



Live Lesson Notes

Getting a Job

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Some useful Links

Questions to ask your interviewer

<https://www.coursera.org/articles/questions-to-ask-hiring-manager>

My **GOLD online course** for **IELTS Speaking**

<https://courses.keithspeakingacademy.com/p/ielts-speaking-get-band-7-gold>

My new **Idioms** course

<https://keithspeakingacademy.com/150-idioms-course/>

Follow me on **social media**

<https://www.facebook.com/keithspeakingacademy>

<https://www.facebook.com/groups/KeithIELTSMastermind/>

https://www.instagram.com/keith_speaking_academy/

<https://www.youtube.com/@EnglishSpeakingSuccess>

IELTS Speaking Vocabulary: Finding a job

Looking for a job

- Look for **job openings**
- Look for **available positions**
- Find a **gig**

A gig is a **short-term contract** for freelancers

A **freelancer** is a self-employed person who works for various clients

The **gig economy** is the labour market for freelancers and short term contracts

When you don't have a job (but you want one)

- *I am unemployed*
- *I'm **on the dole** (U.K.)*
- *I am between jobs*
- *I'm going to enter **the job market***
- *I'm a job seeker*
- *I'm a job hunter*

Where to look for a job

Job centre

Job fair

Career fair

Online - a job search site

Online job boards

HR recruiting websites

More useful phrases

To look **for** a job

To seek a job

To apply **for** a job

To create a resume / CV

To **send off** your resume

Speaking and Listening: Job Hunting

Jason's Experience Job Hunting



Watch the video and answer the question below.

<https://vimeo.com/908624306>

1) How did Jason look for a job?

Answers at bottom of PDF

2) Watch the video again and note useful verbs + prepositions.

E.g. **Apply** **for**
 [verb] [preposition]

Answers at bottom of PDF

Full Script

I'm Jason, and I'd like to tell you about my experience of **looking for** a job. So, I was unemployed, on the dole, for a few months after I **graduated from** college. It was a tough (*difficult*) time, but I knew I had to keep looking for a job.

Actually, I used a number of (*several*) methods to look for jobs, such as online job boards, and, oh yes, I also went to a couple of job fairs, and I yes, did some networking; I tried to **connect with** a few people on LinkedIn.

I was told that it was important to **tailor** (*customise / adapt*) your resume and cover letter **to** each job you **apply for** as this shows that you're **interested in** the specific company and position, and sure enough (*say this when you expect something and then it happens*), I found this to help a lot.

I **interviewed for** a few job openings before I finally got an offer. The interview process was nerve-wracking (*something makes you very nervous*), but I did a fair bit of (*quite a lot of*) preparation. I tried to ask some insightful (*intelligent*) questions at the end and finally I got the job. Lucky me!

Vocabulary

To tailor a class to the students

To tailor a presentation to the audience

To tailor your resume to the job

Job Hunting Tips

- Develop the soft **skills** you need
 - Communication
 - Working in a team
 - Leading a group of people
 - Present an idea
 - Persuading
 - Solving problems
- **Research companies** you are interested in
- **Tailor** your resume
- **Network** - ask for an introduction or a referral

IELTS Speaking Vocabulary: Job Interviews

Introductions

In a job interview, the first question you may be asked is

'Tell me about yourself!'

First impressions count (*are important*).

So remember to **sell yourself**, and **play up** your attributes (=qualities)

But...keep it simple! I asked ChatGPT for an answer and it suggested...

'My diverse experiences have equipped me with a unique flexibility and understanding of different workplace dynamics.'

But this sounds terrible!

Avoid empty words.

You should keep it **simple** and **natural**.

Also try to show you are good, but with **blowing your own trumpet** (*boasting*) or trying to appear perfect.

Here are some of the things you can mention

1. Polite comment

Thanks for giving me this opportunity to interview

2. Name

My name is _____, and I am from _____

3. Experience + working skills

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I am a [nurse]

I've been working in [nursing] for over x years

I've worked in a number [hospitals]

I've got a wide experience in ____

I have a lot of experience in ____

4. Feelings about work

I love being a [nurse]

My work is challenging but rewarding

I enjoyed my previous job, but I wanted to do more

5. Aptitudes (abilities - soft skills)

*I am good at **problem solving***

*I'd say I'm a **results-oriented** kind of person*

*I have a **strong background in** _____*

*I enjoy **tackling challenges** head on (directly)*

*I thrive (work well) **under pressure***

*I think I have a good **track record** (positive experience and results) of doing _____*

*I'm very **comfortable with** _____*

*I consider myself a very **adaptable** kind of person*

Then make sure you have **examples!**

I am good at problem solving. In my previous job, once we were about to lose a contract, but I managed to get some inside information by networking with staff in that company and eventually it saved the day.

- Say 'I did____' [focus on you]
- Show the result

Qualifications

Qualifications are an important **baseline** for a job.

Many recruiters will **filter resumes** (*select*) and CVs based on you having or not having key qualifications.

To be **qualified** = have the experience and qualifications / certificates

To be **over-qualified**

= to have too many qualifications for a job

To be **under-qualified**

= to not have enough qualifications for a job

I think you are over-qualified for this job, do you agree?

