendly. Listen again and repeat.

## SPEAKING

**8** Role-play an interview in pairs. Follow instructions 1–5.

- 1 Either choose one of the interview types in Exercise 1A, or Student A: turn to page 158 and Student B: turn to page 162.
- 2 Decide on your roles.
- 3 Interviewer: think of questions. You can make notes if you wish. Interviewee: guess what type of questions the interviewer will ask and prepare answers.
- 4 Practise your role-play.
- 5 Perform it in front of other students.

## 1.3

### talking about yourself

#### introducing a question

Could I ask a question?

There are a couple of things I'd like to ask about.

Can I ask you about that?

I have a query.

#### introducing an opinion

For me (the most important thing is) ...

I'd have to say ...

In my opinion, ...

One thing I'd like to say is that ...

### 1.3

**A** Find and correct the mistakes in the conversation below. There are six mistakes.

**A:** There are a couple of things I'd like ask about.

**B:** Go ahead.

**A:** Firstly, which of your films do you think is the best?

**B:** I'd having to say *Millennium Dreamer*. For me, it's my best film and it was my first comedy.

**A:** Can I ask you around that? You've never done comedy before. Why not?

**B:** I don't know. I suppose people think I'm a serious actor.

**A:** Could I ask question about your image? Is it accurate? Are you really the strong silent type in real life?

**B:** No. One of thing I'd like to say is that these images are invented by the media. By my opinion, good actors are never just one thing. That's why they're actors.





## VOCABULARY

### INTERVIEW ADVICE

#### 1 Match 1–8 with a)–h) to make advice.

- 1 Don't avoid eye
  - 2 The most important thing is to be
  - 3 Make sure you show
  - 4 You must arrive on
  - 5 Shake hands
  - 6 Make sure you dress
  - 7 Don't always answer
  - 8 Before the interview, do
- a) some research about the company.
  - b) briefly. Try to give a full response.
  - c) smartly. Maybe wear a suit.
  - d) contact. Look at them during the interview.
  - e) enthusiasm. Smile and ask questions.
  - f) firmly with your interviewers.
  - g) prepared. Think about what they will ask you.
  - h) time. Don't be late!

## FUNCTION

### TALKING ABOUT YOURSELF

#### 2 A Add the vowels to complete the conversations.

##### Conversation 1

A: C\_\_ld I \_sk a q\_\_st\_\_n?

B: Sure. Go ahead.

A: Will this type of project become common?

B: In my \_p\_n\_\_n, architecture will become more environmentally friendly.

##### Conversation 2

A: Th\_r\_\_r\_a c\_\_pl\_\_f th\_ngs I'd l\_k\_\_t\_\_sk \_\_b\_\_t.

B: OK.

A: How do you see your future in our company?

B: F\_r\_m\_\_, th\_\_m\_st\_\_mp\_rt\_nt th\_ng is to keep developing and learning the job.

##### Conversation 3

A: I h\_v\_\_a q\_\_ry.

B: Yes? Go ahead.

A: A lot of people criticised you because of the cuts in funding for education. Did you ever think about resigning from the government?

B: One th\_ng I'd l\_k\_\_t\_\_s\_y\_\_s th\_t compared to other governments, we invested a lot of money in education.

##### Conversation 4

A: Earlier, you mentioned your latest film. C\_n I \_sk you \_\_b\_\_t th\_t?

B: Yes, of course.

A: Was it difficult not being the star?

B: I'd h\_v\_\_t\_\_s\_y 'yes'. In my last four films I always had the biggest part.

#### B Match pictures A–D with conversations 1–4 in Exercise 2A.



## LEARN TO

### USE TWO-WORD RESPONSES

#### 3 Circle the correct option to complete the conversations.

- 1 A: Is it OK if I check my emails?  
B: \_\_\_\_\_. That's fine.  
a) Go ahead    b) That's right    c) I understand
- 2 A: Are you interested in free medical insurance?  
B: \_\_\_\_\_. How do I sign up?  
a) You're correct    b) Yes, definitely    c) No problem
- 3 A: My dog is ill, so I can't come to work today.  
B: \_\_\_\_\_. Will you be in tomorrow?  
a) You're correct    b) Please continue    c) I see
- 4 A: Hi, Nazir. I'm going to be about fifteen minutes late.  
B: \_\_\_\_\_. There's no hurry.  
a) Yes, definitely    b) That's right    c) No problem
- 5 A: I can't travel in June – my wife's expecting a baby.  
B: \_\_\_\_\_. We'll make sure there's no travel until at least August.  
a) I understand    b) Go ahead    c) You're welcome
- 6 A: Do you live at 106 West Smith Road?  
B: Yes. \_\_\_\_\_.  
a) That's right    b) No problem    c) You're welcome
- 7 A: Thank you so much for letting me use your motorbike.  
B: \_\_\_\_\_. Did you have fun?  
a) Yes, definitely    b) I see    c) You're welcome
- 8 A: Excuse the interruption. I'm just showing Mr Liu the classrooms. \_\_\_\_\_.  
B: Oh, OK. So, students, turn to page 33.  
a) I see    b) You're welcome    c) Please continue
- 9 A: Are you able to work next weekend?  
B: \_\_\_\_\_. We need to finish the project, don't we?  
a) Go ahead    b) Of course    c) I understand