

ONE PAGE SUMMARY

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, answering questions, and making a good impression.

KEY CONCEPTS

Research the Company

Understand the company's values, culture, and recent news to tailor your answers.

Common Interview Questions

Prepare for typical questions like 'Tell me about yourself' and 'What are your strengths?'

STAR Technique

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

Body Language

Maintain eye contact, smile, and use open gestures to convey confidence.

Follow-Up

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

EXAMPLES

- I researched the company's latest project before my interview.
- Using the STAR technique, I explained how I solved a team conflict.
- I sent a thank-you email to the interviewer the next day.

MEMORY TIPS

- ★ Remember 'STAR' for structured answers: Situation, Task, Action, Result.
- ★ Think of 'C.A.R.E.': Company research, Answering questions, Rapport building, Email follow-up.
- ★ Visualize a confident posture to recall body language tips.

COMMON MISTAKES

- ✗ Not researching the company beforehand.
- ✗ Giving vague answers without examples.
- ✗ Failing to follow up after the interview.

QUICK RECAP

Interview skills are essential for making a strong impression in job interviews. Focus on preparation, using the STAR technique, and maintaining good body language to enhance your chances of success.