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Language Learning › Business English › Interview Skills

Beginner lessons for Interview Skills

Master Interview Skills for Business Success!

DEFINITION

> Interview skills are techniques that help you effectively communicate during job interviews. They include preparation, presentation, and follow-up strategies.

KEY CONCEPTS

Preparation

Research the company and role to understand what they value in candidates.

Common Questions

Familiarize yourself with typical interview questions like 'Tell me about yourself.'

Body Language

Use positive body language, such as eye contact and a firm handshake, to convey confidence.

STAR Technique

Use the STAR method (Situation, Task, Action, Result) to structure your answers.

Follow-Up

Send a thank-you email after the interview to express appreciation and reinforce interest.

EXAMPLES

→ I researched the company before my interview.

→ I practiced the STAR technique for answering questions.

→ I sent a thank-you email after my interview.

MEMORY TIPS

★ Remember 'PBCF' for Preparation, Body language, Common questions, Follow-up.

★ Use the acronym 'STAR' to recall the answer structure.

★ Visualize a successful interview to boost confidence.

COMMON MISTAKES

✗ Not researching the company beforehand.

✗ Failing to practice common interview questions.

✗ Neglecting to send a follow-up email.

QUICK RECAP

Effective interview skills include preparation, understanding common questions, and positive body language. Always follow up after your interview to leave a lasting impression.