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B1 · JOB INTERVIEWS · ≈ 26 MIN

# Tell Me About Yourself — *practice on paper*

You have built the lesson — now lock the structure in, sentence by sentence. New examples, same order: present, past, future.

Now = **present simple** · before, with a date = **past simple** · your total to date = present perfect

NAME _____ DATE _____

YOUR BUILD — 1 · SORTING ○ | 2 · FILL-IN ○ | 3 · CORRECT ○ | 4 · WRITE ○

## BRICK 1 · SORT BY TENSE · APPROX. 4 MIN ●○○

Read each sentence and watch the **time signal**. A finished chapter with a date → left column **past simple**. An open total up to today → right column **present perfect**. Careful: with no time given, the total runs up to today!

I ran our Munich office until 2022.
I've managed teams of up to twelve people.
In 2020, we moved the warehouse to Leipzig.
So far, we have shipped over 300 orders.
Before that, I handled key accounts in retail.
She has trained more than forty new hires.
She joined the firm as a trainee in 2015.
I've built partnerships with suppliers across Asia.
We closed the Berlin project last spring.
We have never missed a payroll deadline.

| PAST SIMPLE · FINISHED | PRESENT PERFECT · UP TO TODAY |
|---|---|
| | |
| | |
| | |
| | |
| | |

## BRICK 2 · FILL IN THE RIGHT TENSE · APPROX. 6 MIN ●●○

Put the verb in brackets into the right form. The **time signal** in the sentence tells you whether present simple, past simple or present perfect fits.

01 Currently, I _____ (be) responsible for our Austrian key accounts.
02 My background _____ (be) in mechanical engineering.
03 Before that, I _____ (spend) four years at a packaging company near Cologne.
04 We _____ (open) a second office in Vienna in 2019.
05 So far, we _____ (win) three industry awards.
06 Our department _____ (grow) a lot in recent years.
07 I _____ (never work) with such a supportive team before.
08 Now I _____ (look) to take on project responsibility abroad.

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 — in the **tense** or the **register**. Underline it and write the whole sentence correctly.

01 I am working since 2021 in the purchasing department.

02 He works in this team for six years.

03 I have studied engineering from 2012 to 2016.

04 So far, I led more than thirty client workshops.

05 I'm 36 years old, married, and live in Duisburg with my two kids.

06 Now I'm looking to taking over bigger projects.

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

Write one true sentence of your interview answer for each prompt. Use the frame and watch the **tense**.

01 Your current role: "Currently, I work as …"

02 A finished chapter: "Before that, I spent …"

03 Your total to date: "I've …"

04 Your closing line: "Now I'm looking to …"

### MINI-CHECK – CAN I DO THIS YET?

- ☐ I open with the present: my current role in the present simple ("Currently, I work as…").
- ☐ Finished chapters with a date or "before that" go into the past simple.
- ☐ I draw up my experience to date in the present perfect — without naming a time.
- ☐ I close with "Now I'm looking to…" + base verb, and I leave out age and family.

*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 ran our Munich office **until 2022**.
*A finished period ("until 2022") → past simple.*

02 **I've managed** teams of up to twelve people.
*No time given — a total up to today → present perfect.*

03 **In 2020**, we moved the warehouse to Leipzig.
*A closed year → past simple.*

04 **So far**, we have shipped over 300 orders.
*"So far" means up to today → present perfect.*

05 **Before that**, I handled key accounts in retail.
*"Before that" marks a finished earlier chapter → past simple.*

06 She **has trained** more than forty new hires.
*Adds up experience with no date → present perfect.*

07 She joined the firm as a trainee **in 2015**.
*Dated and over ("in 2015") → past simple.*

08 **I've built** partnerships with suppliers across Asia.
*An open total with no date → present perfect.*

09 We closed the Berlin project **last spring**.
*"Last spring" is finished → past simple.*

10 We have **never** missed a payroll deadline.
*"Never" = not once up to today → present perfect.*

## BRICK 2 · FILL-IN

01 I **am** responsible for our Austrian key accounts
*"Currently" describes the role now — a state that holds now → present simple.*

02 My background **is** in mechanical engineering
*A fact about your field that holds now → present simple: "My background is in…".*

03 **spent** four years at a packaging company
*"Before that" = a finished chapter → past simple.*

04 **opened** a second office in Vienna
*"In 2019" names a finished point in time → past simple.*

05 So far, we **have won** three industry awards
*"So far" = a total up to today → present perfect.*

06 Our department **has grown** a lot
*"In recent years" reaches to today → present perfect.*

07 I **have never worked** with such a supportive team
*"Before" = up to now — experience to date → present perfect; "never" sits before the participle.*

08 Now I **am looking** to take on project responsibility abroad
*The fixed frame for the future block: "Now I'm looking to…" + base verb.*

## BRICK 3 · CORRECT

01 I **have worked** in the purchasing department since 2021.
*"Since 2021" reaches to today → present perfect with since; the German present tense with "seit" does not transfer word-for-word.*

02 He **has worked** in this team for six years.
*A duration up to today → present perfect + for; the English present tense cannot span then to now.*

03 I **studied** engineering from 2012 to 2016.
*"From 2012 to 2016" is dated and over → past simple; finished time bans the present perfect.*

04 So far, I **have led** more than thirty client workshops.
*"So far" draws an open total up to today → present perfect.*

05 **Currently, I work as** a logistics coordinator in Duisburg.
*Age and family do not belong in the answer — open with the role instead.*

06 Now I'm **looking to take** over bigger projects.
*"Looking to" takes the base verb, not an -ing form.*

## BRICK 4 · WRITE

*Your sentences may differ — just check that each tense matches its time signal and your closing line uses "looking to" + base verb.*

01 "Currently, I **work** as a field service technician."
*Current role + "currently" → present simple.*

02 "Before that, I **spent** two years at a printing company."
*"Before that" + a finished chapter → past simple.*

03 "I've **coached** six new colleagues this year."
*"This year" is still open — a total to date → present perfect.*

04 "Now I'm **looking to lead** a team of my own."
*"Now I'm looking to" + base verb — the fixed frame for the future block.*

## NEXT BRICKS — KEEP BUILDING FREE ONLINE

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