

B1 JOB INTERVIEWS ≈ 27 MIN

Strengths and Weaknesses — *practice on paper*

You have built the lesson — now lock in strengths and weaknesses, brick by brick. New examples, same formula.

Strength: **claim + evidence + relevance** · Weakness: **honest habit + next step**

NAME

DATE

YOUR BUILD

1 · SORTING

2 · FILL-IN

3 · CORRECT

4 · WRITE

BRICK 1 · SORT THE ANSWERS · APPROX. 4 MIN

● ○ ○

Does the sentence prove a strength → left column. Does it name a habit you are working on → right column.

I led the move to a new invoicing system last spring.

I tend to say yes to extra requests.

I trained three new colleagues in our support team.

I tend to postpone difficult phone calls.

I cut our weekly meeting from 60 to 30 minutes.

I'm working on speaking up earlier in meetings.

I tend to wait too long before I ask for help.

I solved a delivery problem for a key customer in one afternoon.

I introduced a weekly check-in, and our team stopped missing handovers.

I find it hard to hand over work to others.

STRENGTH	WEAKNESS

BRICK 2 · FILL IN THE MISSING WORD · APPROX. 6 MIN

● ● ○

Fill each gap with one word. The bracket tells you what matters.

- 01 One of my is explaining prices clearly to customers. (strengths / weaknesses)
- 02 I work well in a and share updates with my colleagues. (teamfähig)
- 03 I work well pressure when a customer escalates a complaint. (belastbar)
- 04 In price talks I stay calm and hold my . (Durchsetzungsvermögen)
- 05 I tend answer emails right away, even when they are not urgent. (one small word)
- 06 I'm working giving shorter updates in meetings. (preposition)
- 07 I'd say I'm at spotting mistakes in contracts. (good / well)
- 08 I've learned to a short list of priorities before a customer call. (schreiben)

YOUR BUILD

1 · SORTING

2 · FILL-IN

3 · CORRECT

4 · WRITE

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



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

01 I am teamable, so I share tasks fairly.

02 I work good under pressure.

03 I tend to forgetting small details.

04 I'm working on to delegate more tasks.

05 Last year I have introduced a new filing system.

06 I'm good in organising my work.

BRICK 4 · WRITE YOUR OWN SENTENCES · APPROX. 8 MIN



Write one true sentence of your own for each prompt, from your working life.

01 Your strength: start with "One of my strengths is ..." and give proof from your job.

02 Your relevance: link the strength to a role: "That is useful in ..."

03 Your weakness: name an honest, specific habit with "I tend to ..."

04 Your step: say what you are doing about it with "I'm working on ..." or "I've learned to ..."

MINI-CHECK – CAN I DO THIS YET?

- ☐ I name a strength, prove it with an example and link it to the role.
- ☐ With a weakness I name a specific habit and my next step.
- ☐ I use "I tend to ...", "I'm working on ..." and "I've learned to ..." with the right verb form.
- ☐ I say "I work well in a team" and "I work well under pressure" instead of word-for-word translations.

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

01 I led the move to a new invoicing system last spring. → **Strength**

Concrete proof from work.

02 I tend to say yes to extra requests. → **Weakness**

A habit with "I tend to".

03 I trained three new colleagues in our support team. →

Strength

An action with a result.

04 I tend to postpone difficult phone calls. → **Weakness**

An honest habit.

05 I cut our weekly meeting from 60 to 30 minutes. → **Strength**

A measurable result.

06 I'm working on speaking up earlier in meetings. → **Weakness**

"I'm working on" names the next step.

07 I tend to wait too long before I ask for help. → **Weakness**

A habit, not proof.

08 I solved a delivery problem for a key customer in one afternoon. → **Strength**

An example with a result.

09 I introduced a weekly check-in, and our team stopped missing handovers. → **Strength**

Proof plus effect.

10 I find it hard to hand over work to others. → **Weakness**

An honest, specific difficulty.

BRICK 2 · FILL-IN

01 One of my **strengths** is explaining prices clearly to customers.

You are praising yourself: "One of my strengths is ...".

02 I work well in a **team** and share updates with my colleagues.

Interview phrase for "teamfähig": "work well in a team".

03 I work well **under** pressure when a customer escalates a complaint.

Interview phrase for "belastbar": "work well under pressure".

04 In price talks I stay calm and hold my **ground**.

Fixed phrase: "hold my ground".

05 I tend **to** answer emails right away, even when they are not urgent.

"I tend to" plus the base form.

06 I'm working **on** giving shorter updates in meetings.

Fixed phrase: "work on".

07 I'd say I'm **good** at spotting mistakes in contracts.

"Good at" is the fixed pair.

08 I've learned to **write** a short list of priorities before a customer call.

After "to" comes the base form.

BRICK 3 · CORRECT

01 I **work well in a team**, so I share tasks fairly.

"Teamable" is not English; say "work well in a team".

02 I work **well** under pressure.

After the verb comes the adverb "well".

03 I tend to **forget** small details.

After "tend to" comes the base form.

04 I'm working on **delegating** more tasks.

After "working on" comes the -ing form.

05 Last year I **introduced** a new filing system.

"Last year" takes the simple past.

06 I'm good **at** organising my work.

It is "good at", not "good in".

BRICK 4 · WRITE

Your sentences may differ — just check that proof, relevance, habit and step are there.

01 "One of my strengths is planning. Last year I set up a shared task board for our team."

Strength plus concrete proof.

02 "That is useful in a job with several parallel projects."

One sentence links strength and role.

03 "I tend to keep working on a task after the team has moved on."

A specific habit with "I tend to".

04 "I'm working on setting a time limit for each task."

"Working on" is followed by the -ing form.

NEXT BRICKS — KEEP BUILDING FREE ONLINE

PREREQUISITE

Common Interview Questions

englisch-lehrer.com/en/lessons/common-interview-questions

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