



มหาวิทยาลัยราชภัฏนครปฐม



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# **English for Job Applications**

## **1000014**

### **Unit 4: Successful Interviews**

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**Language Institute**

## Unit 4: Successful Interviews

- **Listening and Reading Activities:**  
Preparing for typical interview questions
- **Writing and Speaking Activities:**  
Developing structured responses to common questions, focus on grammar and clear pronunciation



## Unit 4: Successful Interviews

### ● **Listening and Reading Activities:** Preparing for typical interview questions

#### **Listening and Reading Goals:**

- Recognize common interview questions
- Analyze effective responses to interview questions

## Unit 4: Successful Interviews

### ● **Listening and Reading Exercises:**

Recognize common interview questions and analyze effective responses to interview questions

**In this activity, you will listen to recorded interviews and read transcripts to identify common interview questions. Focus on how interviewees answer clearly and confidently. Practice recognizing good responses and learn how to improve their own answers in interviews.**

## Unit 4: Successful Interviews

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### The Interviewer

This is the person asking the questions. They are usually representing an organization or company, such as a hiring manager or recruiter.



### The Interviewee

This is the person answering the questions. They are usually a candidate applying for a job or position.

## Unit 4: Successful Interviews



### Sample Interview 1 (Listening Activity)

#### The Interviewer

Hello, and thank you for coming in today. Can you please introduce yourself?



#### The Interviewee

Hi, my name is James Carter. I'm excited to be here and appreciate the opportunity to interview for this position. I have three years of experience in sales and have worked in various industries, helping clients find solutions to their needs.



## Unit 4: Successful Interviews



### Sample Interview 1 (Listening Activity)

#### The Interviewer

That's great! Can you tell me why you're interested in this position?



#### The Interviewee

I'm really interested in this role because I believe my skills in relationship building and product knowledge would be a good fit. I admire your company's reputation for quality and customer satisfaction, and I'm eager to contribute to your team's success.

# Unit 4: Successful Interviews



## Sample Interview 1 (Listening Activity)

### Purpose

- 1. Self Introduction
- 2. Statement of Interest

### 1. Self Introduction

Hi, my name is James Carter. I'm excited to be here and appreciate the opportunity to interview for this position. I have three years of experience in sales and have worked in various industries, helping clients find solutions to their needs.

### 2. Statement of Interest

I'm really interested in this role because I believe my skills in relationship building and product knowledge would be a good fit. I admire your company's reputation for quality and customer satisfaction, and I'm eager to contribute to your team's success.





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### Sample Interview 2 (Reading Activity)



#### The Interviewer

Hello, and thank you for coming in today. Can you please introduce yourself?



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#### The Interviewee

Hi, my name is Greg Atkins. I'm happy to be here and grateful for the chance to apply for this school nurse job. I have five years of experience as a registered nurse, with the last three years spent caring for children and working in school healthcare

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### Sample Interview 2 (Reading Activity)



#### The Interviewer

Can you tell me about your experience working in a school setting?



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#### The Interviewee

At Maplewood Elementary, I managed daily student checkups, handled minor injuries, and assisted with health programs. I also worked closely with teachers and parents to support students with chronic conditions like asthma and diabetes.



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### Sample Interview 2 (Reading Activity)



#### The Interviewer

What is the most challenging situation you've faced as a school nurse?



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#### The Interviewee

One challenge was handling a severe allergic reaction. A student had difficulty breathing, so I quickly administered an EpiPen and called emergency services. Acting fast prevented a more serious outcome.

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### Sample Interview 2 (Reading Activity)

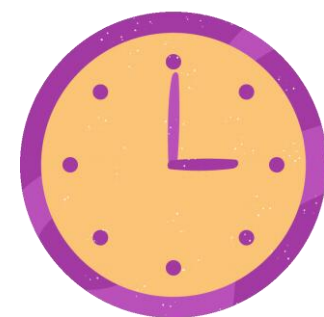


#### The Interviewer

What strategies do you use to educate students about health and safety?

#### The Interviewee

I conduct short classroom talks on hygiene, first aid, and nutrition. I also work with teachers to include health education in daily lessons.



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### Sample Interview 2 (Reading Activity)



#### The Interviewer

Lastly, do you have any questions for us?

#### The Interviewee

Yes, I'd like to know more about the school's emergency response procedures and professional development opportunities for nurses.



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### Sample Interview 2 (Reading Activity)



#### The Interviewer

We have clear emergency protocols and provide regular training for staff. Thank you for your time today, and we'll be in touch soon.



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#### The Interviewee

Thank you! I look forward to hearing from you.



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### Sample Interview 2 (Reading Activity)



## What can we learn from Greg's responses?

Greg's answers were **clear, short,**  
and **to the point.**

He gave **good examples** from his  
work and showed he knows how  
to handle real situations as a  
school nurse.



## Unit 4: Successful Interviews

### Sample Interview 2 (Reading Activity)



1. He answered the questions well

Greg talked about his job experience in a way that fit the school nurse role. He explained what he does, like helping students with their health, handling chronic conditions, and working with teachers and parents.



