

# INTERVIEW MISTAKES

Watch the [video](#) “10 Key Interview Mistakes to Avoid” by Career Addict.

## 1 PICTURE ROUND

Task 1: Look at the pictures of interviews, and describe what is happening in each one.



1. \_\_\_\_\_



2. \_\_\_\_\_



3. \_\_\_\_\_



4. \_\_\_\_\_

Task 2: Discuss the pictures using the questions below.

- a. Give each picture a title based on what is happening in each one.
- b. How do you feel before, during, and after an interview?
- c. Do you prefer online or face-to-face interviews?
- d. Have you ever been interviewed by three or more interviewers, like in picture 1?
- e. In your industry, is it common to give a presentation at one of the interview stages?
- f. Give a brief summary of a positive interview experience you had.
- g. Give a brief summary of a negative interview experience you had.

## 2 TEN INTERVIEW MISTAKES TO AVOID

Watch the [video](#), then complete each of the exercises detailed below.

### Arriving late.

**Task 1: Complete the quote by using the words from the box.**

scheduled

disastrous

failure

“Arriving late to an interview can have \_\_\_\_\_ consequences on your chances of securing the job. You’ll leave a bad taste in the employer’s mouth before they’ve even met you in person. So, make sure you don’t set yourself up for \_\_\_\_\_ by arriving at your interview location around 10 minutes earlier than your \_\_\_\_\_ time.”

**Task 2: Discuss the following questions.**

- When should you arrive for your interview?
  - Name some disastrous consequences of arriving late.
  - What is the meaning of “leave a bad taste”? Can you use it in a sentence?
  - How can you ensure you arrive on time?
  - Would you not hire a person if they arrived late for an interview?
- 

### Not Being Prepared.

**Task 1: There are three grammatical errors in the quote; can you find and correct them?**

“Preparation is key in any work scenario, but it’s even more important when it come to your job interview. With information readily available at your fingertips, there’s no excuse for not understanding who the company are or what they do.”

**Task 2: Discuss the following questions.**

- What does it mean to have “information readily available at your fingertips”? What do you have readily available at your fingertips to help you prepare for an interview?
- How did you prepare for your last interview?
- What should you know about the company before an interview?
- How can LinkedIn help you prepare for an interview?
- What could happen if you don’t prepare for an interview?

### Dressing inappropriately.

#### Task 1: Choose the correct word to complete the quote.

“Dressing / dressed for interview success is essential – with hiring managers make / making their decision in the first five hours / minutes of meeting you, you need to ensure that even your outfit suggests you’re the best candidate. A professional and well-thought-out outfit will show that you have poor / great attention to detail and you are organised – just make sure that it ties in with the company dress code and culture.”

#### Task 2: Discuss the following questions.

- Do you agree that hiring managers make their decision in the first five minutes of meeting you?
  - In your industry, how do candidates commonly dress for an interview?
  - Do you dress differently for an online interview?
  - Describe your company’s dress code and culture.
  - Would you hire a candidate who dressed inappropriately for an interview?
- 

### Failing to make eye contact.

#### Task 1: Find synonyms in the text for the words in the box.

awkward

appropriate

bond

establishes

“Making eye contact builds trust and helps form a connection with the person that you’re talking to. Therefore, if you fail to maintain eye contact, you could be suggesting that you have something to hide. That said, there’s no need to hold an uncomfortable gaze, either. The best cue is to follow your interviewer’s lead when it comes to the right level of eye contact.”

#### Task 2: Discuss the following questions.

- Why is making eye contact important during an interview?
- What cue should you follow?
- What is the difference between good eye contact and staring?
- Does this advice apply to video interviews and presentations?
- Would you hire someone who stared at you during the whole interview?

**Poor communication.**

**Task 1: Complete the quote by using the words from the box.**

confident

showcase

Interrupting

“Whether you’re excited to \_\_\_\_\_ your skills and experience or you simply want to come across as \_\_\_\_\_, you must ensure that you have good communication skills. \_\_\_\_\_ your interviewer or rambling on without actually understanding what the question was to begin with will quickly ensure that you’re part of the ‘no’ pile.”

