Flucie

FREE PRINTABLE

Interview English

Fifteen questions to practise aloud, with a way to build each answer and a place to write yours.



Before you start

How to use this book

Fifteen questions that come up in many interviews, with a way to build each answer and a place to write yours.

Before you start

- Use your own true facts. The examples use an invented person.
- Say each answer aloud, not only in your head, and time it. About a minute is plenty.
- Record yourself on your phone and listen back.
- It is fine to say “Could I have a moment to think?”
- Keep sentences short. A short, clear answer is better than a long one.

For a story answer: four parts

Situation. What was happening?

Task. What did you need to do?

Action. What did you do?

Result. What changed because of it?

How each page works

1. **Read the question aloud,** and the reason it is asked.
2. **Build your answer** in three short parts.
3. **Try the useful phrases,** then read the example.
4. **Write your own answer** on the lines, and say it aloud, about a minute long.

What this book is

It is speaking practice for interviews in English, in English only. The example answers use an invented person, so use your own true facts. It does not promise a job or an offer, and employers differ, so use it as practice, not as a script. It is not matched to any exam.

Question 1 of 15

Build it, say it, write it

They want a short, clear picture of who you are and what you do.

01 Tell me about yourself.

1. Start: who you are and what you do now.
2. Middle: one or two things you have done that fit this job.
3. End: why you are here today.

Useful phrases

- I work as _____ .
- I have _____ years of experience in _____ .
- I enjoy _____ .
- That is why I applied for this role.

Example (an invented person)

My name is Asha. I work in customer support, and I have two years of experience helping people on the phone and by email. I enjoy solving problems and explaining things clearly. That is why I applied for this role.

My answer

Question 2 of 15

Build it, say it, write it

They want to know you chose them, not just any job.

02 Why do you want this job?

1. Start: what attracts you to the work.
2. Middle: how your skills match it.
3. End: what you hope to learn or give.

Useful phrases

- I am interested in this role because _____ .
- I like that _____ .
- My experience in _____ fits well.
- I would like to grow in _____ .

Example (an invented person)

I am interested in this role because I like helping customers, and your team handles many different questions. My experience on the phone fits well. I would like to learn more about your products.

My answer

Question 3 of 15

Build it, say it, write it

They want one or two real strengths, with proof.

03 What are your strengths?

1. Start: name one strength.
2. Middle: a short example.
3. End: how it helps at work.

Useful phrases

- One of my strengths is _____ .
- For example, _____ .
- This helps me to _____ .
- Colleagues often say I am _____ .

Example (an invented person)

One of my strengths is staying calm. For example, last month a customer was upset and I listened, then solved the problem in ten minutes. This helps me to keep customers happy.

My answer

Question 4 of 15

Build it, say it, write it

They want honesty, and to see that you can improve.

04 What is a weakness you are working on?

1. Start: a real, small weakness.
2. Middle: what you are doing about it.
3. End: how it is getting better.

Useful phrases

- Something I am working on is _____ .
- To improve, I _____ .
- It has become easier because _____ .
- I am still learning to _____ .

Example (an invented person)

Something I am working on is speaking up in meetings. To improve, I prepare one sentence before each meeting. It has become easier, and I now share one idea each time.

My answer

Question 5 of 15

Build it, say it, write it

They want the main steps of your work history, in order.

05 Tell me about your experience.

1. Start: your most recent job.
2. Middle: the job before, in a sentence.
3. End: what you learned.

Useful phrases

- In my last job, I _____ .
- Before that, I worked as _____ .
- My main tasks were _____ .
- I learned how to _____ .

Example (an invented person)

In my last job, I answered customer calls and emails. Before that, I worked in a shop. My main tasks were helping customers and keeping records. I learned how to stay patient and organised.

My answer

Question 6 of 15

Build it, say it, write it

They want to see how you think, step by step.

06 Describe a problem you solved.

1. Start: what the problem was.
2. Middle: what you did.
3. End: what happened, in a number if you can.

Useful phrases

- The problem was _____ .
- I decided to _____ .
- First, I _____ . Then I _____ .
- As a result, _____ .

Example (an invented person)

The problem was that many customers waited a long time for replies. I made a list of common questions and wrote short answers. As a result, we answered most emails the same day.

My answer

Question 7 of 15

Build it, say it, write it

They want to know if you share the work and help others.

07 How do you work in a team?

1. Start: how you see teamwork.
2. Middle: a short example.
3. End: what you learned from others.

Useful phrases

- I like to _____ with my team.
- I share _____ .
- When someone needs help, I _____ .
- I listen before I give my opinion.

Example (an invented person)

I like to share information with my team. When a colleague was busy, I helped with her calls. I also listen first, then give my opinion.

My answer

Question 8 of 15

Build it, say it, write it

They want to know you stay organised when work is heavy.

08 How do you handle pressure and deadlines?

1. Start: your method.
2. Middle: a short example.
3. End: how you ask for help early.

Useful phrases

- I make a list and _____ .
- I start with the most urgent task.
- If I cannot finish, I tell my manager early.
- I stay calm by _____ .