## Unit 4: Successful Interviews

### Sample Interview 2 (Reading Activity)



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1. He showed his skills

He gave an example of helping a student with an allergic reaction. This shows he can act fast in an emergency response situation.





## Unit 4: Successful Interviews

### Sample Interview 2 (Reading Activity)



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1. He explained how he solves problems

When asked how he cares for many students at the same time, he said he checks who needs help first. This shows he understands medical assessment and can stay calm while making good decisions.



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### Sample Interview 2 (Reading Activity)



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4. He showed interest in the job

Greg asked about training and emergency procedures. This shows he wants to learn and improve his health education skills.

His answers were simple, clear, and showed he is a good fit for the school nurse position.





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### Sample Letter 2

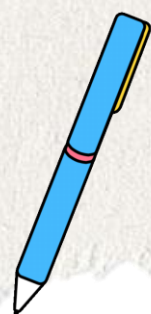
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### Writing Activity

Write clear and effective answers  
to common interview questions.

- Can you introduce yourself?



**Pause while you are thinking about your answer.  
You may need a pen and paper to write your answers down.**

You can use this template

"My name is \_\_\_\_\_.  
I have \_\_\_\_\_ years of experience  
in \_\_\_\_\_.  
I have worked in \_\_\_\_\_,  
where I \_\_\_\_\_."



## Unit 4: Successful Interviews

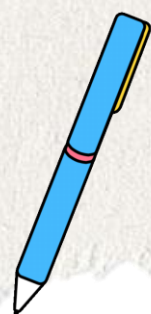
### Sample Letter 2



### Writing Activity

Write clear and effective answers to common interview questions.

- Can you describe your work experience?



**Pause while you are thinking about your answer.  
You may need a pen and paper to write your answers down.**

You can use this template

"I have \_\_\_\_\_ years of experience as a \_\_\_\_\_. In my previous role at \_\_\_\_\_, I was responsible for \_\_\_\_\_, where I gained experience in \_\_\_\_\_."



## Unit 4: Successful Interviews

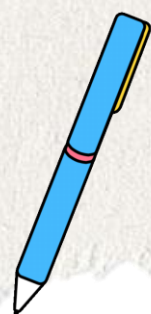
### Sample Letter 2



### Writing Activity

Write clear and effective answers to common interview questions.

- What strategies do you use to solve problems at work?



**Pause while you are thinking about your answer.  
You may need a pen and paper to write your answers down.**

You can use this template

"When facing a problem, I first \_\_\_\_\_ (*step 1*). After that, I gather information by \_\_\_\_\_ (*step 2*) to understand the issue fully. I then consider \_\_\_\_\_ (*possible solutions*) and choose the best option based on \_\_\_\_\_."



## **Unit 4: Successful Interviews**

### **Sample Letter 2**

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### **Speaking Activity**

**The goal of this activity is to help you draft thoughtful, clear responses to common interview questions and practice speaking these responses with clarity and confidence. The activity is designed to improve your spoken communication skills for interviews.**



## Unit 4: Successful Interviews

### Sample Letter 2



### Core Criteria

- **Clarity:** Is the response clear and easy to understand?
- **Relevance:** Are the responses directly related to the question, highlighting key qualifications and experiences?
- **Language Use:** Is the language professional, formal, and appropriate for an interview setting?

## Unit 4: Successful Interviews

### Sample Letter 2

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### Speaking Activity

#### Self Introduction

"My name is Sarah Johnson, and I recently graduated with a degree in nursing. During my studies, I completed an internship at Riverside Hospital, where I gained hands-on experience in patient care. I'm excited to start my career and bring my skills in healthcare, patient support, and teamwork to a role where I can contribute to improving others' well-being. I believe my internship experience has prepared me to transition smoothly into a professional setting."

# Unit 4: Successful Interviews

## Sample Letter 2

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### Speaking Activity

#### Work Experience

"At Riverside Hospital, I worked in the pediatric ward where I assisted with patient assessments, administered medication under supervision, and supported nurses with patient care tasks. I also had the opportunity to collaborate with a team of healthcare professionals, providing care and support to children. Although my experience is primarily from my internship, I'm eager to apply what I've learned in a full-time role and continue developing my skills."



# Unit 4: Successful Interviews

## Sample Letter 2

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### Speaking Activity

#### Problem Solving Skills

"I learned to handle problems by first understanding the situation clearly. For example, if a patient's condition changed suddenly, I would observe and gather information, then discuss with my supervisor to decide the best course of action. I always remain calm and communicate effectively with the team to find a solution. My focus is on taking quick, careful steps and following up to make sure the problem is resolved."





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## **Source Material**

### **Clarification**

**This lecture utilizes the structural framework and conceptual ideas presented in Cambridge English for Job-hunting by Downes (2008). However, to respect copyright, the lecture avoids using the book's exact text. It is an interpretation, application and adaptation of the book's core principles, not a reproduction.**





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