**Task 2: Discuss the following questions.**

- What is the meaning of “rambling on”? Can you use it as an example sentence?
  - What strategies can candidates use to avoid rambling?
  - What is the meaning of the “no pile”? Why do you want to avoid the no pile?
  - What are the potential consequences of interrupting an interviewer?
  - How can good communication skills help you showcase your skills and experience?
- 

**Bad-mouthing previous employers.**

**Task 1: There are three grammatical errors in the quote, can you find and correct them?**

“Regardless on whether you have a bad boss or not, you should refrain from badmouthing your former employer. It will show that you lack professionalism and your untrustworthy, and it will instantly harm your prospects of landing an new role.”

**Task 2: Discuss the following questions.**

- What is the meaning of “badmouthing”?
- Give examples of how a candidate could bad mouth an employer in an interview.
- Why should you not badmouth a previous employer?
- What strategies can candidates use to discuss their previous employment experiences without resorting to negative comments?
- Would you hire a person who badmouths a former employer during an interview?

### Being overconfident.

#### Task 1: Choose the correct word to complete the quote.

“Confidence is a win / winning ingredient of a successful interview; however, being overconfident can come across as arrogance, and everybody / nobody wants to hire a know-it-all. So, be honest during your / you’re interview, and don’t be afraid to show that you’re not perfect and that you’re willing to learn / learning and grow within the new role.”

#### Task 2: Discuss the following questions.

- What is a know-it-all? Can you use the phrase in an example sentence?
  - Do you agree that nobody wants to hire a know-it-all? Explain.
  - How can confidence positively influence the outcome of a job interview?
  - How can you show your willingness to learn during an interview?
  - Would you hire someone who was arrogant during an interview? Explain.
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### Sounding rehearsed.

#### Task 1: Find antonyms in the text for the words in the box.

stumble

enable

natural

“Doing hours of prep work is great, but just make sure that it doesn’t translate to rehearsed and stiff answers. You want your conversation to flow naturally throughout your interview, and replying with structured answers can prevent that from happening.”

#### Task 2: Discuss the following questions.

- What are some negative consequences of doing too much prep work?
- Do you do hours of prep work before an interview?
- Do you rehearse your answers before an interview?
- Have you ever had a practice interview with a friend before an interview?
- How can you ensure your answers do not sound rehearsed or stiff?

### Forgetting names.

**Task 1: Complete the quote by using the words from the box.**

cue cards

confuse

information

“If you’ve got a number of interviews lined up, it’s easy to \_\_\_\_\_ or forget a name, but there’s nothing worse than calling your interviewer ‘John’ when his name is actually ‘James’. So, to ensure you’ve got all the \_\_\_\_\_ that you need, create some \_\_\_\_\_ with all the important company details and check them before you enter the building.”

**Task 2: Discuss the following questions.**

- How do you feel when someone forgets your name?
- What is the problem with confusing or forgetting an interviewer's name?
- What can you do to ensure you remember important details?
- Can you share any other strategies for staying organised and focused before going into an interview?
- Would you hire a person who repeatedly forgot your name during an interview?

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### Failing to ask any questions.

**Task 1: Read the following quote, then complete the next task**

“You’ve come to the end of the interview, and the hiring manager asks if you have any questions, but you respond with, ‘No, I think you’ve covered everything!’. With this short answer, you’ve just ruined your chance of getting the job. To show that you’re interested in the role, ask questions that relate to progression or company culture.”

**Task 2: Work in pairs. Create three good questions to ask an interviewer.**

- .....
- .....
- .....

### 3 GIVING ADVICE

**Task 1: Study the information below, on how to give advice or recommendations.**

#### Giving Advice or Recommendations

Use "should" to offer advice or suggestions to someone.

**Example:** You should eat more fruits and vegetables for good health.

**Task 2: Read the scenario below, then complete the following task.**


Your friend has an interview next week. He asks for your advice on what to, and what not to do before, during, and after an interview.


**Task 3: Create a list of ten things he should do, and ten things he shouldn't do in order to do well in the interview. Create full sentences, using should and shouldn't.**


- |            |            |
|------------|------------|
| 1. _____.  | 1. _____.  |
| 2. _____.  | 2. _____.  |
| 3. _____.  | 3. _____.  |
| 4. _____.  | 4. _____.  |
| 5. _____.  | 5. _____.  |
| 6. _____.  | 6. _____.  |
| 7. _____.  | 7. _____.  |
| 8. _____.  | 8. _____.  |
| 9. _____.  | 9. _____.  |
| 10. _____. | 10. _____. |


## 4 LET'S DEBATE

Study the arguments. Decide if you agree or disagree with each person, explaining why. Adapt the language from the table to use in your argument. Have fun!