Example (an invented person)

I make a list and start with the most urgent task. Last month I had three reports due on the same day, so I told my manager early. We agreed the order, and I finished all three.

My answer

Question 9 of 15

Build it, say it, write it

They want a short summary of what you can offer.

09 Why should we hire you?

1. Start: one skill you have.
2. Middle: proof of it.
3. End: how it helps this team.

Useful phrases

- I can offer you _____ .
- I have shown that I can _____ .
- I learn quickly.
- I would be happy to _____ .

Example (an invented person)

I can offer you good communication and patience. I have shown that I can solve problems for customers. I learn quickly, and I would be happy to help your team.

My answer

Question 10 of 15

Build it, say it, write it

They want a calm, honest answer without blaming anyone.

10 Why did you leave your last job?

1. Start: one honest reason.
2. Middle: keep it positive.
3. End: what you are looking for now.

Useful phrases

- I left because _____ .
- I wanted more _____ .
- I am looking for _____ .
- I am grateful for what I learned there.

Example (an invented person)

I left because I wanted more responsibility. I am grateful for what I learned there, and now I am looking for a role where I can grow.

My answer

Question 11 of 15

Build it, say it, write it

They want to know you think about growth, and might stay.

11 Where do you see yourself in five years?

1. Start: what you want to learn.
2. Middle: how it fits this company.
3. End: stay honest and modest.

Useful phrases

- I hope to _____ .
- In five years I would like to _____ .
- I want to build my skills in _____ .
- I would like to take on more responsibility.

Example (an invented person)

In five years I would like to have built my skills and taken on more responsibility. I want to keep learning, and I hope to do that here.

My answer

Question 12 of 15

Build it, say it, write it

They want a fair, informed figure. This is a sensitive question.

12 What are your salary expectations?

1. Start: say you have researched.
2. Middle: give a range, not one number.
3. End: show you are open to talk.

Useful phrases

- Based on my research, I expect _____ .
- I am looking at a range of _____ .
- I am open to discussing it.
- Could you tell me the range for this role?

Example (an invented person)

Based on my research for this kind of role, I am looking at a range of _____ to _____ . I am open to discussing it. Could you tell me the range for this role?

My answer

Question 13 of 15

Build it, say it, write it

They want to see that you are interested. Always have one or two.

13 Do you have any questions for us?

1. Start: thank them.
2. Middle: ask about the work or the team.
3. End: ask about the next step.

Useful phrases

- What does a normal day look like?
- How big is the team?
- What would you like me to learn first?
- What are the next steps?

Example (an invented person)

Thank you. What does a normal day look like in this role? And what are the next steps in the process?

My answer

Question 14 of 15

Build it, say it, write it

They want to know your notice period and flexibility.

14 When can you start?

1. Start: give the real date or notice.
2. Middle: say what you would arrange.
3. End: stay polite and clear.

Useful phrases

- I can start on _____ .
- I have a _____ notice period.
- I can be flexible.
- I will confirm it in writing.

Example (an invented person)

I have a one-month notice period, so I can start on the first of next month. I can be flexible if you need me earlier, and I will confirm it in writing.

My answer

Question 15 of 15

Build it, say it, write it

This is your closing sentence. Keep it short and warm.

15 Thank you. Is there anything else you would like to add?

1. Start: thank them.
2. Middle: say you are interested.
3. End: say goodbye politely.

Useful phrases

- Thank you for your time.
- I enjoyed meeting you.
- I am very interested in this role.
- I look forward to hearing from you.

Example (an invented person)

Thank you for your time. I enjoyed meeting you, and I am very interested in this role. I look forward to hearing from you.

My answer

Before the day

A last page

Questions to ask them, and a checklist for the day before.

Questions you can ask

- What does a normal day look like in this role?
- How big is the team, and who would I work with?
- What would you like me to learn in the first month?
- How is work usually shared when it gets busy?
- What are the next steps, and when can I expect to hear from you?

The day before

- [ ] Read the job description again.
- [ ] Say your “Tell me about yourself” answer aloud twice.
- [ ] Prepare two questions to ask them.
- [ ] Plan how you will get there, or test your internet and camera.
- [ ] Get a good night’s sleep.

My questions for them

Questions I practised

- [ ] 1. Tell me about yourself
- [ ] 2. Why do you want this job
- [ ] 3. What are your strengths
- [ ] 4. What is a weakness you are working on
- [ ] 5. Tell me about your experience
- [ ] 6. Describe a problem you solved
- [ ] 7. How do you work in a team
- [ ] 8. How do you handle pressure and deadlines
- [ ] 9. Why should we hire you
- [ ] 10. Why did you leave your last job
- [ ] 11. Where do you see yourself in five years
- [ ] 12. What are your salary expectations
- [ ] 13. Do you have any questions for us
- [ ] 14. When can you start
- [ ] 15. Thank you. Is there anything else you would like to add