Maybe but, I can bring a wealth of experience to this role.

Fitting in

The interviewers are also asking themselves if you will fit into their organisation and team.

Will your working style and personality be a good fit for them?

Why do you think you are a good match for this post?

I think I'm a good match for this post because....

Strengths and Weaknesses

Sometimes interviewers may ask you about your strengths and weaknesses.

They want to know how self-aware you are.

If you say you have no weaknesses, they will think you are not self-aware and so unable to learn and improve.

It's a good idea to identify a real weakness you have, but show that it can also be an advantage.

Also show that you are working to improve that weakness.

What are your strengths and weaknesses?

Sometimes, I am slow to fit into a new team, but that's because I want to build deep relationships so we can work better in that team.

Some people say I am a perfectionist, but that's because I just want to do a good job, and in the end results are usually great.

Speaking and Listening: Job Interviews

Keith applying for a job as a teaching manager



Watch this Job Interview and answer the questions below.

<https://vimeo.com/908625945>

1. Will he get the job?
2. Does he still want the job?

Answers at bottom of PDF

Full Script

Hello and thanks for coming in today. So we are looking for someone to be a teaching manager in our school in Milan. Let's begin, shall we? First of all, tell me about yourself.

So yes, I think I have a **strong background** in education. **I've been working in** international education for around ten years.

I've worked as a teacher, as a teacher trainer. I've worked as a teaching manager as well. Sorry, I'm a bit nervous.

I guess **my most relevant experience** is where I worked as a teaching manager for three years in a school in London.

There, I managed about ten teachers. I **oversaw the quality** of the classes and ensured that students were really satisfied with the courses that they would rejoin and also passed any tests that they were taking. Actually, we got a 95% pass rate on the exams.

So naturally there were a few challenges in that job and I enjoy **tackling challenges head on**. For instance....

Well, maybe I won't go into detail, but generally speaking, I wouldn't say **I thrive under pressure**, but I can **handle pressure pretty well**.

I'm very comfortable with **unexpected setbacks**, **putting out fires** (*solve sudden urgent problems*) quickly, but focusing on the long term important work.

Okay, so why do you think you are a good fit for this role?

Well, I would say **I'm a good match** because **as I understand it** you're looking for somebody who is dedicated to quality teaching and superb customer support or student support.

I know that you take that very seriously in your organisation and to be honest, these are aspects that I **excel in**. (*really good at*)

Great. Thanks. Now, if I asked your last boss what your weaknesses are, what would they say?

Yes, that's a tough question. What do you mean exactly?

Well, I mean, if I asked your last boss what your weaknesses are, what would they say?

All right, well, I think he would say if there were a weakness, he would point out, he would probably say that **I'm a perfectionist**.

Sometimes that sometimes slows me down, but that's because I want to do things perfectly. I want people to have a great experience. And sometimes I go into a bit too much detail.

But in the end, normally the results are very positive. And **this is something I've been working on to improve** continuously as I **develop as a professional**.

Okay, that's fine. Finally, do you have any questions for me?

No, I'm all good, thanks. Well, maybe if I could ask... what are the goals for the coming year that I might be expected to achieve?

Well, we haven't worked out the nitty gritty (*the details*) of that yet, but obviously we expect students to be very happy and we want to see student numbers grow. Okay, let's finish up here.

That's great. Thank you so much.

I look forward to hearing from you.

Bye.

Job Interview Tips

Getting a job is 30% about qualifications, 40% about your skills, and 30% about your energy, personality and fitting in.

Check the dress code

Check the time of the interview and be punctual

Check what you should take? (Portfolio, certificates...)

Research company values, mission (notice **their** words and use them in the interview)

Ask insightful questions (you want to stick in the interviewer's mind), ...

But only ask these questions if they haven't been answered, if it feels appropriate, and try to be positive, not critical.

Possible end of interview questions

- How would you describe the culture of this company?
- What are the key goals of this role for the coming year?
- Can you tell me more about the team I might be working with?
- Why do you enjoy working here?
- What will be the next steps after today?

Find out more **insightful questions** to ask here

<https://www.coursera.org/articles/questions-to-ask-hiring-manager>

ANSWERS

Speaking and Listening: Job Hunting

Jason's Experience Job Hunting

Watch the video and answer the question below.

1) How did Jason look for a job?

Online Job Boards

Job Fairs

Networking via LinkedIn

Go to networking events

2) Watch the video again and note useful verbs + prepositions.

E.g. **Apply** **for**
 [verb] [preposition]

Look for ____

Apply for ____

Graduate from _____

Interested in ____

Connect with _____

Tailor ____ **to** _____

Interview for _____

Speaking and Listening: Job Interviews

Keith applying for a job as a teaching manager

Watch this Job Interview and answer the questions below.

1. Will he get the job?

Maybe, he shows he has researched the company and shows a wider range of relevant experience. He was showed his strengths but was also honest with his limits and weaknesses.

3. Does he want the job?

Probably yes, although he may hesitate because the interviewer's response to the last question was very vague, showing the company might not be very well organised.