**John**  

 In my opinion, asking about a candidate's salary history during an interview is an intrusive and unfair practice.

**Oli**  

 I believe that the traditional dress code for job interviews is outdated and irrelevant in many industries.

**Beth**  

 In my view, asking candidates about their five-year plan is an unrealistic and unhelpful question during interviews.

**Amy**  

 I'm of the opinion that requiring candidates to take unpaid tests or assignments as part of the interview process is exploitative and unfair.

<p style="text-align: center;"><b>Express an opinion</b></p> <p>It seems to me that...</p> <p>I feel that...</p> <p>I'm absolutely convinced that...</p> <p>In my opinion,...</p> <p>I believe / suppose / feel (that)...</p>	<p style="text-align: center;"><b>Express disagreement</b></p> <p>I don't agree with you about...</p> <p>I can't accept your view that...</p> <p>I have a different opinion...</p> <p>I'm not sure if...</p> <p>I'm not convinced that...</p>
<p style="text-align: center;"><b>Express pro's and con's</b></p> <p>There are two sides to this point...</p> <p>On the one hand...,on the other hand...</p> <p>An argument for / against is...</p> <p>Some people think that...,others say that...</p> <p>The advantages / disadvantages are...</p>	<p style="text-align: center;"><b>Summarise</b></p> <p>So, in conclusion...</p> <p>To summarise..</p> <p>Overall, it is clear that...</p> <p>As a result..</p> <p>The bottom line is...</p>

# HOMework

## 1 TIPS FOR INTERVIEW SUCCESS

**Task 1:** Read the following article, then complete the question on the next page.

In today's competitive job market, getting your dream job can be a difficult task. The interview is your chance to prove that you're perfect for the position. While interview nerves are common, a few easy tips can help you with this crucial phase.

**Research:** Start by gathering information about the company. What are their values, culture, and recent achievements? This knowledge will show your potential employer that you're genuinely interested in the role and the organisation.

**Dress Appropriately:** Choose an outfit that is suitable for the company's culture and the position you're applying for. When in doubt, it's better to be slightly overdressed than underdressed.

**Punctuality:** Arriving late for an interview is a big red flag. Plan your journey in advance, allowing extra time for unexpected delays. Being on time demonstrates your respect for the interviewer's schedule.

**Prepare for Common Questions:** Expect questions like "Tell me about yourself," "Why do you want this job?" and "What are your strengths and weaknesses?" Prepare concise, honest, and relevant answers to these questions.

**The STAR Method:** When answering behavioural questions (e.g., "Give an

example of a time when you solved a problem"), use the STAR method: Situation, Task, Action, Result. This structure helps you provide a clear and structured response.

**Ask Questions:** At the end of the interview, it's your turn to ask questions. Inquire about the company's future plans, team structure, or any concerns you might have. This shows your interest and proactive thinking.

**Body Language:** Maintain good eye contact, offer a firm handshake, and sit up straight. Your body language speaks volumes about your confidence and professionalism.

**Stay Positive:** Avoid speaking negatively about your past employers or colleagues. Focus on your accomplishments and how they've shaped your skills and abilities.

**Practice, Practice, Practice:** Before the interview, rehearse with a friend or family member. This will help you refine your answers, reduce nervousness, and boost your confidence.

**Follow Up:** After the interview, send a thank-you email or note to the interviewer. Express your gratitude for the opportunity and reiterate your interest in the position.

**Task 2: Write detailed answers to the following questions.**

- a. What is the importance of doing research before going for a job interview?
- b. How can knowing a company's values, culture, and recent achievements benefit you in an interview?
- c. Why is it important to choose an appropriate outfit for a job interview?
- d. What does punctuality demonstrate to a potential employer during an interview?
- e. What are some common interview questions that you should prepare for?
- f. How can the STAR method help you answer behavioural questions in an interview?
- g. What should you do at the end of an interview, and why is it important?
- h. How can your body language influence the impression you make on the interviewer?
- i. Why is it advisable to stay positive and avoid negative comments about past employers or colleagues in an interview?
- j. Why is practice essential before a job interview, and how can it benefit you?
- k. What should you include in a thank-you email or note after an interview, and why is it important to send one?
- l. What is the significance of being slightly overdressed rather than underdressed for a job interview, especially when in doubt?

