

B2

JOB INTERVIEWS

≈ 27 MIN

## Questions to Ask the Interviewer — *practice on paper*

You have built the lesson — now lock your questions in on paper. New questions, same three topics: the role, the team, the next steps.

Question word: **What does ... look like?** · Indirect: **Could you tell me what the next steps are?**

NAME

DATE

YOUR BUILD

1 · SORTING

2 · FILL-IN

3 · CORRECT

4 · WRITE

BRICK 1 · SORT BY DIRECT AND INDIRECT QUESTION · APPROX. 4 MIN

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**Direct questions** go on the left. Questions built into an opener such as "Could you ..." or "I was wondering ...", that is **indirect questions**, go on the right.

Could you explain how the team is organised?

What tools does the department use?

Who would I report to?

Do you know when the role starts?

What does the induction week involve?

I was wondering how big the team is.

Would you mind telling me who leads it?

How often does the team meet?

Do you know how long probation lasts?

Which projects would I start with?

| DIRECT QUESTION | INDIRECT QUESTION |
|-----------------|-------------------|
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BRICK 2 · FILL IN THE MISSING WORD · APPROX. 6 MIN

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Fill in the missing word. Every question comes from the end of a job interview — read it through before you write. Where a verb is given in brackets, put it in the right form.

- 01  would the first week in this job look like?
- 02 Do you happen to know when the interviews  (finish)?
- 03 Does the firm offer opportunities  job rotation?
- 04 How would you  the company's management style?
- 05 When should I  a decision from HR?
- 06 Who would I be working  on the new app?
- 07 In your view, what would a good first year look  ?
- 08 I was wondering what the next round  (involve).

YOUR BUILD

1 · SORTING

2 · FILL-IN

3 · CORRECT

4 · WRITE

## BRICK 3 · FIND AND CORRECT THE MISTAKE · APPROX. 7 MIN



Each sentence holds exactly one mistake. Underline it and write the whole sentence correctly.

01 How does the onboarding programme look like?

02 May I ask where is the new office located?

03 Should I reckon with a reply this week?

04 Do you know when does the project start?

05 Does the company offer opportunities to job shadowing?

06 Can you describe me a normal Monday in sales?

## BRICK 4 · WRITE YOUR OWN QUESTIONS · APPROX. 8 MIN



Write one question for each prompt, ready for your next interview. Keep the three topics in mind: the role, the team, the next steps.

01 Ask about the role — "What would ... look like?"

02 Ask about the team — "How would you describe ...?"

03 Ask about training — "Are there opportunities for ...?"

04 Ask about the next steps — "Could you tell me ...?"

## MINI-CHECK — CAN I DO THIS YET?

☐ I have questions ready about the role, the team and the next steps.

☐ I say "What does ... look like?", not "How does ... look like?".

☐ After "Could you tell me" I put the subject before the verb.

☐ I do not ask about something that has already been answered.

*Not every box ticked? Build the lesson once more and try this sheet again tomorrow.*

# Answer key

Check only when you have finished. Every answer comes with the **why** — the rule matters more than the result.

## BRICK 1 · SORTING

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| <p>01 <b>Indirect</b> — "Could you explain how the team is organised?"<br/><i>Built into "Could you explain".</i></p> <p>02 <b>Direct</b> — "What tools does the department use?"<br/><i>Question word plus "does".</i></p> <p>03 <b>Direct</b> — "Who would I report to?"<br/><i>"Would" before the subject.</i></p> <p>04 <b>Indirect</b> — "Do you know when the role starts?"<br/><i>No "does" after "Do you know".</i></p> <p>05 <b>Direct</b> — "What does the induction week involve?"<br/><i>Question word plus "does".</i></p> | <p>06 <b>Indirect</b> — "I was wondering how big the team is."<br/><i>Subject before the verb.</i></p> <p>07 <b>Indirect</b> — "Would you mind telling me who leads it?"<br/><i>Built into "Would you mind telling me".</i></p> <p>08 <b>Direct</b> — "How often does the team meet?"<br/><i>Question word plus "does".</i></p> <p>09 <b>Indirect</b> — "Do you know how long probation lasts?"<br/><i>No "does" in the second part.</i></p> <p>10 <b>Direct</b> — "Which projects would I start with?"<br/><i>"Would" before the subject.</i></p> |
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## BRICK 2 · FILL-IN

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| <p>01 <b>What</b> would the first week in this job look like?<br/><i>"What" replaces the object of "like".</i></p> <p>02 Do you happen to know when the interviews <b>finish</b> (or <b>will finish</b>)?<br/><i>Indirect: subject before the verb.</i></p> <p>03 Does the firm offer opportunities <b>for</b> job rotation?<br/><i>"Opportunities for" + noun.</i></p> <p>04 How would you <b>describe</b> (or <b>rate</b> / <b>summarise</b>) the company's management style?<br/><i>"Describe" + thing, no "about".</i></p> | <p>05 When should I <b>expect</b> (or <b>get</b> / <b>receive</b>) a decision from HR?<br/><i>"Expect" for "rechnen mit".</i></p> <p>06 Who would I be working <b>with</b> (or <b>for</b>) on the new app?<br/><i>"With" stays with the verb.</i></p> <p>07 In your view, what would a good first year look <b>like</b>?<br/><i>"What ... look like?"</i></p> <p>08 I was wondering what the next round <b>involves</b> (or <b>would</b> / <b>will involve</b>)<br/><i>Indirect: subject before the verb.</i></p> |
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## BRICK 3 · CORRECT

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| <p>01 <b>What</b> does the onboarding programme look like?<br/><i>Not "How" with "look like".</i></p> <p>02 May I ask where <b>the new office is</b> located?<br/><i>Indirect: subject before the verb.</i></p> <p>03 Should I <b>expect</b> a reply this week?<br/><i>Not "reckon with" for "rechnen mit".</i></p> | <p>04 Do you know when <b>the project starts</b>?<br/><i>No "does" in the indirect question.</i></p> <p>05 Does the company offer opportunities <b>for</b> job shadowing?<br/><i>"For" before a noun.</i></p> <p>06 Can you describe a normal Monday in sales <b>to me</b> (or <b>for me</b>)?<br/><i>Not "describe me".</i></p> |
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## BRICK 4 · WRITE

Your questions may differ — just check topic and word order.

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| <p>01 <b>"What would</b> my first month <b>look like</b>?"<br/><i>A question about the role.</i></p> <p>02 <b>"How would you describe</b> the way the team works?"<br/><i>An open question about the team.</i></p> | <p>03 <b>"Are there opportunities for</b> language courses?"<br/><i>"For" + noun.</i></p> <p>04 <b>"Could you tell me</b> when the final interviews are?"<br/><i>Subject before the verb.</i></p> |
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NEXT BRICKS — KEEP BUILDING FREE ONLINE

### PREREQUISITE

#### Common Interview Questions

[englisch-lehrer.com/en/lessons/common-interview-questions](https://englisch-lehrer.com/en/lessons/common-interview-questions)

### NEXT STEP

#### Salary Negotiation

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